



# DRAFT

## CALIFORNIA CONTRACT CITIES ASSOCIATION

JUNE 30, 2024

FINANCIAL STATEMENTS &  
INDEPENDENT AUDITORS' REPORT

Focused  
on YOU



[WWW.LSLCPAS.COM](http://WWW.LSLCPAS.COM)

# DRAFT

CALIFORNIA CONTRACT CITIES  
ASSOCIATION

FINANCIAL STATEMENTS &  
INDEPENDENT AUDITORS' REPORT

JUNE 30, 2024

TABLE OF CONTENTS

	<u>Page Number</u>
INDEPENDENT AUDITORS' REPORT .....	1
Statement of Financial Position .....	4
Statement of Activities and Changes in Net Assets.....	5
Statement of Functional Expenses .....	6
Statement of Cash Flows .....	7
NOTES TO FINANCIAL STATEMENTS.....	8
SUPPLEMENTAL SCHEDULE	
Schedule I – Summary of Special Events Activities .....	12

## INDEPENDENT AUDITORS' REPORT

The Board of Directors of  
California Contract Cities Association  
Cerritos, California

**Opinion**

We have audited the accompanying financial statements of California Contract Cities Association (a nonprofit organization), which comprise the statements of financial position as of June 30, 2024, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of California Contract Cities Association as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

**Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of California Contract Cities Association and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about California Contract Cities Association's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.



The Board of Directors of  
California Contract Cities Association  
Cerritos, California

# DRAFT

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 California Contract Cities Association's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about California Contract Cities Association 's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



The Board of Directors of  
California Contract Cities Association  
Cerritos, California

# DRAFT

## **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. Schedule I – Summary of Special Events Activities is presented for purpose of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*LSL, LLP*

Irvine, California  
July 15, 2025

CALIFORNIA CONTRACT CITIES ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2024

DRAFT

**Assets**

Current Assets

Cash and cash equivalents	\$ 682,755
Accounts receivable, net of allowance for doubtful accounts of \$17,000	89,820
Prepaid expenses	39,642
Restricted cash, Stormwater fund	<u>20,592</u>

**Total Assets** \$ 832,809

**Liabilities**

Current Liabilities

Unearned revenue	\$ 130,000
Accounts payable	24,539
Stormwater fund liabilities	<u>20,592</u>
Total Current Liabilities	<u>175,131</u>

**Net Assets**

Without third party restrictions 657,678

Total Net Assets 657,678

**Total Liabilities and Net Assets** \$ 832,809

See Independent Auditors' Report and Notes to Financial Statements.

**CALIFORNIA CONTRACT CITIES ASSOCIATION  
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2024**

**DRAFT**

	Without Third Party Restrictions	With Third Party Restrictions	Total
<b>Revenues, Support and Gains</b>			
City membership dues	\$ 355,900	\$ -	\$ 355,900
Associate membership dues	304,500	-	304,500
Annual seminar	449,964	-	449,964
Fall seminar	94,275	-	94,275
Legislative tour	83,475	-	83,475
City management summit	13,735	-	13,735
Miscellaneous	21,128	-	21,128
Interest income	1,658	-	1,658
Net assets released from restriction	<u>2</u>	<u>(2)</u>	<u>-</u>
 Total Revenues, support and gains	 <u>1,324,637</u>	 <u>(2)</u>	 <u>1,324,635</u>
<b>Expenses</b>			
Program services expense	504,106	-	504,106
Management and general	<u>726,810</u>	<u>-</u>	<u>726,810</u>
 Total Expenses	 <u>1,230,916</u>	 <u>-</u>	 <u>1,230,916</u>
 Change in Net Assets	 93,721	 (2)	 93,719
 Net Assets at the Beginning of the Year	 <u>563,957</u>	 <u>2</u>	 <u>563,959</u>
 <b>Net Assets at End of the Year</b>	 <b><u><u>\$ 657,678</u></u></b>	 <b><u><u>\$ -</u></u></b>	 <b><u><u>\$ 657,678</u></u></b>

See Independent Auditors' Report and Notes to Financial Statements.

**CALIFORNIA CONTRACT CITIES ASSOCIATION  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2024**

DRAFT

	<b>Program Services</b>	<b>Management and General</b>	<b>Total Expenses</b>
Annual seminar	\$ 365,964	\$ -	\$ 365,964
Annual city manager summit	14,197	-	14,197
Fall Seminar	58,288	-	58,288
LA advocacy day	2,877	-	2,877
Legislative tour	62,780	-	62,780
Accounting	-	22,288	22,288
Bank charges	-	93	93
Committee expense	-	5,592	5,592
Dues and sponsorships	-	5,939	5,939
Executive board expense	-	50,029	50,029
Management fee	-	606,588	606,588
Miscellaneous	-	8,067	8,067
Printing, supplies, and postage	-	1,090	1,090
Professional services	-	100	100
Travel and meetings	-	11,072	11,072
Website and hosting	-	15,952	15,952
	<u>-</u>	<u>15,952</u>	<u>15,952</u>
<b>Total Expenses</b>	<b><u>\$ 504,106</u></b>	<b><u>\$ 726,810</u></b>	<b><u>\$ 1,230,916</u></b>

See Independent Auditors' Report and Notes to Financial Statements.

**CALIFORNIA CONTRACT CITIES ASSOCIATION  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2024**

**DRAFT**

**Cash Flows From Operating Activities**

Change in net assets	\$ 93,719
Changes in assets and liabilities:	
Accounts receivable	28,657
Prepaid expenses	(29,612)
Accounts payable	10,653
Unearned revenue	<u>14,500</u>
 Net Cash Provided by (Used in) Operating Activities	 <u>117,917</u>
 Net Decrease in Cash, Cash Equivalent and Restricted Cash	 <u>117,917</u>
 Cash, Cash Equivalent and Restricted Cash at the Beginning of Year	 <u>585,430</u>
 <b>Cash, Cash Equivalent and Restricted Cash at the End of Year</b>	 <b><u><u>\$ 703,347</u></u></b>
 Cash and cash equivalent	 \$ 682,755
Restricted cash, Stormwater fund	<u>20,592</u>
	<b><u><u>\$ 703,347</u></u></b>

See Independent Auditors' Report and Notes to Financial Statements.

**Note 1: Nature of Association**

The California Contract Cities Association, (the “Association”) is a 501(c)(6) not-for-profit organization, which was incorporated on January 30, 1964, in the State of California. The stated purpose of the Association is to serve cities contracting for the performance of municipal services; to serve as their rallying point for cities contracting for municipal services so that said cities may insure for their constituents the best service at a minimum cost. The Association promotes and provides education and networking opportunities to all their member cities. Any duly incorporated and organized city of the State of California, which contracts for municipal services, is eligible for membership. The Association also provides membership opportunities to commercial entities through the Associate Member program.

**Note 2: Summary of Significant Accounting Policies**

This summary of significant accounting policies of the Association is presented to assist in understanding the financial statements. The financial statements and notes are representations of the Association’s management who is responsible for their integrity and objectivity.

**Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (“GAAP”). The accrual basis of accounting recognizes revenues in the accounting period in which revenues are earned regardless of when cash is received, and recognizes expenses in the accounting period in which expenses are incurred regardless of when cash is disbursed.

**Net Assets**

The Association classifies net assets, revenues, gains, and losses based on the existence or absence of contributor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets without Third Party Restrictions

Net assets that are not subject to third party-imposed stipulations and that may be available for use in general operations. Net assets without third party restrictions include amounts available to be used at the discretion of the Board of Directors in the Association’s programs and operations.

Net Assets with Third Party Restrictions

Net assets subject to third party-imposed stipulations on their use that may or will be met either by actions of the Association and/or the passage of time. Third party restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

**Cash, Cash Equivalents and Restricted Cash**

The Association considers all highly liquid financial instruments with original maturities of three months or less, which are not restricted, to be cash and cash equivalents. Stormwater fund (see Note 5) is considered restricted cash.

**Note 2: Summary of Significant Accounting Policies (Continued)****Use of Estimates**

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

**Revenue Recognition**

The Association's sources of revenues are primarily city membership dues, associate membership dues, and fees collected for various seminars and events as follows:

City membership dues are based upon a combination of population and total assessment valuation factors and/or sales tax revenues, and the term of membership is July to June. City membership fees ranged from \$1,200 to \$8,600 per city. Revenue is recognized in applicable membership year.

Associate membership dues depend on the level of membership, and the term of membership is a calendar year, but membership is due at the beginning of calendar year. Associate membership dues for the fiscal year ranged from \$1,000 to \$15,000 per member. Revenue is recognized in an applicable membership year. Any payments received for the future membership year are recorded as unearned revenues (liability).

The Association sponsors educational summits such as The Annual Seminar, the Fall Seminar, and the Sacramento Legislative Tour. Revenue is recognized when events take place. Payments, when received in advance, are recognized as customer deposit.

**Nonmonetary Transactions**

Nonmonetary transactions are reported at fair market value of services received. For the fiscal year ended June 30, 2024, the Association received approximately \$25,000 of services in exchange for associate member registration fees. The transactions are included in AMS Seminar Expense for \$10,000, committee expenses for \$2,187, and Web/Online expense for \$12,813 in the accompanying statement of functional expenses and \$25,000 in associate membership dues in the accompanying statement of activities and changes in net assets.

**Accounts Receivable**

Accounts receivable consist primarily of noninterest-bearing amounts due for membership dues. The Association determines the allowance for uncollectable accounts receivable based on historical experience, status of membership, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectable. There were no changes in the allowance for doubtful accounts balance during the year ended June 30, 2024 as the Association did not experience any significant changes in member payment patterns or the Association's collection efforts during the year.

**Note 2: Summary of Significant Accounting Policies (Continued)****Income Taxes**

The Association qualifies as a tax-exempt organization under 501(c)(6) of the Internal Revenue Code. Management of the Association has analyzed its tax positions taken, and has concluded that, as of June 30, 2024, there were no uncertain tax positions taken, or expected to be taken, that would require recognition of a liability or disclosure in the financial statements. The Association is subject to routine audits by the taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

**Date of Management's Review**

The Association has evaluated subsequent events through July 15, 2025, the date at which the financial statements were available to be issued.

**Note 3: Liquidity and Availability**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, are comprised of cash and cash equivalents of \$682,755 and net accounts receivable of \$89,820 totaling to \$772,575 as of June 30, 2024.

**Note 4: Concentrations of Credit Risk**

The Association may be subject to credit risk on its cash balances. At June 30, 2024, the Association maintains its cash balances at one institution. Accounts at the institution are insured by the FDIC, which covers up to \$250,000 for substantially all depository accounts. At various times throughout the year, the balances in these accounts may be in excess of federally insured limits. Management believes the Association is not exposed to any significant credit risk on cash and cash equivalents.

**Note 5: Stormwater Fund**

The Association and the League of California Cities formed a committee charged with reviewing storm water funding options and finding solutions to the storm water issues having an impact on the cities in Los Angeles County. The committee raises funds to study the issues by assessing fees to members of their respective organizations. There were no expenses incurred during the year for this undertaking. The fund balance of \$20,592 as of June 30, 2024 is presented as restricted cash in the current asset and also as a corresponding liability on the statement of financial position.

**Note 6: Related Party Transactions****Management Agreements**

The Association entered into a management agreement for administrative and managerial support services with E.L. Strategy Group, an administrative company which is owned by a former board member. The Contract was renewed during 2024 and will expire as of June 30, 2029. The agreement calls for the Association to pay the management company monthly. Each year, the management fee is renegotiated and approved by the executive board of directors. For the fiscal year ending June 30, 2024, management fee increased to \$606,588 from \$572,637.

# DRAFT

SUPPLEMENTARY INFORMATION

CALIFORNIA CONTRACT CITIES ASSOCIATION

DRAFT

**SCHEDULE I - SUMMARY OF SPECIAL EVENTS ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2024**

---

**Annual Seminar**

Revenues	\$ 460,364
Cost of revenues	<u>365,964</u>
Total Annual Seminar	<u>94,400</u>

**Fall Seminar**

Revenues	94,275
Cost of revenues	<u>58,288</u>
Total Fall Seminar	<u>35,987</u>

**Legislative Tour**

Revenues	83,475
Cost of revenues	<u>62,780</u>
Total Legislative Tour	<u>20,695</u>

**Change in net assets from those special events activities** \$ 151,082