

# FINANCIAL STATEMENTS WITH INDEPENDENT AUDITORS' REPORT

Years Ended June 30, 2013 and 2012

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#### INDEPENDENT AUDITORS' REPORT

Board of Directors YERBA BUENA COMMUNITY BENEFIT DISTRICT San Francisco, California

We have audited the accompanying financial statements of YERBA BUENA COMMUNITY BENEFIT DISTRICT (the YBCBD), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

## Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

# **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of YERBA BUENA COMMUNITY BENEFIT DISTRICT as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

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San Francisco, California August 27, 2013



# STATEMENTS OF FINANCIAL POSITION

June 30,

	2013	2012
ASSETS		
Cash and cash equivalents	\$ 2,536,885	\$ 2,553,515
Assessments receivable, net	258,097	82,065
Prepaid expenses	13,082	11,073
Capital assets, net	48,724	52,578
Total assets	\$ 2,856,788	\$ 2,699,231
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable and accrued expenses	\$ 170,906	\$ 159,924
Accrued benefits	16,684	11,521
Total liabilities	187,590	171,445
Commitments		
Net assets:		
Unrestricted	2,653,498	2,512,786
Temporarily restricted	15,700	15,000
Total net assets	2,669,198	2,527,786
Total liabilities and net assets	\$ 2,856,788	\$ 2,699,231

# STATEMENT OF ACTIVITIES

	2013						
				nporarily			
	Un	restricted	Re	estricted		Total	
Revenue, gains and other support:							
Assessment revenue	\$	2,403,916	\$	_	\$	2,403,916	
Contributions	Ψ	81,085	Ψ	700	Ψ	81,785	
Grants		35,000		15,000		50,000	
Interest and other income		11,405		13,000		11,405	
Special events income		1,319		_		1,319	
Net assets released from restrictions		15,000		(15,000)		1,319	
Net assets released from restrictions		13,000		(13,000)			
Total revenue, gains and other support		2,547,725		700		2,548,425	
Expenses:							
Program services		2,080,691		-		2,080,691	
Supporting services:							
Management and administrative		296,827		_		296,827	
Fundraising		29,495				29,495	
Total expenses		2,407,013				2,407,013	
Change in net assets		140,712		700		141,412	
Net assets:							
Beginning of year		2,512,786		15,000		2,527,786	
End of year	\$	2,653,498	\$	15,700	\$	2,669,198	

# STATEMENT OF ACTIVITIES (CONTINUED)

	2012						
	Temporarily						
	Unrestricted		Restricted			Total	
Revenue, gains and other support:							
Assessment revenue	\$ 2	2,405,445	\$	-	\$	2,405,445	
Contributions		99,831		-		99,831	
Grants		25,500		15,000		40,500	
Interest and other income		4,304		_		4,304	
Special events income		1,487				1,487	
Total revenue, gains and other support	2	2,536,567		15,000		2,551,567	
Expenses:							
Program services	2	2,052,230		-		2,052,230	
Supporting services:							
Management and administrative		312,240		-		312,240	
Fundraising		28,697				28,697	
Total expenses	2	2,393,167				2,393,167	
Change in net assets		143,400		15,000		158,400	
Net assets:							
Beginning of year	2	2,369,386				2,369,386	
End of year	\$ 2	2,512,786	\$	15,000	\$	2,527,786	

## STATEMENT OF FUNCTIONAL EXPENSES

			Program Services					Supporting Services																																																				
	Ope	Sidewalk Operations and Beautification		District Identity and Streetscape Improvements		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Total		Management and Administrative		ndraising		Total
Cleaning services	\$	568,032	\$		\$	568,032	\$		\$		\$	568,032																																																
Community guides	φ	455,580	φ	-	Ф	455,580	φ	-	φ	-	φ	455,580																																																
Police services		326,699		_		326,699		_		_		326,699																																																
Salaries and benefits		82,787		70,415		153,202		109,719		20,907		283,828																																																
Grants		49,300		125,000		174,300		100,710		20,507		174,300																																																
Consulting fees		-		48,068		48,068		79,403		_		127,471																																																
Greening		101,511		-		101,511		-		_		101,511																																																
Marketing and branding		-		75,609		75,609		2,711		_		78,320																																																
Special events		-		64,166		64,166		-		_		64,166																																																
In-kind goods and services		5,250		64,512		69,762		1,323		7,000		78,085																																																
Rent and utilities		600		150		750		35,974		-		36,724																																																
Donations and contributions		26,791		-		26,791		-		-		26,791																																																
Depreciation and amortization		-		-		-		24,747		-		24,747																																																
Payroll taxes		6,025		5,124		11,149		7,616		1,522		20,287																																																
Bad debts		-		-		-		15,766		-		15,766																																																
Office supplies and postage		597		4,040		4,637		9,546		48		14,231																																																
Insurance		-		-		-		5,457		-		5,457																																																
Payroll processing fees		-		-		-		2,548		-		2,548																																																
Dues and subscriptions		-		-		-		1,848		-		1,848																																																
Uniforms		435		-		435		-		-		435																																																
Other expenses								169		18		187																																																
	\$	1,623,607	\$	457,084	\$	2,080,691	\$	296,827	\$	29,495	\$	2,407,013																																																

## STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)

			Program Services					Supporting Services					
	Ope	Sidewalk erations and autification	and S	ict Identity Streetscape rovements		Total	Management and Administrative		and		ndraising		Total
Cleaning services	\$	568,032	\$	-	\$	568,032	\$	-	\$	-	\$	568,032	
Community guides		455,580		-		455,580		-		-		455,580	
Police services		332,881		-		332,881		-		-		332,881	
Salaries and benefits		66,866		53,041		119,907		134,636		19,529		274,072	
Grants		130,000		49,200		179,200		-		-		179,200	
Greening		123,147		-		123,147		-		-		123,147	
Consulting fees		-		19,215		19,215		77,654		-		96,869	
In-kind goods and services		40,495		33,568		74,063		13,956		7,812		95,831	
Marketing and branding		1,500		78,019		79,519		5,089		-		84,608	
Special events		9,867		72,904		82,771		-		-		82,771	
Rent and utilities		-		-		-		34,124		-		34,124	
Payroll taxes		4,912		3,900		8,812		8,675		1,356		18,843	
Depreciation and amortization		-		-		-		18,052		-		18,052	
Office supplies and postage		1,166		3,350		4,516		8,412		-		12,928	
Insurance		-		-		-		5,559		-		5,559	
Uniforms		3,137		-		3,137		-		-		3,137	
Payroll processing fees		-		-		-		2,669		-		2,669	
Dues and subscriptions		-		-		-		2,411		-		2,411	
Donations and contributions		1,450		-		1,450		60		-		1,510	
Other expenses								943				943	
	\$	1,739,033	\$	313,197	\$	2,052,230	\$	312,240	\$	28,697	\$	2,393,167	

# STATEMENTS OF CASH FLOWS

	 2013	 2012
Cash flows from operating activities:		4.50.400
Change in net assets	\$ 141,412	\$ 158,400
Adjustments to reconcile change in net assets to net cash		
provided by operating activities:		
Bad debt expense	15,766	<del>-</del>
Depreciation and amortization	24,747	18,052
(Increase) decrease in assets:		
Assessments receivable	(191,798)	327,206
Prepaid expenses	(2,009)	(4,301)
Increase (decrease) in liabilities:		
Accounts payable and accrued expenses	10,982	(2,827)
Accrued benefits	 5,163	 5,816
Net cash provided by operating activities	4,263	 502,346
Cash flows from investing activities:		
Purchase of capital assets	 (20,893)	 (26,528)
Net cash used by investing activities	 (20,893)	 (26,528)
Net increase (decrease) in cash and cash equivalents	(16,630)	475,818
Cash and cash equivalents:		
Beginning of year	 2,553,515	 2,077,697
End of year	\$ 2,536,885	\$ 2,553,515

## NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

#### 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Purpose and Organization**

The Yerba Buena Community Benefit District (the YBCBD) was formed in 2008 by property owners to improve the quality of life in the area by making the area cleaner, safer, and more vibrant. The YBCBD has a contract with the City and County of San Francisco (the City) for a term of seven years expiring on December 31, 2015. The YBCBD stretches from about Second to Fifth and Market to Harrison Streets in San Francisco, California.

The YBCBD exists to implement programs to create a neighborhood that is safer, cleaner, greener and a better place to conduct business. These programs and services are funded by district property owners in the Yerba Buena neighborhood.

The YBCBD's mission statement is as follows:

The Yerba Buena Community Benefit District will advance the quality of life for residents and visitors in the Yerba Buena Neighborhood and San Francisco on an ongoing basis by fostering a safer and more secure community, enhancing environmental quality and beauty, and reinforcing the viability of our economic base.

Programs and services provided by the YBCBD are:

- Clean Team The Clean Team works to improve the appearance and cleanliness of the district daily from 6:00am to 8:30pm. They steam clean all sidewalks in the district twice a month, work daily on sidewalk cleaning and gutter sweeping, and remove trash on a frequent basis. They also pull weeds, clean tree wells, remove graffiti, and paint poles, mailboxes, and fire plugs.
- Community Guides Program The Community Guides serve as goodwill ambassadors in the neighborhood. Guides provide information, directions, and connect those who need help to the right social services. They report maintenance issues such as areas in need of cleaning. They do not provide emergency response, but will call emergency dispatch to report issues. Up to six guides work weekdays 6:00am to 9:00pm and weekends 8:00am to 10:00pm.
- **SFPD 10B Officer** In addition to existing police services, the San Francisco Police Department (SFPD) provides officers to the YBCBD under City Administrative Code Section 10B. These officers are funded by the YBCBD. The 10B officer primarily addresses quality of life issues within the neighborhood and within the purview of SFPD, such as issuing citations for drinking, trespassing, permit violations, littering, and pedestrian safety infractions. The additional police presence adds 70 hours per week of police time to the 5,000 hours a week already provided by the Southern District Police Station.
- **Business Development** Marketing programs help strengthen the area's economic viability to make it more inviting to businesses and visitors. The YBCBD is working to develop a neighborhood brand/identity, organize events to draw people to the area, and produce promotional materials, such as district maps, brochures and newsletters.
- **Greening** Activities are being developed and may include tree planting, hanging flower baskets, and other streetscape improvements.

## NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

#### 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Purpose and Organization** (Continued)

Community Benefit Fund - The YBCBD Community Benefit Fund supports district initiatives
by providing small grants to programs in the neighborhood that help to achieve the mission of the
YBCBD.

#### **Basis of Accounting**

The YBCBD prepares its financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), which involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

#### **Classification of Net Assets**

YBCBD reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Accordingly, the net assets of the YBCBD are classified and reported as described below:

*Unrestricted:* Those net assets and activities which represent the portion of expendable funds that are available to support the YBCBD's operations. A portion of these net assets may be designated by the Board of Directors for specific purposes.

Temporarily Restricted: Those net assets and activities which are donor-restricted for (a) support of specific operating activities; (b) investment for a specified term; (c) use in a specified future period; or (d) acquisition of long-lived assets.

Permanently Restricted: Those net assets and activities which are permanently donor-restricted for holdings of (a) assets donated with stipulations that they be used for a specified purpose, be preserved, and not be sold; or (b) assets donated with stipulations that they be invested to provide a permanent source of income.

As of June 30, 2013 and 2012, the YBCBD did not have any net assets meeting the definition of permanently restricted.

#### **Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

## NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

#### 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Cash and Cash Equivalents**

The YBCBD considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

#### **Assessments Receivable**

Assessments receivable represents obligations of local property owners due to the YBCBD. Unpaid receivables do not accrue interest.

The YBCBD uses the allowance method to account for uncollectible assessments. The allowance for uncollectible assessments receivable reflects management's best estimate of the amounts that will not be collected based on historical experience and an evaluation of the outstanding receivables at the end of the year. As of June 30, 2013 and 2012, the allowance for uncollectible assessments was \$283,682 and \$267,916, respectively.

#### **Capital Assets**

The YBCBD capitalizes acquisitions of capital assets with a cost or value in excess of \$1,000 and with an estimated useful life beyond one year. Purchased assets are recorded at cost; donated assets are recorded at estimated fair value or appraised value at the date of acquisition. Depreciation on furniture and equipment is calculated using the straight-line method based upon estimated useful lives ranging from 3 to 10 years. Website development costs are amortized using the straight-line method over 3 years. Maintenance and repairs are charged to expense as incurred; major renewals and betterments are capitalized. The cost and accumulated depreciation of assets sold or retired are removed from the respective accounts and any gain or loss is reflected in the statement of activities.

#### **Revenue Recognition**

#### **Assessment Revenue**

The YBCBD receives its support primarily from a special assessment levied by the City on properties located within the YBCBD in accordance with City Ordinance. The assessment is recorded by the YBCBD when earned. The City remits the assessments to the YBCBD as the assessments are collected from the property owners. Interest is not charged on late assessments, however late penalties are charged in accordance with the City's policy.

#### **Contributions**

The YBCBD recognizes all contributions in the year of receipt, regardless of compliance with restrictions. Contributions without donor-imposed restrictions are reported as unrestricted support. Contributions with donor-imposed restrictions are reported as either temporarily restricted or permanently restricted support, depending upon the type of restriction. Contributions with donor-imposed restrictions and investment income generated from such investments that are complied with in the year of receipt are reported as unrestricted support.

#### NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

#### 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Revenue Recognition** (Continued)

#### **Contributions** (Continued)

The satisfaction of a donor-imposed restriction on a contribution is recognized when the corresponding expenditures are incurred or when the time restriction expires. This occurs by increasing one class of net assets and decreasing another in the statements of activities. Such transactions are recorded as *net assets* released from restrictions and are reported separately from other transactions.

## **Contributed Goods and Services**

Donated material and equipment are recorded as contributions at their estimated value on the date of receipt. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the YBCBD reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The YBCBD reclassifies temporarily restricted net assets to unrestricted net assets at that time.

The YBCBD records contribution revenue for certain services received at the fair value of those services, if the services (a) create or enhance nonfinancial assets, or (b) require specialized skills, are provided by individuals possessing those skills, and would be purchased if not donated.

For the years ended June 30, 2013 and 2012, the YBCBD received contributed goods and services in the amounts of \$78,085 and \$95,831, respectively.

#### **Advertising**

The costs of advertising are charged to expense as incurred. Advertising expense for the years ended June 30, 2013 and 2012 was \$60,081 and \$57,458, respectively.

#### **Income Taxes**

The YBCBD is a qualified organization exempt from federal and state income taxes under §501(c)(3) of the Internal Revenue Code and §23701f of the California Revenue and Taxation Code, respectively.

The YBCBD recognizes a threshold and measurement attribute for the financial statement recognition and measurement of a tax position taken, or expected to be taken, in a tax return and requires the affirmative evaluation that is more-likely-than-not, based on the technical merits of a tax position, that an organization is entitled to economic benefits resulting from tax positions taken in income tax returns. For tax exempt entities, favorable tax status itself is deemed to be an uncertainty, as events could potentially occur to jeopardize their tax-exempt status.

## NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

#### 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### **Income Taxes** (Continued)

If a tax position does not meet the more-likely-than-not recognition threshold, the benefit of that position is not recognized in the financial statements.

The YBCBD's evaluation on June 30, 2013 revealed no tax positions that would have a material impact on the financial statements. The 2009 through 2012 tax years remain subject to examination by the Internal Revenue Service. In addition, the 2008 through 2012 tax years remain subject to examination by the California Franchise Tax Board. The YBCBD does not believe that any reasonably possible changes will occur within the next twelve months that will have a material impact on the financial statements.

#### **Concentrations of Risk**

#### **Financial Instruments**

Financial instruments which potentially subject the YBCBD to concentrations of credit risk consist principally of cash and cash equivalents. The YBCBD maintains its cash in various bank deposit accounts which, at times, may exceed federally insured limits. The YBCBD has not experienced any losses in such accounts. Management believes that the YBCBD is not exposed to any significant credit risk related to concentrations.

#### **Assessments Receivable**

As of June 30, 2013 and 2012, 36% and 21% of the assessments receivable were due from two property owners, respectively.

#### **Functional Allocation of Expenses**

The costs of providing various programs and supporting services have been summarized on a functional basis for the years ended June 30, 2013 and 2012 in the accompanying statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on an analysis of personnel time by each program.

# NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

#### 2. CAPITAL ASSETS

Capital assets, net at June 30 consist of the following:

	2013			2012
Website development Furniture and equipment Less accumulated depreciation and amortization	\$	71,532 4,078 (45,042)	\$	68,795 4,078 (20,295)
Less accumulated depreciation and amortization		30,568		52,578
Construction in progress		18,156		
	\$	48,724	\$	52,578

For the years ended June 30, 2013 and 2012, depreciation and amortization expense was \$24,747 and \$18,052, respectively.

#### 3. UNRESTRICTED NET ASSETS

Unrestricted net assets at June 30 consist of the following:

	2013	2012
Sidewalk Operations and Beautification	\$ 1,325,806	\$ 1,397,794
Contingency/Reserve	896,757	708,515
Administration	298,788	115,765
District Identity and Streetscape Improvement	83,423	238,134
Invested in capital assets	48,724	52,578
	\$ 2,653,498	\$ 2,512,786

# 4. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, 2013 consist of \$15,700 for the 2013-14 Yerba Buena Night and the 2013-14 Yerba Buena Family Day. Temporarily restricted net assets at June 30, 2012 consist of \$15,000 for the 2012-13 Yerba Buena Night and the 2012-13 Yerba Buena Family Day.

## NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

#### 5. NET ASSETS RELEASED FROM RESTRICTIONS

During the year ended June 30, 2013, net assets totaling \$15,000 were released from restriction in connection with the 2012-13 Yerba Buena Night and the 2012-13 Yerba Buena Family Day.

#### 6. GRANTS

The YBCBD distributes annual grants called Community Benefits Fund grants to community organizations providing services, within the district, that support the improvements and activities of the YBCBD. Grant expense for the years ended June 30, 2013 and 2012 was \$174,300 and \$179,200, respectively.

#### 7. COMMITMENTS

#### Leases

The YBCBD is obligated under a noncancelable operating lease agreement for office space in San Francisco, California. The term of the lease is August 15, 2009 through August 14, 2015.

The YBCBD also leases office equipment with monthly lease payments expiring in August 2013. During the year ended June 30, 2013 this lease was amended to, among other things, extend the lease term through December 31, 2015.

The following is a schedule of minimum lease commitments for the years ending June 30:

2014	\$	31,425
2015		32,372
2016		5,178
	\$_	68,975

Rent expense for the years ended June 30, 2013 and 2012 was \$26,493 and \$24,396, respectively.

#### Construction

The YBCBD has made a commitment for the construction of five park benches to be installed throughout the district. The cost of the project is estimated to be approximately \$35,000 and will be funded partially by a grant from the City. As of June 30, 2013 the YBCBD paid \$18,156 of this commitment.

#### 7. RELATED PARTY TRANSACTIONS

Members of the YBCBD's Board are also associated with organizations that received Community Benefit Fund grants from the YBCBD. Pursuant to the YBCBD's conflict of interest policy, all conflicted YBCBD board members refrain from the decision-making process and abstain from the voting process.

#### NOTES TO FINANCIAL STATEMENTS

June 30, 2013 and 2012

# 7. RELATED PARTY TRANSACTIONS (CONTINUED)

The YBCBD has a written conflict of interest policy that requires, among other things, that no member of the Board can participate in any decision in which he or she (or an immediate family member) has a material financial interest. Each Board member is required to certify compliance with the conflict of interest policy on an annual basis and indicate whether the YBCBD does business with an entity in which a Board member has a material financial interest. When such relationships exist, measures are taken to appropriately manage the actual or perceived conflict in the best interests of the YBCBD, including requiring that such transactions be conducted at arm's length, for good and sufficient consideration, based on terms that are fair and reasonable to and for the benefit of the YBCBD, in accordance with applicable conflict of interest laws. Community Benefit Fund grants paid to related parties for the years ended June 30, 2013 and 2012 totaled, \$57,500 and \$72,250, respectively.

## 8. SUBSEQUENT EVENTS

The YBCBD has evaluated all subsequent events through August 27, 2013, the date the financial statements were available to be issued.