



**Local Agency Formation Commission**  
**LAFCO of Napa County**

1700 Second Street, Suite 268  
Napa, CA 94559  
(707) 259-8645  
FAX (707) 251-1053  
<http://napa.lafco.ca.gov>

**August 6, 2007**  
**Agenda Item No. 5c**

July 31, 2007

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Close of Accounting Records for Fiscal Year 2006-2007**  
**(Consent: Information)**

The Commission will receive a report from staff on the close of the accounting records for the 2006-2007 fiscal year.

The Executive Officer and the County of Napa Auditor's Office have completed the necessary actions to close the accounting records for the 2006-2007 fiscal year. LAFCO finished the fiscal year with revenues and unexpended funds totaling \$201,137. Principal revenues include application fees and interest earnings. Unexpended funds are drawn from surplus operating and reserve accounts that are funded through agency contributions. Unexpended funds in 2006-2007 are primarily attributed to the retention of all budgeted reserves along with the extended vacancy of the analyst position and the appointment of the Executive Officer at the entry point of the current salary range. Also, as detailed in Agenda Item No. 5b, LAFCO was not charged for information technology services due to a processing oversight by the County. This oversight has contributed an additional \$17,999 to the total unexpended fund amount. Staff is currently working with the County Auditor's Office on this issue and believes it is appropriate to subtract \$17,999 from the total unexpended fund amount for 2006-2007. This will help to ensure that sufficient funds are reserved in anticipation of making last year's ITS payment during the 2007-2008 fiscal year.

**2006-2007: Revenues and Unexpended Funds**

Agency Contributions:	\$183,361
Interest Earnings:	\$11,984
Application Fees:	\$5,600
Miscellaneous:	\$209
Subtotal:	\$201,137
Less 06-07 ITS Charge:	\$17,999
Total	\$183,155

Jack Gingles, Chair  
Mayor, City of Calistoga

Juliana Inman, Commissioner  
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner  
Councilmember, City of American Canyon

Brad Wagenknecht, Vice-Chair  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
Executive Officer

It is the practice of the Commission to return all revenues and unexpended funds to its six funding agencies in the form of credits toward their respective budget contributions for next year. Credits are calculated based on each agency's percentage share of the prior fiscal year budget. Agency credits for the 2007-2008 fiscal year are reflected in the attached allocation spreadsheet prepared by staff. Invoices for 2007-2008 will be prepared and sent to all six funding agencies by the County Auditor's Office in August.

Note: An expanded review of LAFCO's expenditures for the 2006-2007 fiscal year is provided as part of Agenda Item No. 5b ("Fourth Quarter Budget Report").

Attachment: as stated