

DUE DECEMBER 31

Pursuant to Public
Resources Code § 6306

Granted Public Trust Lands Standardized Reporting Form



Fiscal/Calendar Year: 2015

Grantee Name: City of Arcata
Contact Person: Janet Luzzi, Finance Director
Contact Phone: 707-825-2120
Mailing Address: 736 F Street
Arcata, CA 95521
jluzzi@cityofarcata.org

1. Funds

- a. Is a separate fund maintained for trust assets, liabilities, revenues and expenditures?

YES NO

If "No", under what fund are they accounted for? If "Yes," please list the name(s) of the fund(s)

A separate account within the City's Trust Fund has been created for this revenue. +

- b. Are separate financial statements prepared for the trust?

YES NO

If "No," in which financial statements are they included? (Name of the document(s) and the applicable page number(s)) If "Yes," describe the organization of the separate financial statement.

This trust fund is included within the City of Arcata's Annual Financial Report which for presentation purposes is included in the General Fund

2. Revenue

- a. What was the gross revenue received or generated from trust land or trust assets during the past fiscal year? \$333.63

- b. Please list all sources of revenue and the amount of revenue generated from each source (e.g. permits, rentals, percentage of lease) Tidelands lease

3. Expenses

- a. What was the total expenditure of funds received or generated from trust land or assets during the past fiscal year? \$0

- b. What expenses were allocated or charged directly to the trust? Please list the source of the expenditure and the amount expended. \$0

- c. Have there been any capital improvements over \$250,000 within the current fiscal year? Are any capital improvements over \$250,000 expected in the next fiscal year?

No

- d. Describe any other disposition of trust funds or assets or any other disposition of the trust lands or trust assets themselves. Include any internal funds that were transferred to other grantees, to the management of another entity or under the management of another political subdivision of the grantee per an agreement, settlement, or Memorandum of Understanding.

None

4. Beginning and Ending Balance

Please list the beginning and ending balances for the tidelands trust fund(s) for this past fiscal year.

Beginning: \$120 Ending: \$453.63

For all questions, please give the page number where the information can be found in your accompanying financial document. Please use additional pages as necessary.



MEMORANDUM

Date: December 2, 2015
To: Michaela Moser, CA State Lands Commission
From: Janet M. Luzzi, Finance Director
Re: Annual Report – Granted Public Trust Lands

In connection with the filing of the Standardized Reporting Form for Granted Public Trust Lands, please note the following expanded reply or comment:

- 1 a) The City of Arcata does not maintain a separate fund for the tidelands lease revenue for two main reasons:
- The City's chart of account structure has a limited number of funds
 - The revenue is insignificant and does not warrant its own fund

I have discussed this problem with SLC staff and in an effort to comply with state law requiring that these funds be segregated, I created a separated account within the City's main trust fund. Please see attached screen shot of the State Lands Commission Lease Revenue Account (520-00-00-24062)

- 1 b) The City does not issue separate financial statements for this revenue. Because of the immateriality of this revenue, there is no information which can be viewed in the City's Annual Financial Statements regarding the tideland lease revenue. The revenue for 2014/15 has been deposited into a trust account which for presentation purposes is included in the General Fund. We are working to finalize the financial statements for fiscal year 2014/15. I will forward these as soon as they are completed.

Show:	Committed Only	Invoices without PO's:	\$0.00
Beginning Balance:	\$120.00	Pre-Encumbrance:	\$0.00
Activity:	\$333.63	Uncommitted PO's:	\$0.00
Budget:	\$0.00	Encumbered:	\$0.00
YTD:	\$453.63	Total:	\$0.00
Available:	\$0.00	YTD with Encumbrance:	\$453.63
Available:	0.00 %	Available with Encumbrance:	\$0.00
		Available with Encumbrance:	0.00 %

Period	Month	Debit	Credit	Balance	Budget	YTD Balance
1	July	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
2	August	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
3	September	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
4	October	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
5	November	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
6	December	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
7	January	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
8	February	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
9	March	\$0.00	\$0.00	\$0.00	\$0.00	\$120.00
10	April	\$0.00	\$333.63	\$333.63	\$0.00	\$453.63
11	May	\$0.00	\$0.00	\$0.00	\$0.00	\$453.63
12	June	\$0.00	\$0.00	\$0.00	\$0.00	\$453.63
13	Audit Adj.	\$0.00	\$0.00	\$0.00	\$0.00	\$453.63
14	Audit Adj.	\$0.00	\$0.00	\$0.00	\$0.00	\$453.63
15	Audit Adj.	\$0.00	\$0.00	\$0.00	\$0.00	\$453.63