

**BROOK FOREST WATER DISTRICT**

**ANNUAL FINANCIAL REPORT**

**AND SUPPLEMENTARY INFORMATION**

**FOR THE**

**YEAR ENDED DECEMBER 31, 2019**

# **BROOK FOREST WATER DISTRICT**

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## **ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2019**

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# **BROOK FOREST WATER DISTRICT**

## **ROSTER OF DISTRICT OFFICIALS DECEMBER 31, 2019**

### **BOARD OF DIRECTORS**

Bill Weisenborn .....President  
Tony Langowski .....Vice President  
Ilse Ramsey .....Treasurer  
Bruce Nicklow .....Director  
Alice Sears .....Director

### **ADMINISTRATIVE STAFF**

Nickie Holder  
Administrator

Dominic Monard  
Water System Operator

**SCOTT C. WRIGHT**  
**CERTIFIED PUBLIC ACCOUNTANT**

P.O. Box 6597  
AVON, COLORADO 81620  
(970) 471-9091  
scottwright.cpa@icloud.com

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**INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Brook Forest Water District  
Evergreen, Colorado

**Report on the Financial Statements**

I have audited the accompanying financial statements of the Brook Forest Water District as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

***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.

***Auditor's Responsibility***

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 auditor's 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

## ***Opinions***

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Brook Forest Water District as of December 31, 2019, and the changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Supplemental Information***

My audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Brook Forest Water District's basic financial statements. The Schedule of Revenues, Expenditures and Changes in Fund Balances (Budgetary Basis) is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Revenues, Expenditures and Changes in Fund Balances (Budgetary Basis) is the responsibility of management and is derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion the Schedule of Revenues, Expenditures and Changes in Fund Balances (Budgetary Basis) is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Scott Wright*

August 24, 2020  
Avon, Colorado

## Management's Discussion and Analysis

As management of the Brook Forest Water District (District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal years ended December 31, 2019 and 2018. The Management's Discussion and Analysis (MD&A) should be read in conjunction with the District's basic financial statements.

### Financial Highlights

- The total assets of the District exceeded its liabilities and deferred inflows at the close of the most recent fiscal year by \$2,529,689 (*net position*). Of this amount, \$1,057,684 is unrestricted and may be used to meet the District's ongoing obligations to citizens and creditors.
- The District's total net position increased by \$101,681.
- As of the close of the current fiscal year, the District reported total ending fund balances of \$1,069,274, an increase of \$143,720 from the prior year. Approximately ninety-eight percent (99%) of this total amount, is *available for spending* at the District's discretion (*unreserved fund balance*).
- Unreserved fund balance represents 410% of total current year expenditures.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of two components: 1) basic financial statements, and 2) notes to the financial statements.

### Basic Financial Statements

The *statement of net position* presents information on all of the District's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *statement of revenues, expenses and changes in net position* presents information showing how the District's net position changed during the past year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of the related cash flows*. Thus, revenues and expenses may be reported in this statement for some items that will only result in cash flows in future fiscal periods.

The District adopts an annual appropriated budget. A budgetary comparison schedule has been provided to demonstrate compliance with this budget and can be found on pages 24-25 of this report.

**Notes to the financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements can be found on pages 14-22 of this report.

### **Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the District, assets exceeded liabilities by \$2,529,689 at the close of the year.

The largest portion of the District's net position (57.7% and 61.9% at December 31, 2019 and 2018, respectively) reflects its investment in capital assets, less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the District's investments in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The following is a condensed comparative summary of the District's net position at December 31:

	<u>2019</u>	<u>2018</u>
Current Assets	\$ 1,224,931	\$ 1,150,205
Capital Assets	2,222,811	2,309,332
Other Assets	<u>83,894</u>	<u>83,894</u>
Total Assets	<u>3,531,636</u>	<u>3,543,431</u>
Current and Other Liabilities	77,089	173,344
Noncurrent Liabilities	<u>716,709</u>	<u>762,396</u>
Total Liabilities	<u>793,798</u>	<u>935,740</u>
Deferred Inflows of Resources	<u>208,149</u>	<u>179,683</u>
Net Position:		
Net Investment in Capital Assets	1,460,415	1,502,454
Restricted for TABOR Emergency Reserve	11,590	10,915
Unrestricted	<u>1,057,684</u>	<u>914,639</u>
Total Net Position	<u>\$ 2,428,008</u>	<u>\$ 2,428,008</u>

A portion of the District's net position (\$11,590 and \$10,915 at December 31, 2019 and 2018, respectively) represent resources that are subject to external restriction on how they may be used. The balance of unrestricted net position (\$1,057,684 and \$914,639 at

December 31, 2019, and 2018, respectively) may be used to meet the District's ongoing obligations to citizens and creditors.

At the end of 2019, the District was able to report positive balances in all three categories of net position. The same situation held true for the prior year. The District's net position increased by \$101,681 during the year ended December 31, 2019.

The following is a condensed comparative summary of the District's revenue and expenses as of December 31:

	<u>2019</u>	<u>2018</u>
Program Revenues:		
Charges for Services	\$ 144,414	\$ 144,131
Late Charges and Miscellaneous	<u>11,990</u>	<u>7,831</u>
Total Program Revenues	<u>156,404</u>	<u>151,962</u>
General Revenues:		
Property and Specific Ownership Taxes	194,809	198,585
Investment Earnings	21,075	15,326
Connection Fees	15,836	-
Readiness-to-Serve Fees	<u>13,720</u>	<u>13,500</u>
Total General Revenues	<u>245,440</u>	<u>227,411</u>
Total Revenues	<u>401,844</u>	<u>379,373</u>
Expenses:		
Operations	194,383	178,894
Depreciation	86,521	87,690
Treasurer's Fees	2,299	1,697
Debt Service – Interest	<u>16,960</u>	<u>6,590</u>
Total Expenses	<u>300,163</u>	<u>274,871</u>
Change in Net Position	101,681	96,215
Net Position – Beginning of Year	<u>2,428,008</u>	<u>2,331,793</u>
Net Position – End of Year	<u>\$ 2,529,689</u>	<u>\$ 2,428,008</u>

### **Capital Assets and Debt Administration**

**Capital Assets.** The District's investment in capital assets at December 31, 2019 totals \$2,222,811, net of accumulated depreciation. This investment in capital assets includes land and land improvements, construction in progress, water systems, wells, and machinery and equipment.



Capital assets are classified as follows (net of depreciation):

	<u>2019</u>	<u>2018</u>
Land and Land Improvements	\$ 32,335	\$ 32,335
Construction in Progress	-	-
Water Systems	1,956,269	2,028,722
Wells	234,207	248,275
Machinery and Equipment	<u>-</u>	<u>-</u>
Total	<u>\$ 2,222,811</u>	<u>\$ 2,309,332</u>

Additional information on the District's capital assets can be found in Note 6 on page 18 of this report.

**Long-term debt.** At December 31, 2019, the District had long-term debt totaling \$762,396. The District's debt decreased by \$44,482 during the current fiscal year. The District issued \$0 in new loans and all regularly scheduled debt service payments were made.

Additional information on the District's long-term debt can be found in Note 8 on pages 20-21 of this report.

### **Economic Factors and Next Year's Budgets and Rates**

The District's assessed valuation increased by 16% in 2019 from a value of \$9,529,228 to a new value of \$11,056,500. The District's mill rate for general operating purposes for taxes levied in 2019 for collection in 2020 remained the same at 18.641 mills. The mill rate for debt service decreased from 0.215 mills to 0.185 mills. Budgeted 2020 property tax revenues are \$208,149, an increase of \$28,466 over the prior year.

Overall, the District has budgeted for a \$47,170 increase in fund balances for 2020.

### **Requests for Information**

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to: Nickie Holder, District Administrator, Brook Forest Water District, 9249 South Broadway, Highlands Ranch, CO 80129.

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# BROOK FOREST WATER DISTRICT

## STATEMENTS OF NET POSITION DECEMBER 31, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 968,153	\$ 890,027
Investments	-	-
Receivables:		
- Accounts Receivable - Water Service	7,109	4,657
- Loans Receivable	-	69,620
- Taxes Receivable	209,473	181,245
Prepaid Expenses	<u>40,196</u>	<u>4,656</u>
<b>Total Current Assets</b>	<u>1,224,931</u>	<u>1,150,205</u>
<b>Noncurrent Assets:</b>		
Capital Assets:		
- Land and Land Improvements	32,335	32,335
- Construction in Progress	-	-
- Water Systems	3,470,872	3,470,872
- Wells	566,004	566,004
- Machinery and Equipment	<u>16,655</u>	<u>16,655</u>
	4,085,866	4,085,866
Less: Accumulated Depreciation	<u>(1,863,055)</u>	<u>(1,776,534)</u>
<b>Net Capital Assets</b>	<u>2,222,811</u>	<u>2,309,332</u>
<b>Other Assets:</b>		
Water Rights	67,254	67,254
Noncurrent Receivables	<u>16,640</u>	<u>16,640</u>
<b>Total Other Assets</b>	<u>83,894</u>	<u>83,894</u>
<b>Total Noncurrent Assets</b>	<u>2,306,705</u>	<u>2,393,226</u>
<b>Total Assets</b>	<u><u>\$ 3,531,636</u></u>	<u><u>\$ 3,543,431</u></u>

See accompanying notes.

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	<u>2019</u>	<u>2018</u>
<b><u>LIABILITIES</u></b>		
<b>Current Liabilities:</b>		
Accounts Payable and Accrued Liabilities	\$ 11,066	\$ 108,078
Accrued Interest Payable	3,696	4,144
Current Portion of Long-term debt	45,687	44,482
Unearned Revenue	<u>16,640</u>	<u>16,640</u>
<b>Total Current Liabilities</b>	<u>77,089</u>	<u>173,344</u>
<b>Long-term Debt</b>	<u>716,709</u>	<u>762,396</u>
<b>Total Liabilities</b>	<u>793,798</u>	<u>935,740</u>
<b>Deferred Inflows of Resources - Unavailable Property Tax Revenues</b>	<u>208,149</u>	<u>179,683</u>
<b><u>NET POSITION</u></b>		
Net Investment in Capital Assets	1,460,415	1,502,454
Restricted for TABOR Emergency Reserve	11,590	10,915
Unrestricted	<u>1,057,684</u>	<u>914,639</u>
<b>Total Net Position</b>	<u><u>\$ 2,529,689</u></u>	<u><u>\$ 2,428,008</u></u>

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# BROOK FOREST WATER DISTRICT

## STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	2019	2018
<b>Operating Revenues</b>		
Charges for Services	\$ 144,414	\$ 144,131
Late Charges	6,315	6,360
Miscellaneous	5,675	1,471
<b>Total Operating Revenues</b>	<b>156,404</b>	<b>151,962</b>
<b>Operating Expenses</b>		
Salaries - Maintenance	60,905	64,553
Contract Labor	4,960	6,014
Benefits	2,400	2,055
Repairs and Maintenance	26,006	25,743
Utilities and Telephone	13,409	13,421
Legal	20,633	24,444
Engineering	2,469	580
Augmentation	8,343	9,170
Audit and Accounting	4,500	4,500
Administration	9,574	11,047
Lab and Testing	4,890	1,021
Office Supplies and Expenses	3,724	3,549
Director's Fees	5,300	5,600
Insurance	4,900	5,268
Payroll Taxes	5,466	5,678
Mileage	3,563	3,308
Miscellaneous	35	-
Education	991	823
Conference and Meetings	1,105	-
Dues and Memberships	972	407
Election Costs	1,325	-
Capital Improvements	8,913	-
Depreciation	86,521	87,690
<b>Total Operating Expenses</b>	<b>280,904</b>	<b>274,871</b>
<b>Operating Loss</b>	<b>(124,500)</b>	<b>(122,909)</b>
<b>Nonoperating Revenues (Expenses)</b>		
Interest Earnings	21,075	15,326
Taxes	194,809	198,585
Readiness to Serve Fees	13,720	13,500
Connection Fees	15,836	-
Treasurer Fees	(2,299)	(1,697)
Interest Expense and Fiscal Charges	(16,960)	(6,590)
<b>Net Nonoperating Revenues (Expenses)</b>	<b>226,181</b>	<b>219,124</b>
<b>Change in Net Position</b>	<b>101,681</b>	<b>96,215</b>
<b>Total Net Position, Beginning of Year</b>	<b>2,428,008</b>	<b>2,331,793</b>
<b>Total Net Position, End of Year</b>	<b>\$ 2,529,689</b>	<b>\$ 2,428,008</b>

See accompanying notes.

# BROOK FOREST WATER DISTRICT

## STATEMENTS OF CASH FLOWS FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	2019	2018
<b>Cash Flows From Operating Activities</b>		
Cash Received From Customers	\$ 141,962	\$ 162,068
Cash Payments to Suppliers for Goods and Services	(149,844)	(129,505)
Cash Payments to Employees for Services	(74,071)	(77,886)
Other Operating Revenues	11,990	1,471
<b>Net Cash Used in Operating Activities</b>	<b>(69,963)</b>	<b>(43,852)</b>
<b>Cash Flows From Noncapital Financing Activities</b>		
Cash Received From Property Taxes	180,670	182,934
Cash Received From Specific Ownership Taxes	14,377	15,401
Cash Received From Readiness-to-Serve Fees	13,720	13,500
Cash Received From Connection Fees	15,836	-
County Treasurer's Fees Paid	(2,299)	(1,697)
<b>Net Cash Provided by Noncapital Financing Activities</b>	<b>222,304</b>	<b>210,138</b>
<b>Cash Flows From Capital Financing Activities</b>		
Acquisition and Construction of Capital Assets	(103,020)	(692,277)
Debt Issuance Proceeds Received	69,620	678,232
Principal Paid on Bond and Note Payable Maturities	(44,482)	(14,928)
Interest Paid on Bonds and Notes Payable	(17,408)	(4,423)
<b>Net Cash Used in Capital Financing Activities</b>	<b>(95,290)</b>	<b>(33,396)</b>
<b>Cash Flows From Investing Activities</b>		
Sale of Investments	-	200,066
Earnings on Investments	21,075	15,982
<b>Net Cash Provided by Investing Activities</b>	<b>21,075</b>	<b>216,048</b>
<b>Net Increase in Cash and Cash Equivalents</b>	<b>78,126</b>	<b>348,938</b>
<b>Cash and Cash Equivalents, Beginning of Year</b>	<b>890,027</b>	<b>541,089</b>
<b>Cash and Cash Equivalents, End of Year</b>	<b>\$ 968,153</b>	<b>\$ 890,027</b>

See accompanying notes.

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	<u>2019</u>	<u>2018</u>
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH USED IN OPERATING ACTIVITIES</b>		
Operating Loss	<u>\$ (124,500)</u>	<u>\$ (122,909)</u>
<b>Adjustments to Reconcile Operating Loss to Net Cash Used in Operating Activities:</b>		
Depreciation	86,521	87,690
Change in Assets and Liabilities:		
Increase in Accounts Receivable - Water Service	(2,452)	(1,923)
(Increase) Decrease In Prepaid Expense	(35,540)	715
Increase (Decrease) in Accounts Payable and Accrued Liabilities	<u>6,008</u>	<u>(7,425)</u>
Total Adjustments	<u>54,537</u>	<u>79,057</u>
<b>Net Cash Used in Operating Activities</b>	<u><u>\$ (69,963)</u></u>	<u><u>\$ (43,852)</u></u>



# **BROOK FOREST WATER DISTRICT**

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## **NOTES TO THE FINANCIAL STATEMENTS DECEMBER 31, 2019**

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The Brook Forest Water District was created on March 3, 1964. The financial statements of the District have been prepared in conformity with generally accepted accounting principles ("GAAP") as applied to government units. The Governmental Accounting Standards Board ("GASB") is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

### **Note 1. Summary of Significant Accounting Policies**

#### **A. Financial Reporting Entity**

The District follows the Governmental Accounting Standards Board (GASB) accounting pronouncements, which provide guidance for determining which governmental activities, organizations, and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens and fiscal dependency.

The District is not financially accountable for any other organization, nor is the District a component unit of any other primary governmental entity.

#### **B. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The accounts of the District are organized on the basis of a proprietary fund type, specifically an enterprise fund. The activities of the fund are accounted for with a separate set of self-balancing accounts that comprise the District's assets, liabilities, net position, revenues and expenses.

Enterprise funds account for activities (i) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; or (ii) that are required by laws or regulations that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues; or (iii) that the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

The transactions of the District are accounted for on a flow of economic resources measurement focus. Revenues are recognized when earned and expenses are recognized when the liability is incurred regardless of the timing of related cash flows. Depreciation is computed and recorded as an operating expense. Expenditures for property, plant and equipment are shown as increases in assets and redemption of capital lease obligations are recorded as a reduction in liabilities. All assets and all liabilities associated with the operations

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are included on the statements of net position. Net position (i.e., total assets and deferred outflows of resources net of total liabilities and deferred inflows of resources) are segregated into net investment in capital assets, restricted for emergency reserves; and unrestricted components.

### **C. Budgets**

The District's budget is prepared on a modified accrual basis. The Board of Directors adopts annual appropriated budgets for all funds. All annual appropriations lapse at calendar year-end. Governmental accounting standards require a comparison of the budget to expenditures with an accompanying explanation of the difference between the GAAP basis financial statements and the budget.

Encumbrances represent commitments related to unperformed contracts for goods or services. The District does not utilize encumbrance accounting under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation.

### **D. Cash and Investments**

For purposes of the statement of cash flows, the district considers all highly liquid investments (including restricted assets) with a maturity when purchased of three months or less and all local government investment pools to be cash equivalents.

Cash in excess of current operating requirements is invested in various interest-bearing accounts including local governmental investment pools.

Investments are stated at cost. Earnings on investments are recognized when earned. All investments are in compliance with state statutes governing investments.

### **E. Capital Assets**

Exhaustible capital assets used by the District are depreciated and charged as an expense against operations. All purchased capital assets are valued at cost or estimated historical cost if actual historical records are not available. Donated capital assets are recorded at their estimated fair value on the date received. Depreciation is computed using the straight-line method over the estimated useful life of the asset. The costs of normal maintenance and repairs are charged to operations as incurred. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

### **F. Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not

# BROOK FOREST WATER DISTRICT

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## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED DECEMBER 31, 2019

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be recognized as an outflow of resources (expense/ expenditure) until then. The District does not have any items that qualify.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one type of item that qualifies for reporting in this category *unavailable revenue – property taxes*. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

### Note 2. Legal Compliance - Budgets

No later than October 15, the Board of Directors propose an operating budget for the calendar year commencing the following January 1. The budget is prepared by fund, function and activity, and includes information on the past year, current year estimates and requested appropriations and estimated revenues for the next calendar year. The Board of Directors holds a public hearing to obtain citizen comments. The budget is legally adopted by resolution on or before the last day of December.

The Board of Directors is authorized to transfer budgeted amounts between line items. Expenditures may not legally exceed budgeted appropriations at the fund level. The Board of Directors must approve any amendments that increase total expenditures in a supplemental appropriation. There were no supplemental budget amendments in 2019.

### Note 3. Deposits and Investments

Deposits and investments as of December 31, 2019 are classified in the accompanying financial statements as follows:

Cash and Cash Equivalents	<u>\$ 968,153</u>
Total	<u>\$ 968,153</u>

Deposits and investments as of December 31, 2018 consist of the following:

Deposits with Financial Institutions	\$ 31,314
Undeposited Funds on Hand	320
Deposits with Local Government Investment Pools	<u>936,519</u>
Total	<u>\$ 968,153</u>

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## **Deposits**

*Custodial Credit Risk.* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the District would not be able to recover its deposits or would not be able to recover collateral securities that are in the possession of an outside party.

The Colorado Public Deposit Protection Act (PDPA) requires that cash be deposited in eligible public depositories and that deposits in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds with the Town being a named participant in the single institution collateral pool. The minimum pledging requirement is 102% of the uninsured deposits. The Colorado State Banking Board verifies the market value at least monthly. Bank assets (usually securities) are required by PDPA to be delivered to a third-party institution for safekeeping, and pledged to the Colorado Division of Banking. Based on the above, the Colorado State Auditor has concluded that there is no custodial risk for public deposits collateralized under PDPA.

## **Local Government Investment Pools**

As of December 31, 2019, the District held investments in the Colorado Local Government Liquid Asset Trust (COLOTRUST). Local government investment pools are trusts established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all State statutes governing the Trusts. The Trusts operate similarly to a money market fund and each share is equal in value to \$1.00. A designated custodial bank serves as custodian pursuant to a custodian agreement. The custodian acts as safekeeping agent for the Trusts' investment portfolios and provides services as the depository in connection with direct investments and withdrawals. The custodian's internal records segregate investments owned by the trusts. The Trusts may invest in U.S. Treasury securities, repurchase agreements collateralized by U.S. Treasury securities, certain obligations of U.S. government agencies, highest rated commercial paper, and repurchase agreements collateralized by certain obligations of U.S. government agencies.

## **Investments**

*Credit Risk.* Colorado State Statutes specify investment instruments meeting defined rating and risk criteria in which local government entities may invest. These investments include local government investment pools and certain obligations of the United States government. State law limits investments in commercial paper, corporate bonds, and money market mutual funds to the top two ratings issued by nationally recognized statistical rating organizations. The District has no investment policy that would further limit its investment choices.

Presented below is the minimum rating, as required by Colorado State Statutes, for investments held by the District as of December 31, 2019.

# BROOK FOREST WATER DISTRICT

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## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED DECEMBER 31, 2019

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Ratings <u>S&amp;P</u>	Local Government <u>Investment Pools</u>
AAAm	<u>\$ 936,519</u>

*Interest Rate Risk.* Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair market value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

*Concentration of Credit Risk.* The District places no limit on the amount it may invest in any one issuer. The District invests in one local government investment pool, the Colorado Local Government Liquid Asset Trust (COLOTRUST). The investment is not categorized because the investment is not evidenced by securities that exist in physical or book entry form. At December 31, 2019, the District had an investment of \$936,519 for both market and carrying value.

*Fair Value of Investments.* The District measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Quoted prices for identical investments in active markets;
- Level 2: Observable inputs other than quoted market prices; and,
- Level 3: Unobservable inputs.

At December 31, 2019 the District had no investments measured at fair value and had the following investments measured at net asset value:

<u>Investments Measured at Net Asset Value</u>	<u>Total</u>
Colotrust	<u>\$ 936,519</u>
Total	<u>\$ 936,519</u>

At December 31, 2019, there were no unrealized losses reflective of changes in the fair market value of investments.

### **Note 4. Property Taxes Receivable**

No later than December 15, the Board of Directors must certify the mill levy to the county commissioners. Property taxes become due on January 1 of the succeeding year and are payable in full by April 30 or in two installments by February 28 and June 15. Property taxes are recorded as receivable when levied and offset to deferred revenue for financial reporting purposes. Property taxes are recognized as revenue when collected by the county treasurer.

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## Note 5. Noncurrent Receivables

Noncurrent receivables represent amounts paid by the District to a land-owner in order to cause a main water line extension to be constructed by the land-owner to be connected to a water reservoir on a site provided by the land-owner.

The amounts paid will be recovered from a connection fee surcharge in the amount of \$1,040 each from the 16 lots located in the Lodgepole water reservoir subdistrict in which the water reservoir is located.

## Note 6. Capital Assets

Capital asset activity for the year ended December 31, 2019 was as follows:

	Balance January 1, 2019	Additions	Retirements	Balance December 31, 2018
Capital Assets, Not Being Depreciated:				
Land and Land Improvements	\$ 32,335	\$ -	\$ -	\$ 32,335
Construction in Progress	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Assets, Not Being Depreciated	<u>32,335</u>	<u>-</u>	<u>-</u>	<u>32,335</u>
Capital Assets, Being Depreciated:				
Water Systems	3,470,872	-	-	3,470,872
Wells	566,004	-	-	566,004
Machinery and Equipment	<u>16,655</u>	<u>-</u>	<u>-</u>	<u>16,655</u>
Total Capital Assets, Being Depreciated	<u>4,053,531</u>	<u>-</u>	<u>-</u>	<u>4,053,531</u>
Less: Accumulated Depreciation:				
Water Systems	(1,442,150)	(72,453)	-	(1,514,603)
Wells	(317,729)	(14,068)	-	(331,797)
Machinery and Equipment	<u>(16,655)</u>	<u>-</u>	<u>-</u>	<u>(16,655)</u>
Total Accumulated Depreciation	<u>(1,776,534)</u>	<u>(86,521)</u>	<u>-</u>	<u>(1,863,055)</u>
Total Capital Assets Being Depreciated, Net	<u>2,276,997</u>	<u>(86,521)</u>	<u>-</u>	<u>2,190,476</u>
Total Capital Assets, Net	<u>\$ 2,309,332</u>	<u>\$ (86,521)</u>	<u>\$ -</u>	<u>\$ 2,222,811</u>

The following estimated useful lives are used to compute depreciation:

Water Systems	33-50 Years
Wells	33-50 Years
Machinery and Equipment	3-10 Years

# BROOK FOREST WATER DISTRICT

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## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED DECEMBER 31, 2019

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Depreciation expense was \$86,521 and \$87,690 for the years ended December 31, 2019 and 2018, respectively.

### Note 7. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. In 1988, the District joined the Colorado Special Districts Property and Liability Pool. The Special Districts Pool is a public entity risk pool currently operating as a common risk management and insurance program for 1693 member districts. The District pays an annual premium to the Special Districts Pool for its general insurance coverage. The Agreement of Formation of the Special Districts Pool provides that it will be self-sustaining through member premiums and will reinsure through commercial companies. Twenty percent (20%) of each insured event is applied directly to the pool, which has a reinsurance stop loss provision for each insured event in excess of \$250,000. The remaining 80% is provided for by reinsurance coverage.

The District continues to carry commercial insurance for all other risks of loss, including worker's compensation and director's liability. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three years.

### Note 8. Long-term Debt

Long-term debt at December 31, 2019, and 2018, consisted of the following:

	<u>2019</u>	<u>2018</u>
<ul style="list-style-type: none"><li>Colorado Water Conservation Board loans for \$130,500 and \$164,500, respectively. Principal and interest payable in annual payments of \$6,942 and \$8,603, respectively.</li></ul>	\$ 48,680	\$ 61,583
<ul style="list-style-type: none"><li>Colorado Water Resources &amp; Power Development Authority loan of \$747,852. Principal and interest payable in semi-annual payments of \$23,173.</li></ul>	<u>713,716</u>	<u>745,295</u>
	762,396	806,878
Less Current Portion of Long-term Debt	<u>(45,687)</u>	<u>(44,482)</u>
Total Long-term Debt	<u>\$ 716,709</u>	<u>\$ 762,396</u>

Annual principal and interest requirements to maturity for loans outstanding at December 31, 2019, are as follows:

<u>Year Ending December 31</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 45,687	\$ 16,204	\$ 61,891
2021	46,911	14,980	61,891
2022	48,126	13,718	61,844
2023	40,823	12,419	53,242
2024	34,904	11,442	46,346
2025-2029	185,322	46,408	231,730
2030-2034	204,711	27,019	231,730
2035-2038	<u>155,912</u>	<u>6,299</u>	<u>162,211</u>
Total	<u>\$ 762,396</u>	<u>\$ 148,489</u>	<u>\$ 910,885</u>

## **Note 9. Commitments and Contingencies**

*Tax, Spending and Debt Limitations.* On November 3, 1992, the voters of Colorado approved Amendment 21, commonly known as the Taxpayers Bill of Rights or TABOR, to the Colorado Constitution. TABOR contains tax, spending, revenue and debt limitations that apply to the State of Colorado and local governments, including special districts.

The District's financial activity for 1992 provided the basis for calculation of future spending limitations adjusted for allowable increases tied to inflation and local "growth". Subsequent to 1992, revenue in excess of the District's "spending limit" must be refunded unless voters approve to retain such excess revenue. TABOR also generally requires voter approval prior to imposing new taxes, increasing taxes or spending above the limits prescribed above, increasing a mill levy, extending an expiring tax, or implementing a tax policy change directly causing a net tax revenue gain to any local government. Multiple-fiscal year debt requires voter approval except for bond refinancing at lower interest rates or adding employees to existing pension plans.

Enterprises, defined as government-owned businesses authorized to issue revenue bonds and receiving less than 10% of annual revenue in grants from all state and local governments combined, are excluded from the provisions of TABOR.

The Brook Forest Water Activity Enterprise (the "Enterprise") was created in 1995 pursuant to C.R.S. 37-47.1-101 et seq. and Colorado Constitution Article X, Section 20 as a statutory, government-owned business. The Enterprise provides water activity services for and receives revenue from non-recurring projects in such proportion as the Board provides from time-to-time. These services and revenues include but are not limited to new residential and commercial construction and associated fees, new water taps and associated fees, and water system development and associated special assessments and fees. Also, the Enterprise does not receive tax revenue or any revenue specifically tied to general obligation indebtedness, such as any portion of availability of service or facilities charges.



# **BROOK FOREST WATER DISTRICT**

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## **NOTES TO THE FINANCIAL STATEMENTS - CONTINUED DECEMBER 31, 2019**

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In November, 2008, voters within the District approved a ballot question which permanently authorizes the District, without an election, to take action on all spending and revenue raising measures, including property tax rate increases, which are limited by TABOR.

The District's management believes it is in compliance with the provisions of TABOR. However, TABOR is extremely complex and subject to interpretation. The ultimate impact and implementation of TABOR may depend upon litigation and legislative guidance. The tax and spending limitations contained in TABOR may impact future financial activity.

The TABOR Amendment requires that an emergency reserve be established for 1993 and subsequent years based on the District's level of fiscal year spending. The amount that is required to be reserved for emergencies for 2019 is 3% of 2019 fiscal year spending. Emergency reserves in the amount of \$11,590 and \$10,915 have been established for the years ended December 31, 2019 and 2018 respectively.

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# BROOK FOREST WATER DISTRICT

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES BUDGET AND ACTUAL (BUDGETARY BASIS) FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget Original and Final	Actual Amounts	Variance Positive (Negative)
<b>Revenues</b>			
Taxes:			
Property Taxes	\$ 179,683	\$ 180,670	\$ 987
Specific Ownership Taxes	11,500	14,139	2,639
Charges for Service:			
Water Service Fees	143,400	144,414	1,014
Readiness to Serve Fees	13,500	13,720	220
Late Charges	4,000	6,315	2,315
Connection Fees	-	15,836	15,836
Interest Earnings	18,500	21,075	2,575
Other Revenue	1,500	5,675	4,175
<b>Total Revenues</b>	<b>372,083</b>	<b>401,844</b>	<b>29,761</b>
<b>Expenditures</b>			
Current:			
Salaries - Maintenance	61,000	60,905	95
Contract Labor	8,000	4,960	3,040
Benefits	3,600	2,400	1,200
Repairs and Maintenance	30,000	26,006	3,994
Utilities and Telephone	16,000	13,409	2,591
Legal	20,000	20,633	(633)
Engineering	2,000	2,469	(469)
Augmentation	8,500	8,343	157
Audit and Accounting	5,500	4,500	1,000
Administration	20,000	9,574	10,426
Lab and Testing	4,000	4,890	(890)
Office Supplies and Expenses	3,000	3,724	(724)
Director's Fees	6,000	5,300	700
Insurance	5,000	4,900	100
Payroll Taxes	6,000	5,466	534
Mileage	3,500	3,563	(63)
Miscellaneous Expense	500	35	465
Education	2,500	991	1,509
Conference and Meetings	250	1,105	(855)
Dues and Memberships	1,000	972	28
Election Costs	-	1,325	(1,325)
Treasurer's Fees	5,390	2,299	3,091
Debt Service:			
CWCB Loan Principal	12,902	12,902	-
SRF Loan Principal	31,687	31,580	107
CWCB Loan Interest	2,643	2,305	338
SRF Loan Interest	14,791	14,655	136
Capital Improvements	50,000	8,913	41,087
<b>Total Expenditures</b>	<b>323,763</b>	<b>258,124</b>	<b>65,639</b>

	Budget Original and Final	Actual Amounts	Variance Positive (Negative)
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 48,320	\$ 143,720	\$ 95,400
<b>Other Financing Sources (Uses)</b>			
Debt Issuance Proceeds	71,768	-	(71,768)
<b>Net Change in Fund Balances</b>	120,088	143,720	23,632
<b>Fund Balances, Beginning of Year</b>	848,190	925,554	77,364
<b>Fund Balances, End of Year</b>	<u>\$ 968,278</u>	<u>\$ 1,069,274</u>	<u>\$ 100,996</u>

**RECONCILIATION OF NET CHANGE IN FUND BALANCES (BUDGETARY BASIS)  
TO CHANGE IN NET POSITION (GAAP BASIS)**

<b>Net Change in Fund Balances (Budgetary Basis)</b>	<u>\$ 143,720</u>
<b>Adjustments to Reconcile Budgetary Basis to GAAP Basis</b>	
Principal Paid on Long-term Debt	44,482
Depreciation	<u>(86,521)</u>
<b>Total Adjustments</b>	<u>(42,039)</u>
<b>Change in Net Position (GAAP Basis)</b>	<u><u>\$ 101,681</u></u>

# BROOK FOREST WATER DISTRICT

## DEBT SCHEDULE DECEMBER 31, 2019

PURPOSE	SCHEDULE OF INDEBTEDNESS					PAYMENTS DUE IN 2018	
	DATE ISSUED	INTEREST RATE	MATURITY DATE	AMOUNT ISSUED	AMOUNT OUT- STANDING	PRINCIPAL	INTEREST
LOANS:							
Colorado Water Conserv. Board #153349	7/15/1981	4.234%	7/1/2022	\$ 164,500	\$ 23,727	\$ 7,599	\$ 1,004
Colorado Water Conserv. Board #153379	4/1/1982	4.351%	4/1/2023	130,500	24,953	5,856	1,086
Colorado Water Resources & Power Development Authority	1/17/2018	2.000%	5/1/2038	747,852	713,716	32,232	14,114
TOTAL LOANS					762,396	45,687	16,204
TOTAL LONG-TERM DEBT					\$ 762,396	\$ 45,687	\$ 16,204