

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2007**

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
FINANCIAL REPORT
JUNE 30, 2007**

TABLE OF CONTENTS

	Page
Independent Auditors' Report On Basic Financial Statements	1
Management's Discussion and Analysis	3
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Assets	9
Statement of Activities	10
Fund Financial Statements:	
Major Governmental Funds:	
Balance Sheet	12
Statement of Revenues, Expenditures, and Changes In Fund Balance	14
Reconciliation of the Net Change in Fund Balances Total Governmental Funds With the Statement of Activities	15
Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual:	
General Fund	16
First 5 Fund	17
Notes to Financial Statements	18
Report on Compliance and on Internal Control over Financial Reporting Required by <i>Government Auditing Standards</i>	25

430 Verbena Court
Pleasant Hill, CA 94523

(925) 229-1950
Fax (925) 229-1952
wroweassoc@aol.com

INDEPENDENT AUDITORS' REPORT

Board of Commissioners
First 5 Contra Costa
Children and Families Commission
1340 Arnold Drive, Suite 125
Martinez, CA 94553

We have audited the accompanying financial statements of the governmental activities and each major fund of the First 5 Contra Costa Children and Families Commission as of and for the year ended June 30, 2007, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the First 5 Contra Costa Children and Families Commission's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and each major fund of the First 5 Contra Costa Children and Families Commission as of June 30, 2007, and the respective changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 9, 2007, on our consideration of the First 5 Children and Families Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Management's Discussion and Analysis and budgetary comparison information on pages 3 through 7 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the First 5 Contra Costa Children and Families Commission basic financial statements. The combining fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

Wallace E. How, CPA

October 9, 2007

MANAGEMENT'S DISCUSSION AND ANALYSIS

The financial statements for the fiscal year 2007 are being issued in the format prescribed by the provisions of Government Accounting Standards Board Statement 34 (GASB 34), which requires the Commission to provide this overview of its financial statements for the fiscal year. Please read it in conjunction with the Basic Financial Statements.

FISCAL 2007 FINANCIAL HIGHLIGHTS

During the fiscal year ended June 30, 2007 the Commission completed its eighth year in existence. During this just completed fiscal year the programs and activities envisioned by the Commission in its strategic plan were fully implemented.

Over \$9,300,000 of new grant contracts were awarded to subgrantee agencies and individuals during fiscal year 2007.

Financial highlights of the year include the following:

The Commission's net assets increased from \$51,827,631 for fiscal year 2006 to \$53,858,693 for fiscal year 2007.

Total commission's revenues; which include Proposition 10 grants, interest, and other income for fiscal year 2007 were \$15,090,994, an increase of \$618,757 from the prior year's amount of \$14,472,237. Total expenses for 2007 were \$13,059,932, an increase of \$1,707,655 from the prior year's balance of \$11,352,277.

OVERVIEW OF THE COMPREHENSIVE ANNUAL FINANCIAL STATEMENT

This annual Financial Report is in four parts:

1. Management's Discussion and Analysis (this part),
2. Independent Auditors' Report,
3. The Basic Financial Statements, which include the Government-wide Financial Statements and the Fund financial Statements; along with the Notes to these financial statements,
4. Report on Compliance and on Internal Control Over Financial Reporting Required by Government Auditing Standards.

THE BASIC FINANCIAL STATEMENTS

The Basic Financial Statements comprise the Commission-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the Commission's financial activities and financial position.

The Commission-wide Financial Statements provide a longer-term view of the Commission's activities as a whole, and are comprised of the Statement of Net Assets and the Statement of Activities. The Statement of Net Assets provides information about the financial position of the Commission as a whole on the full accrual basis, similar to that used in the private sector. The Statement of Activities provides information about the Commission's revenues and all its expenses, also on the full accrual basis, with the emphasis on measuring net revenues and expenses of each of the Commission's programs. The Statement of Activities explains in detail the change in Net Assets for the year.

The Fund Financial Statements report the Commission's operations in more detail than the government-wide statements and focus primarily on the short-term activities of the Commission's General Fund and other Major Funds. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt, and other long-term amounts.

Major funds account for the major financial activities of the Commission and are presented individually, while the activities of Non-major funds (if any were to exist) would be presented in summary, with subordinate schedules presenting the detail for each of the other funds. The Major Funds are explained below.

The Government-wide Financial Statements

The Statement of Net Assets and the Statement of Activities present information about the following:

Governmental activities -All of the Commission's basic services are considered to be governmental activities. The services are supported primarily by tax revenues generated from the State of California Proposition 10.

The Commission-wide financial statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the Commission as a whole.

Fund Financial Statements

The Fund financial Statements provide detailed information about each of the Commission's most significant funds, called Major Funds. The concept of major funds, and the determination of which are major funds, was established by GASB 34 and replaces the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually, with any Non-major Funds summarized and presented in a single column. Major Funds present the major activities of the Commission for the year, and may change from year to year as a result of changes in the pattern of the Commission's activities. In the Commission's case, the First 5 Fund is a major fund for the fiscal year 2007.

Fund Financial Statements include the governmental funds discussed below. Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and long-term liabilities (were they to exist), are not presented in Governmental Fund Financial Statements.

Comparisons of Budget and Actual financial information are presented only for the General Fund and other Major funds that are Special Revenue Funds.

FINANCIAL ACTIVITIES OF THE COMMISSION AS A WHOLE

The Commission's net assets from governmental activities increased from \$51,827,631 in 2006 to \$53,858,693 in 2007. This increase is the Change in Net Assets reflected in the Statement of Activities, and an explanation of the more significant account changes are explained below.

Cash and investments increased \$1,131,340, principally as a result of the excess of revenues over expenditures. This cash must be used to provide for early childhood development programs to aid children ages zero to five.

Grants receivable at June 30, 2007 were \$1,936,583. These receivable amounts are due from the State for Proposition 10 tax revenues collected for 2007 and not remitted to the Commission prior to June 30, 2007.

Expenses of the Commission increased \$1,707,655.

Analysis of Major Governmental Funds

First 5 Fund

The First 5 Fund accounts for the activities of the various grants and programs administered directly for the Proposition 10 funded early childhood development programs.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
COMPARATIVE STATEMENT OF NET ASSETS
JUNE 30, 2007**

	<u>Governmental Activities</u>		<u>Percentage Change</u>
	<u>2007</u>	<u>2006</u>	
<u>Assets</u>			
Current and Other Assets	\$ 55,575,630	\$ 54,561,272	1.9%
Capital assets	<u>908,947</u>	<u>707,149</u>	<u>28.5</u>
Total Assets	<u>\$ 56,484,577</u>	<u>\$ 55,268,421</u>	<u>2.2</u>
<u>Liabilities</u>			
Current liabilities	\$ 2,552,879	\$ 3,434,407	(25.7)
Noncurrent liabilities	<u>73,005</u>	<u>6,383</u>	<u>1043.7</u>
Total Liabilities	<u>2,625,884</u>	<u>3,440,790</u>	<u>(23.7)</u>
<u>Net Assets</u>			
Invested in Capital Assets, net of related debt	908,947	707,149	28.5
Unrestricted Net Assets	<u>52,949,746</u>	<u>51,120,482</u>	<u>3.6</u>
Total Net Assets	<u>\$ 53,858,693</u>	<u>\$ 51,827,631</u>	<u>3.9%</u>

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
COMPARATIVE STATEMENT OF ACTIVITIES
JUNE 30, 2007**

	<u>Governmental Activities</u>		Percentage Change
	<u>2007</u>	<u>2006</u>	
<u>Revenues</u>			
Prop 10 tax revenues	\$ 12,340,648	\$ 12,434,141	(.8)%
Interest	2,748,945	2,026,280	35.7
Other grants	-	7,193	
Other	1,401	4,623	(69.7)
Total Revenues	<u>15,090,994</u>	<u>14,472,237</u>	<u>4.3</u>
<u>Expenditures</u>			
Grants	9,643,658	8,967,839	7.5
Salaries	1,159,778	953,780	21.6
Employee benefits	591,423	432,324	36.7
Professional services	555,649	259,532	114.1
Evaluation services	468,144	530,231	(11.7)
Other administrative expenses	641,280	208,571	207.5
Total Expenditures	<u>13,059,932</u>	<u>11,352,277</u>	<u>15.0</u>
Change in net assets	2,031,062	3,119,960	(34.9)
Net Assets, beginning of year	<u>51,827,631</u>	<u>48,707,671</u>	<u>6.4</u>
Net Assets, End of Year	<u>\$ 53,858,693</u>	<u>\$ 51,827,631</u>	<u>3.9%</u>

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
CHANGES IN CAPITAL ASSETS**

	<u>2007</u>	<u>2006</u>	<u>Increase (Decrease)</u>
Land	\$ 245,430	\$ 245,430	-%
Buildings and Improvements	<u>666,935</u>	<u>461,719</u>	<u>44.4</u>
Total	<u>\$ 912,365</u>	<u>\$ 707,149</u>	<u>29.0%</u>

ECONOMIC OUTLOOK AND MAJOR INITIATIVES

It is expected that revenues will decrease and expenses will increase only slightly for the next fiscal year. The decrease in revenues is due to expected decreases in Proposition 10 tax revenues. Commission expenses are expected to increase due to the future implementation of early childhood development-related grants and Commission-managed programs.

Future annual revenues from the Proposition 10 apportionments are expected to decrease due to the decrease in the amount of tobacco sales within the State. To prepare for this expected decrease in future years' revenues, the Commission has prepared, and will be periodically revising, a Commission long-term sustainability plan.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This annual report is intended to provide the community with a general overview of the Commission's finances. Questions about this report should be directed to the Commission's Executive Director at 1340 Arnold Drive, Suite 125, Martinez, CA 94553.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
STATEMENT OF NET ASSETS
JUNE 30, 2007**

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<u>ASSETS</u>			
Current Assets:			
Cash and investments (Note 2)	\$ 52,230,375	\$ -	\$ 52,230,375
Grants receivable	1,936,583	-	1,936,583
Accounts receivable	1,478	-	1,478
Note receivable	808,352	-	808,352
Interest receivable	143,109	-	143,109
Prepaid expenses	<u>455,733</u>	<u>-</u>	<u>455,733</u>
Total current assets	<u>55,575,630</u>	<u>-</u>	<u>55,575,630</u>
Noncurrent Assets:			
Capital assets, net of accumulated			
Depreciation of \$3,418	<u>908,947</u>	<u>-</u>	<u>908,947</u>
Total noncurrent assets	<u>908,947</u>	<u>-</u>	<u>908,947</u>
Total assets	<u>\$ 56,484,577</u>	<u>\$ -</u>	<u>\$ 56,484,577</u>
<u>LIABILITIES</u>			
Current liabilities:			
Accounts payable	\$ 12,239	\$ -	\$ 12,239
Due to other agencies	2,313,205	-	2,313,205
Unearned grants	64,451	-	64,451
Accrued payroll	148,167	-	148,167
Compensated absences	<u>14,817</u>	<u>-</u>	<u>14,817</u>
Total current liabilities	<u>2,552,879</u>	<u>-</u>	<u>2,552,879</u>
Compensated absences	<u>73,005</u>	<u>-</u>	<u>73,005</u>
Total noncurrent liabilities	<u>73,005</u>	<u>-</u>	<u>73,005</u>
Total liabilities	<u>2,625,884</u>	<u>-</u>	<u>2,625,884</u>
<u>NET ASSETS</u>			
Invested in capital assets, net of related debt	908,947	-	908,947
Unrestricted	<u>52,949,746</u>	<u>-</u>	<u>52,949,746</u>
Total net assets	<u>\$ 53,858,693</u>	<u>\$ -</u>	<u>\$ 53,858,693</u>

See accompanying notes to financial statements

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2007**

<u>Functions/Programs</u>	<u>Program Revenues</u>	<u>Net Revenue and Changes to Net Assets</u>		<u>Total</u>
Governmental Activities:	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
First 5 programs	\$ 12,340,648	\$ (719,284)	\$ -	\$ (719,284)
Total governmental activities	<u>12,340,648</u>	<u>(719,284)</u>	<u>-</u>	<u>(719,284)</u>
Business-type Activities:	-	-	-	-
Total business-type activities	-	-	-	-
Total	<u>\$ 12,340,648</u>	<u>(719,284)</u>	<u>-</u>	<u>(719,284)</u>
General Revenues:				
Investment earnings		2,748,945	-	2,748,945
Miscellaneous		1,401	-	1,401
Total general revenues		<u>2,750,346</u>	<u>-</u>	<u>2,750,346</u>
Change in net assets		2,031,062	-	2,031,062
Net assets – beginning		51,827,631	-	51,827,631
Net assets, ending		<u>\$ 53,858,693</u>	<u>\$ -</u>	<u>\$ 53,858,693</u>

See accompanying notes to financial statements

FUND FINANCIAL STATEMENTS

GASB 34 revises the format of the Fund Financial Statements so that only individual major funds are presented, while non-major funds (if any) are combined in a single column. Major funds are defined generally as having significant activities or balances in the current year. No distinction is made between fund types and the practice of combining like funds and presenting their totals in separate columns (Combined Financial Statements) has been discontinued, along with the use of the General Fixed Assets and General Long-term Debt Account Groups.

The funds described below were determined to be Major Funds by the Commission for the fiscal year 2007.

GENERAL FUND

The General Fund is used for all the general revenues of the Commission not specifically collected for other Commission funds, and the related expenditures.

FIRST 5 FUND

The First 5 Fund accounts for the activities of the programs funded from the proceeds of Proposition 10. These programs are designed in partnership with parents, caregivers, communities, public and private organizations, advocates and county government, to foster the optimal development of children prenatally to five years of age.

Each year a portion of the excess of revenues over expenditures are being designated for sustainability of the Commission for the future years when expenditures are expected to exceed revenues. Proceeds from Proposition 10 are derived from the sales of tobacco products within the State of California. It is anticipated that future tax revenues will decrease annually.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2007**

	<u>General</u>	<u>First 5</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and investments (Note 2)	\$ -	\$ 52,230,375	\$ 52,230,375
Accounts receivable	-	1,478	1,478
Grants receivable	-	1,936,583	1,936,583
Notes receivable	-	808,352	808,352
Interest receivable	-	143,109	143,109
Prepaid expenses	-	455,733	455,733
Total assets	<u>\$ -</u>	<u>\$ 55,575,630</u>	<u>\$ 55,575,630</u>
LIABILITIES AND EQUITY			
LIABILITIES			
Accounts payable	\$ -	\$ 12,239	\$ 12,239
Due to other agencies	-	2,313,205	2,313,205
Unearned grants	-	64,451	64,451
Accrued payroll	-	148,167	148,167
Total liabilities	<u>-</u>	<u>2,538,062</u>	<u>2,538,062</u>
FUND BALANCE: (Note 3)			
Reserved:			
Encumbrances	-	74,800	74,800
Loans receivable	-	808,352	808,352
Prepaid expenses	-	455,733	455,733
Unreserved:			
Designated for sustainability	-	42,315,458	42,315,458
Designated for local initiatives	-	5,948,542	5,948,542
Undesignated	-	3,434,683	3,434,683
Total fund balances	<u>\$ -</u>	<u>\$ 53,037,568</u>	<u>\$ 52,037,568</u>
Total liabilities and fund balance	<u>\$ -</u>	<u>\$ 55,575,630</u>	<u>\$ 55,575,630</u>

See accompanying notes to financial statements

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2007**

	<u>General</u>	<u>First 5</u>	<u>Total Governmental Funds</u>
<u>Revenues</u>			
Proposition 10 tax revenue	\$ -	\$ 12,340,648	\$ 12,340,648
Interest	-	2,748,945	2,748,945
Other income	-	1,401	1,401
Total revenue	-	15,090,994	15,090,994
<u>Expenditures</u>			
Grants	-	9,616,251	9,616,251
Salaries	-	1,159,778	1,159,778
Employee benefits	-	591,423	591,423
Evaluation services	-	468,144	468,144
Professional services	-	555,649	555,649
Other administrative expenses	-	641,280	641,280
Capital outlay	-	205,216	205,216
Total expenditures	-	13,237,741	13,237,741
Net change in fund balance	-	1,853,253	1,853,253
Fund balance, beginning	-	51,184,315	51,184,315
Net assets, June 30, 2007	\$ -	\$ 53,037,568	\$ 53,037,568

See accompanying notes to financial statements

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES
OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2007**

Net changes in fund balances - total governmental funds \$ 1,853,253

CAPITAL ASSET TRANSACTIONS

Governmental Funds report capital outlays as expenditures. However, on the Statement of Activities the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.

Expenditures for capital assets	205,216
Less current year's depreciation	(3,418)

LONG-TERM ASSETS AND LIABILITIES

The change in net assets for governmental activities in the Statement of Activities is different because the changes in compensated absences do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds

(23,989)

Change in net assets of governmental activities (page 10) \$ 2,031,062

See accompanying notes to financial statements

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2007**

	<u>Budgeted Amounts</u>		<u>Actual Amounts Budgetary Basis</u>	Variance With Final Budget Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Grants	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-
Miscellaneous	-	-	-	-
Total Revenues	-	-	-	-
<u>EXPENDITURES</u>				
Administration	-	-	-	-
Program costs	-	-	-	-
Total Expenditures	-	-	-	-
Fund balance - beginning	-	-	-	-
Fund balance - Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
FIRST FIVE FUND
SCHEDULE OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2007**

	<u>Budgeted Amounts</u>		<u>Actual Amounts Budgetary Basis</u>	<u>Variance With Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>REVENUES</u>				
Grants	\$ 12,447,662	\$ 12,514,582	\$ 12,340,648	\$ (173,934)
Interest	800,000	2,700,000	2,748,945	48,945
Miscellaneous	-	1,401	1,401	-
Total Revenues	<u>13,247,662</u>	<u>15,215,983</u>	<u>15,090,994</u>	<u>(124,989)</u>
<u>EXPENDITURES</u>				
Administration	1,081,846	1,080,846	904,396	176,450
Evaluation	711,940	711,940	592,639	119,301
Program costs	<u>13,123,461</u>	<u>13,268,069</u>	<u>11,740,706</u>	<u>1,527,363</u>
Total Expenditures	<u>14,917,247</u>	<u>15,060,855</u>	<u>13,237,741</u>	<u>1,823,114</u>
Excess of revenues over Expenditures	(1,669,585)	155,128	1,853,253	1,698,125
Fund balance - beginning	<u>51,184,315</u>	<u>51,184,315</u>	<u>51,184,315</u>	<u>-</u>
Fund balance - Ending	<u>\$ 49,514,730</u>	<u>\$ 51,339,443</u>	<u>\$ 53,037,568</u>	<u>\$ 1,698,125</u>

See accompanying notes to financial statements

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007**

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The First 5 Contra Costa Children and Families Commission (the Commission) was established by the Contra Costa County Board of Supervisors. The Commission was established to implement the provisions of Proposition 10 adopted on November 3, 1998. The Board of Supervisors originally appointed nine commission members and nine alternate members on September 1, 1999. One of the Commissioner positions will be occupied by a member of the County Board of Supervisors and will serve a one year term, three of the Commissioner positions will be occupied by employees of Contra Costa County and will serve without term limit, the remaining five Commissioner positions will consist of representatives from various organizations or recipients of services. These positions were originally appointed for three or four years. Upon completion of the initial terms of appointment these five positions will be appointed for three year terms. The mission of the Commission is, in partnership with parents, caregivers, communities, public and private organizations, advocates and county government, to foster optimal development of children, prenatally to five years of age.

B. Basis of Presentation

The accompanying financial statements are presented on the basis set forth in Government Accounting Standards Board Statement 34, *Basic financial Statements-and Management's Discussion and Analysis-for State and Local Governments*. GASB 34 requires that the financial statements described below be presented.

Government-wide Statements: The Statement of Net Assets and Statement of Activities display information about the primary government (the Commission). These statements include the financial activities of the overall Commission. These statements distinguish between the *governmental and business-type activities* of the Commission. Governmental activities generally are financed through taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties. There were no business-type activities for the Commission for fiscal 2007.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007
(Continued)**

Note 1 (continued)

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the Commission and for each function of the Commission's governmental activities. Direct expenses are those that are specifically associated with a program of function and, are clearly identifiable to a particular function. Program revenues include grants and contributions that are restricted to the operations of a particular program. Revenues that are not classified as program revenues are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Commission's funds. The emphasis of fund financial statements is on major individual governmental funds, each of which is displayed in a separate column.

C. Major Funds

GASB 34 defines major funds and requires that the Commission's major governmental and business-type funds be identified and presented separately in the Fund financial statements. All other funds, called non-major funds, are to be combined and reported in a single column, regardless of their fund type. There were no non-major funds for the Commission for 2007.

Major funds are defined as funds which have either assets, liabilities, revenues, or expenditures equal to ten percent of their fund-type total and five percent of the grand total. The General fund is always a major fund.

The Commission reported the following major governmental funds in the accompanying financial statements:

General Fund - This is the Commission's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

First 5 Fund - This fund accounts for Proposition 10 tax increments which must be used for programs aiding development of children ages prenatally to five years of age.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007
(Continued)**

Note 1 (continued)

D. Basis of Accounting

The government-wide financial statements are reported using the *economic resources measurement focus* and the *full accrual basis* of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when related cash flows take place.

Revenue from grants and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the *current financial resources* measurement focus and the *modified accrual basis* of accounting. Under this method, revenues are recognized when *measurable and available*. The Commission considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds.

E. Accounting Policies

Non-exchange transactions, in which the Commission gives or receives value without directly receiving or giving equal value in exchange, include Proposition 10 tax increments and other grants. On an accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

F. Budgeting Procedures

Each year management of the Commission prepares a proposed budget which is presented to the Commission's Board of Commissioners. The annual budget is then legally enacted through adoption of a budget resolution.

Budgets are prepared on the modified accrual basis of accounting. Operating budgets which have not been encumbered lapse at the end of the fiscal year.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007
(Continued)**

Note 2 - CASH AND INVESTMENTS

The majority of cash and investments of the Commission is maintained in Contra Costa County's internal pool or specified individual securities, and are invested by the County Treasurer. Income from pooled investments is allocated to the Commission's fund based on average daily cash balances. The County also maintains individual investment accounts for the Commission. These accounts are separate from the pool and are reported in an investment trust fund. The types of investments for these funds are made at the direction of the Commission, and the income derived, from these investments and changes in the investments value affect only the trust fund of the Commission.

The Commission categorizes its individual securities investments in ascending order to reflect relative risk of loss of these instruments. This risk is called Credit Risk, the lower the number, the lower the risk. Categorization does not measure Market Risk, which is the risk that investments will fluctuate in market value. The three levels of risk prescribed by generally accepted accounting principles are described below:

Category 1 - Security instruments in this category are in the Commission's name and are in the possession of a Trust Department of a bank employed solely for this purpose. The commission is the registered owner of securities held in book entry form by the bank's Trust Department. Insured certificates of deposit are included in this category.

Category 2 - Security instruments and book entry form securities in this category are in the bank's name as agent for the Commission, but are held by its Trust Department in the Commission's name.

Category 3 - Investments in this category include only Commission owned securities instruments or book entry form securities which are not in the Commission's name or held by the bank's Trust Department.

Pooled Investments - Pooled investments are not categorized because of their pooled, rather than individual, nature.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007
(Continued)**

Note 2 (continued)

Investments are carried at fair value, which is the same as fair market value and are categorized as follows at June 30:

	<u>Category 1</u>	<u>Non-Categorized</u>	<u>Total</u>
Cash with banks	\$ 10,000	\$ -	\$ 10,000
Petty cash		1,000	1,000
Pooled investments with County	<u>-</u>	<u>52,219,375</u>	<u>52,219,375</u>
Total cash and Investments	<u>\$ 10,000</u>	<u>\$ 52,220,375</u>	<u>\$ 52,230,375</u>

California Law requires banks and savings and loan institution to pledge government securities with a market value of 110% of the Commission's cash or deposit or first trust deed mortgage notes with a value 150% of the deposit as collateral for these deposits. Under California Law this collateral is held in the Commission's name and places the Commission ahead of general creditors of the institution. The Commission has waived the collateral requirements for the portion of deposits covered by federal deposit insurance.

Note 3 - FUND BALANCES

Governmental funds report the differences between their assets and liabilities as *fund balance*, which is divided into *reserved* and *unreserved* portions. The *reserved fund balance* is the portion of fund balance that is not available for the following period's budget.

Unreserved fund balance may, in turn, be subdivided into *designated* and *undesignated* portions. Designations represent management's intended future use of resources and reflect actual plans approved by the Commissions Board of Commissioners.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007
(Continued)**

Note 3 (continued)

The Commission has elected to separate its unreserved fund balance into three designations which are as follows:

- A. Designated For Local Initiatives
Funds which are designated for Local Initiatives include the Commission approved funding pools for First Five capital assets, special reserves, equity, and the Home Visiting Database. Funds are added or subtracted from these pools upon Commission approval.
- B. Designated for Sustainability
Funds designated to ensure that the Commission is able to continue providing services for future years when revenues are expected to decrease and expenditures are expected to exceed revenues for those years.
- C. Undesignated
Funds required for funding the operations of the Commission for the future fiscal year.

Note 4 - SUPPLANT REQUIREMENT

Management of the Commission has represented that the supplant requirement stated in Section 30134.4 of the California Tax and Revenue Code has been met.

Note 5 - EMPLOYEES RETIREMENT PLAN

A. Plan Description

The Contra Costa County Employee Retirement Association (CCCERA) is a cost-sharing multiple-employer defined benefit pension plan (the plan) governed by the County Employees' Retirement Law of 1937 (the 1937 Act). The plan covers substantially all of the employees of the county, its special districts, the Housing authority and thirteen member agencies. The plan issues stand-alone financial statements which can be directly obtained from its office at 1355 Willow Way, Suite 221, Concord, California 94520.

The plan provides for retirement, death and survivor benefits, in accordance with the 1937 Act. Annual cost-of-living adjustments to retirement benefits can be granted by the Retirement Board as provided by state statutes.

**FIRST 5 CONTRA COSTA
CHILDREN AND FAMILIES COMMISSION
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2007
(Continued)**

Note 5 (continued)

The plan is currently divided into seven benefit sections in accordance with the 1937 Act. These sections are known as General Tier I, enhanced and non-enhanced; Tier II; Tier III enhanced and non-enhanced; Safety enhanced and non-enhanced. On October 1, 2002, the Contra Costa County Board of Supervisors adopted Resolution No. 2002/608, which provides enhanced benefit changes commonly known as 3 percent at 50 for safety members and 2 percent at 55 for general members, effective July 1, 2002 and January 1, 2003, respectively. Covered First 5 Contra Costa employees are all classified as General Tier I, enhanced.

Service retirement benefits are based on age, length of service and final average salary in accordance with the California Government Code Section 31462 and 31462.1. The retirement benefit is based on a one-year average salary.

B. Funding Policy

The employees and members contribute to CCCERA based on rates recommended by an independent actuary and adopted by the CCCERA Board of Retirement. Covered employees are required by statute to contribute toward their pensions. Member contributions are formulated on the basis of the date of entry and the actuarially calculated benefits. Member contributions are refundable upon termination from the retirement system.

Contra Costa County and special districts, including First Five Contra Costa, are required by statute to contribute the amounts necessary to finance the estimated benefits accruing to their employees. The Commission's contributions to CCCERA for the years ending June 30, 2007, 2006, and 2005 were \$321,971, \$262,278, and \$206,777, respectively.

430 Verbenia Court
Pleasant Hill, CA 94523

(925) 229-1950
Fax (925) 229-1952
wroweassoc@aol.com

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL
OVER FINANCIAL REPORTING
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Commissioners
First 5 Contra Costa
Children and Families Commission
1340 Arnold Drive, Suite 125
Martinez, CA 94553

We have audited the accompanying financial statements of the governmental activities of the First 5 Contra Costa Children and Families Commission as of and for the year ended June 30, 2007, which collectively comprise the First 5 Children and Families Commission basic financial statements and have issued our report thereon dated October 9, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the First 5 Contra Costa Children and Families Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance

As part of obtaining reasonable assurance about whether the First 5 Contra Costa Children and Families Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported herein under *Government Auditing Standards*.

This report is intended solely for the information of the Board of Commissioners, management and the First 5 California Children and Families Commission and is not intended to be and should not be used by anyone other than these specified parties.

Wallace E. Rowe, CPA

October 9, 2007