



FIRST 5

NAPA COUNTY

MEETING ADDRESS: 1303 JEFFERSON ST #100A NAPA CA 94559

AGENDA
October 28, 2024
3:00 PM-5:00 PM

Agenda Item	Facilitator	
1) Call to Order	J. Cisneros	
2) Public Comment	J. Cisneros	
3) Mission and Vision Moment	K.Petithomme	
First 5 Napa County Vision		
Napa County is a strong and healthy community because families can set down roots, grow, and thrive.		
First 5 Napa County Mission		
First 5 Napa County convenes and mobilizes the community to use systems- and design-thinking to center and lift up our community's young children, their families, and the providers who serve them.		
4) Approval of Commission Meeting Notes <i>September 23, 2024</i>	J. Cisneros	*ACTION
5) Commission Business	J. Cisneros	
a) Welcome, Marlena Garcia		
b) Political Activities Reminder		

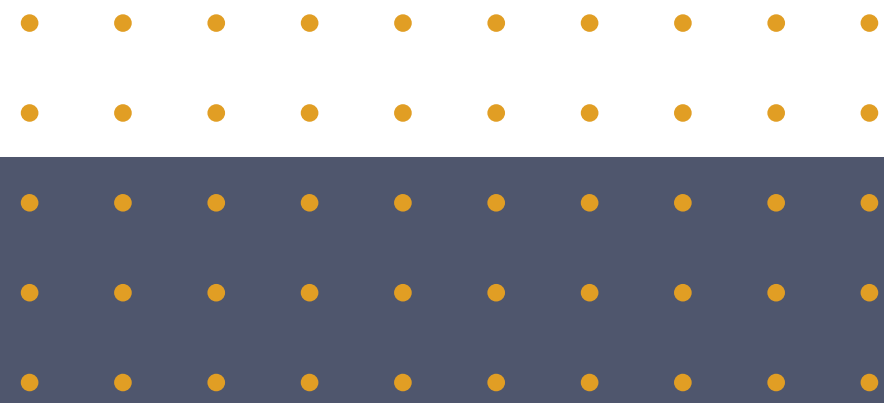


FIRST 5

NAPA COUNTY

6) Compliance Item: Presentation 4 th Quarter Financials FY 23-24	T. Schulze	*ACTION
7) Compliance Item: Presentation and Approval FY 2023-2024 Annual Audit a) <i>Napa County Auditor Controller Staff Presentation</i> b) <i>Open Public Hearing</i> c) <i>Receive Testimony</i> d) <i>Close Public Hearing</i> e) <i>Approval FY 2023-2024 Annual Audit</i>	T. Schulze	*ACTION
8) Compliance Item: Presentation 1 ST Quarter Financials FY 24-25	T. Schulze	*ACTION
9) Compliance Item: Presentation and Approval of FY 2023- 2024 First 5 Napa County Annual Report a) <i>Staff Review</i> b) <i>Open Public Hearing</i> c) <i>Receive Testimony</i> d) <i>Close Public Hearing</i> e) <i>Approval FY 2023-2024 Annual Report</i>	A.Walker	*ACTION
10) Contracts and MOU Review and possible approval of Amendment #1 to MOU 605-25 with CRC, reflecting an increase of \$7,099.28 from HUB funds through the IMPACT Legacy Grant.	J. Cisneros	*ACTION
11) Resolution 2024-02 a) Updates the regular time of the Executive Committee meetings from 10:00am to 9:00 am, keeping them on the second Monday of each month	J. Cisneros	*ACTION
12) Items for next commission meeting	J. Cisneros	
13) Announcements • No November Commission Meeting • Volunteer needed for next Mission Moment share-out • First 5 will have a children's craft booth at Napa's Dia de los Muertos community event, Saturday Nov 2 nd 3-6pm	J. Cisneros	

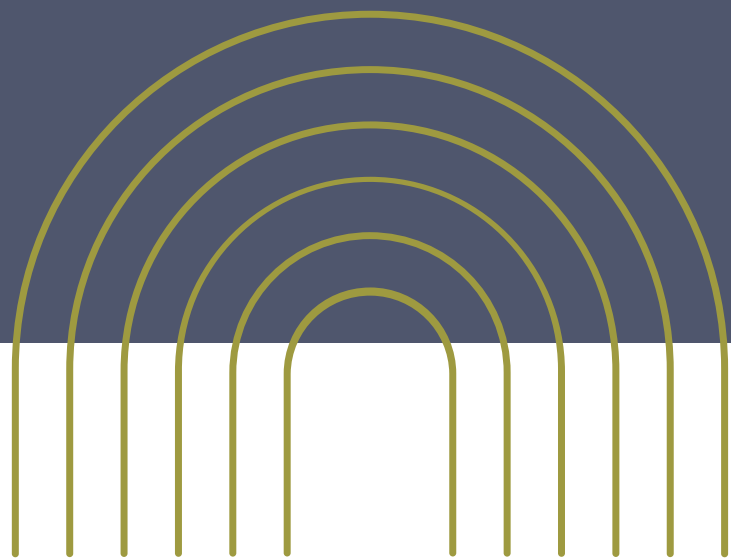
Next Commission Meeting: December 9, 2024 from 3-5PM



FIRST 5
NAPA COUNTY

VISION & MISSION MOMENT

Kelsey Petithomme
Executive Director, Napa SELPA

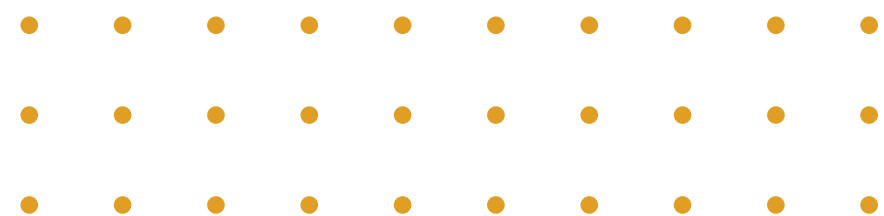


VISION

NAPA COUNTY IS A STRONG AND HEALTHY COMMUNITY BECAUSE FAMILIES CAN SET DOWN ROOTS, GROW AND THRIVE.

MISSION

FIRST 5 NAPA COUNTY CONVENES AND MOBILIZES THE COMMUNITY TO USE SYSTEMS- AND DESIGN-THINKING TO CENTER AND LIFT UP OUR COMMUNITY'S YOUNG CHILDREN, THEIR FAMILIES, AND THE PROVIDERS WHO SERVE THEM.

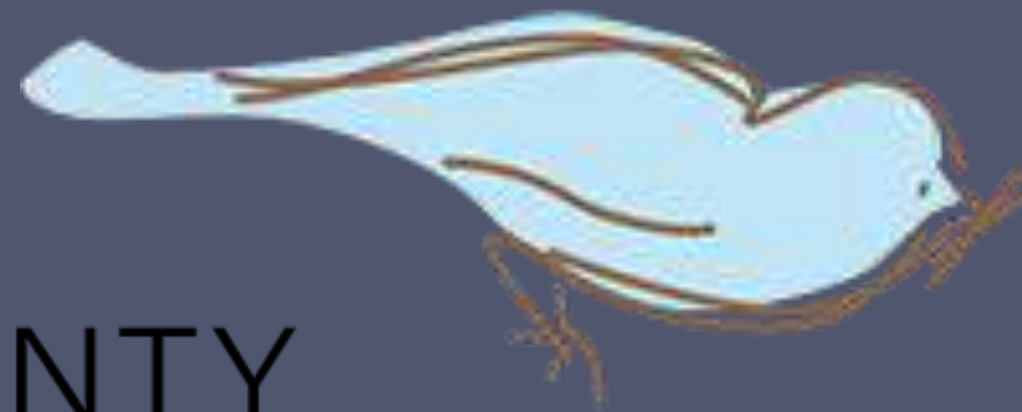


FIRST 5
NAPA COUNTY



HELPING FAMILIES THRIVE

Partners in Education Conference 2024



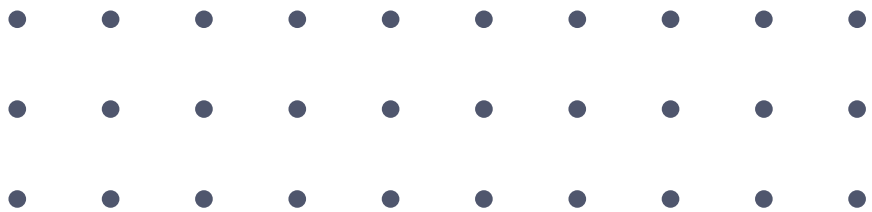
ParentsCAN



NAPA COUNTY
SELPA

CONVENING COMMUNITY

With the values justice for all, empathy & collaboration in mind the Napa SELPA, Napa SELPA Community Advisory Committee (CAC) and ParentsCAN provided education, support and connection opportunities for families of young children with disabilities.







****UPDATED MEETING DETAILS****
September 23, 2024 3:00 PM-5:00 PM

MEETING IN PERSON ADDRESS: 1303 Jefferson Street, Suite 100A

Commission Meeting Minutes

1. Call to Order: 3:00 pm. The following were present:

<input checked="" type="checkbox"/> Juan Cisneros	<input checked="" type="checkbox"/> Jennifer Ocon	<input checked="" type="checkbox"/> Monica Koenig
<input type="checkbox"/> Torence Powell-absent	<input checked="" type="checkbox"/> Joelle Gallagher	<input checked="" type="checkbox"/> Jennifer Yasumoto
<input checked="" type="checkbox"/> Kelsey Petithomme	<input checked="" type="checkbox"/> Vanessa Rubio	

Staff present:

<input checked="" type="checkbox"/> Ashley Walker	<input checked="" type="checkbox"/> Ivett Avina
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2. Public Comment

1. No public comments.

3. Mission and Vision Moment

- a) Jenny Ocon shared a recap on UpValley Family Center’s Back to School community event. The event was very successful in terms of community engagement and turnout. First 5 hosted a booth and looks forward to attending next year.

4. Approval of Commission Minutes, J. Cisneros

- a) Minutes for August 2024

a. (Motion 1st by MK , 2nd by JY)

JC	VR	TP	JO	KP	JG	MK	JY
Y	Y	Absent	Y	Y	Y	1st	2nd

5. Commission Business

- a.) Review and possible approval of 2025 Commission Meeting Schedule

a. (Motion 1st by JG , 2nd by JO)

JC	VR	TP	JO	KP	JG	MK	JY
Y	Y	Absent	2nd	Y	1st	Y	Y

- b.) Review and possible approval of 2025 Executive Committee Meeting Schedule

- JG noted that passing this schedule calls for a new resolution due to the proposed switch of a new regularly schedule time for the Executive Committee meeting from 10:00am to 9:00 am. Will review at October meeting.

6. Presentation

- a) FY24 Program Evaluation for Florecer, Rainbow Kits, and Rainbow Family League by Ashley Walker & Ivett Avina
- b) Review and possible approval of a new name for program “Rainbow Family League”,
 - a. After discussion, no vote was taken. Determined staff will continue to reflect on program direction and staff will consult with marketing consultants as needed. Will bring any relevant updates back to Commission.

7. Review and possible approval of newly proposed job description “Development & Communications Manager” for full-time staff role

(Motion 1st by JO, 2nd by MK)

JC	VR	TP	JO	KP	JG	MK	JY
Y	Y	Absent	1st	X	Y	2nd	Y

8. Review and possible approval of Resolution No. 2024-1; authorizing and establishing the “Match” under the 401(a)-retirement savings plan for 2025 for the Executive Director.

(Motion 1st by JG, 2nd by JY)

JC	VR	TP	JO	KP	JG	MK	JY
Y	Y	Absent	Y	X	1st	Y	2nd

9. Review and possible approval of contract 599-25; Rebecca Webster consultant for grant writing services. Not to exceed \$6,300.

(Motion 1st by JO , 2nd by VR)

JC	VR	TP	JO	KP	JG	MK	JY
Y	2 nd	Absent	1st	X	Y	Y	Y

10. Review and possible approval of Marlena Garcia as First 5’s recommendation to County Board of Supervisors to fill vacant commission seat.

(Motion 1st by JY , 2nd by MK)

JC	VR	TP	JO	KP	JG	MK	JY
Y	Y	Absent	Y	X	Y	2 ND	1 st

11. Items for next Commission Meeting, J.Cisneros

- Requesting a volunteer for next Mission Moment share-out (KP volunteered)
- Q4, Q1, and yearly audit financials
- F5 Annual Report

12. Announcements

- a) UpValley Family Center Back at St. Helena Dia de los Muertos, October 27th
- b) Child Start expanding services to Contra Costa County
- c) Next Meeting 10/28

Adjourn: 5 :01 pm.

Juan Cisneros, Chair

ATTEST:

Ashley Walker, Secretary

Commissioners Voting Key

JC = Juan Cisneros; TP= Torrence Powell; VR = Vanessa Rubio

JO = Jennifer Ocon; KP = Kelsey Petithomme;

JG = Joelle Gallagher; MK= Monica Koenig

Notations under Vote: A = Abstained; C = Conflict; I = ineligible to vote (not sworn in)

Y= Vote in Approval; N= Vote Against

Absent = Commissioner Absent



A Tradition of Stewardship
A Commitment to Service

Political Activities During Election Season

“Dos and Don’ts”

Topic	Do	Don't
Use of County Resources	<ul style="list-style-type: none"> Take vacation or other leave time to do campaign work Use personal funds for any campaign-related contributions or expenses Provide objective and impartial analysis and information relating to ballot issues 	<ul style="list-style-type: none"> Use County equipment, property or funds for campaign purposes Distribute campaign material through County email Do any campaign-related work during County work hours Participate in political activities in County uniform Display materials for a current election while working
Off-Duty Political Activities	<ul style="list-style-type: none"> List endorsement with title “for identification only” Ensure your social media sites do not appear to be official County accounts or endorsed by the County 	<ul style="list-style-type: none"> Allow endorsement to appear to come from County or on behalf of County
Mass Mailings	<ul style="list-style-type: none"> Limit County involvement in sending of unanticipated communications during election season Use only personal funds and resources for designing, preparing, and mailing campaign and political materials 	<p>Do not send mail if all of the following apply:</p> <ul style="list-style-type: none"> Physical mail (letter, flyer, etc.) Features an elected official (name, photo, etc.) Paid for by public expense (using County funds or resources) Sent to 200 people or more
Campaign Contributions	<ul style="list-style-type: none"> Make donations outside of work hours and off County property Use only personal funds 	<ul style="list-style-type: none"> Make or receive contributions on County time or on County property
Time Off to Vote	<ul style="list-style-type: none"> Ensure employees have sufficient time to vote Give employees up to 2 hours of paid time off to vote if insufficient time for employees to vote during off hours Keep in mind that many employees live in other counties 	<ul style="list-style-type: none"> Give employees insufficient time to vote

1195 Third Street, Suite 301
Napa, CA 94559
Main: (707) 253-4521
Fax: (707) 259-8220



A Tradition of Stewardship
A Commitment to Service

**NAPA COUNTY
OFFICE OF COUNTY COUNSEL**

County Counsel
Sheryl L. Bratton

Chief Deputies
Sherri S. Kaiser
Thomas C. Zeleny

Deputies
Silva Darbinian
Laura J. Anderson
Chris R. Y. Apallas
Susan B. Altman
Jason M. Dooley
Rachel L. Ross
Shana A. Bagley
Corey S. Utsurogi
Douglas V. Parker
Wendy Dau
Ryan Fitzgerald

To: All County employees

From: Sheryl L. Bratton, County Counsel

Date: October 2, 2023

Re: Political activities during election season

This memorandum and the attached handout are provided as a reminder that as government employees, we all have a special responsibility to avoid any perception of a conflict of interest, especially during election season. Below are some common questions that come up during election season and that **apply to all elections, ballot measures, and recalls**, even if the contest, measure, or recall is not yet officially on the ballot. Please also refer to the attached handout to learn more about the “Dos and Don’ts” during election season.

Q: Can I endorse, support, or oppose candidates for office, or endorse or support a ballot measure?

A: Yes, so long as you do so in your *personal capacity* and not as a County employee or on behalf of the County. Extra care should be taken to ensure that any social media content, letters, or other communications you send regarding political campaigns are clearly in your personal capacity and do not appear to be sent on behalf of or with the support of the County.

Q: Can my job title be mentioned when I endorse a candidate or ballot measure, or when I speak in support or opposition of a candidate or ballot measure?

A: If it is clear that your title is used for *identification purposes only* and there is no danger of the public perceiving your personal views as the County’s views, then you may include your job title to make it clear that the endorsement or speech is coming from you rather than from someone else with your same name.

Q: Can I appear at a campaign event in my County uniform?

A: No. State law specifically *prohibits performing any political activities, appearing in any campaign photos or videos, or attending any political event while in uniform, even if you are not on duty*. Unless you are called to the event as part of your official County job – such as when responding to an official call for service – you cannot appear at any political event in uniform.

Q: Can I display my support or opposition for a specific candidate or ballot measure by wearing buttons, t-shirts, or similar displays?

A: Yes, so long as you do so on your own time and not while working. State law prohibits the use of County resources – including vehicles, uniforms, equipment, computers, phones, conference or meeting rooms, and staff time – for political purposes, such as to campaign for or against a political candidate or measure. Additionally, wearing or displaying campaign materials at the workplace may cause the public to mistakenly believe that the County or individual elected officials endorse or support your position.

Q: Can I volunteer my time to support or oppose a candidate or ballot measure?

A: Yes, so long as you do not do so while performing your County job. You may volunteer on your own time, such as after or before work hours or while on vacation or management leave. State law prohibits County employees from using any County resources – including vehicles, uniforms, equipment, computers, phones, conference or meeting rooms, and staff time – for political purposes, such as to campaign for or against a political candidate or measure.

Q: Can I donate money to a candidate or ballot measure group?

A: Yes, so long as you only use your personal funds and you do not provide or collect any donations during work hours or on County property.

Q: May I ask my fellow employees for political donations for County candidate or measure I support?

A: Yes. On July 19, 2023, the Ninth Circuit Court of Appeals overturned a State law that prohibited employees of a local agency from soliciting political contributions from other employees of that local agency. However, the prohibition on using County resources still applies. When sending solicitations for donations, employees may only do so outside of work hours and may not use County computers or equipment.

Q: A neighborhood group invited me as a County employee to speak about how a proposed ballot measure will affect the County. Can I attend and provide them with my department's analysis?

A: Yes, so long as you only provide impartial and objective information. “Impartial and objective” means that the information you provide is solely factual and does not take any position as to whether a ballot measure is good or bad. Providing “pros” and “cons” about a ballot measure is not impartial and objective. Impartial and objective information only includes factual and neutral information and does not include any statements about the positive or negative aspects of the ballot measure.

Enclosure: Political Activities During Election Season – “Dos and Don’ts”

First 5 Financials Fiscal Year 2023-24
As of June 30,2024

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		Total Fund	Prop 10		Home Visitation	Quality Counts		Total Fund
		2023-24 Budget	Prog/Eval 2023-24 Actuals	Admin 2023-24 Actuals	2023-24 Actuals	IMPACT Legacy 2023-24 Actuals	QCCBG 2023-24 Actuals	2023-24 Actuals
Revenues								
45100	Interest Income	\$ 5,000	\$ 8,024	\$ 8,023	\$ -	\$ -	\$ -	\$ 16,047
43605	State: Children & Families First (Prop 10)	706,007.00	391,880	97,970	-	-	-	489,850
43790	State: Prop 56	-	192,688	-	-	-	-	192,688
43790	State: Impact Legacy	1,833,464.00	-	-	-	900,616	-	900,616
43790	State: QCCBG	43,153.00	-	-	-	-	43,153	43,153
43790	State: HV Coordination Grant	56,926.00	-	-	-	-	-	-
43790	State: Other	-	13,785	-	-	-	-	13,785
46800	Charges for Services	-	20,830	-	40,091	-	-	60,921
47150	Other Grants	5,000.00	-	-	-	-	-	-
47900	Miscellaneous	-	-	75	-	-	-	75
Total Revenues		\$ 2,649,550	\$ 627,207	\$ 106,068	\$ 40,091	\$ 900,616	\$ 43,153	\$ 1,717,135
Expenditures								
51100	Salaries/Benes - All	\$ 497,422	\$ 225,481	\$ 113,034	\$ 4,012	\$ 34,501	\$ 2,966	\$ 379,994
52125	Accounting and Auditing Services	30,000.00	-	24,035	-	-	-	24,035
52140	Legal Services	2,000.00	-	3,150	-	-	-	3,150
52305	Training Services	10,850.00	-	-	-	-	-	-
52310	Consulting Services	109,000.00	114,131	-	-	-	-	114,131
52320	Interpreting Services	5,000.00	2,350	-	-	-	-	2,350
52345	Janitorial Services	3,600.00	-	510	-	-	-	510
52490	Other Professional Services	30,000.00	-	23,314	-	-	-	23,314
52600	Rents/Leases - Equipment	4,056.00	2,562	2,562	-	-	-	5,124
52605	Rents/Leases - Building & Improvements	57,778.00	28,471	28,470	-	-	-	56,941
52705	Insurance - Premiums	9,270.00	7,184	7,183	-	-	-	14,367
52800	Communications	4,500.00	1,979	1,979	-	-	-	3,958
52810	Advertising/Marketing	2,000.00	-	525	-	-	-	525
52830	Publications/Legal Notices	250.00	-	-	-	-	-	-
52900	Training/Conference Expenses	5,000.00	11,464	-	-	-	-	11,464
52905	Business Travel/Mileage	3,500.00	-	-	-	-	-	-
53100	Office Supplies	5,000.00	1,407	1,407	-	-	-	2,814
53105	Office Expenses-Furn & Fixture	2,000.00	313	313	-	-	-	626
53110	Freight/Postage	250.00	-	32	-	-	-	32
53115	Books/Media/Periodicals/Subcr	60.00	-	-	-	-	-	-
53120	Memberships/Certifications	4,975.00	2,413	2,412	-	-	-	4,825
53410	Computer Equipment/Accessories	5,000.00	3,904	3,904	-	-	-	7,808
53415	Computer Software/Licensing Fees	4,119.00	3,094	3,094	-	-	-	6,188
53600	Special Department Expense	23,750.00	23,930	-	-	-	-	23,930
53635	Service Awards	1,000.00	-	-	-	-	-	-
53650	Business Related Meals & Supplies	3,000.00	1,632	1,630	-	-	-	3,262
54805	Community Grants (Prop 10)	100,000.00	103,416	-	-	-	-	103,416
54805	Community Grants (Impact Legacy)	1,806,365.00	-	-	-	1,312,111	-	1,312,111
54805	Community Grants (QCCBG)	-	-	-	-	101,500	40,000	141,500
54805	Community Grants (HV Coordination Grant)	75,000.00	-	-	75,000	-	-	75,000
Total Expenditures		\$ 2,804,745	\$ 533,730	\$ 217,554	\$ 79,012	\$ 1,448,112	\$ 42,966	\$ 2,321,374
FY23 revenues received in current year		-	1,866	467	-	349,116	86,295	437,744
Net Surplus (Deficit)		\$ (155,195)	\$ 95,343	(111,019)	\$ (38,921)	\$ (198,380)	\$ 86,482	\$ (166,496)
Beginning Fund Balance		\$ 763,489	\$ 974,688	\$ (425,872)	\$ -	\$ (147,518)	\$ 63,341	\$ 464,639
Surplus/(Deficit) current Year		(155,195)	95,343	(111,019)	(38,921)	(198,380)	86,482	(166,496)
Ending Fund Balance		\$ 608,294	\$ 1,070,031	\$ (536,891)	\$ (38,921)	\$ (345,898)	\$ 149,823	\$ 298,143

Total Admin \$ 217,554
Total Expenditures \$ 2,321,374
Percentage of admin 9%

First 5 Financials Fiscal Year 2023-24
Budget to Actuals as of June 30, 2024
DRAFT

Target %
100%

	Total Fund	Total Fund	Total Fund	Total Fund	Variance	
	2023-24	2023-24	2023-24	2023-24	2023-24	
	Adopted Budget	Budget Adjustments	Revised Budget	Actuals	Budget vs Actuals	
Revenues						
45100 Interest Income	\$ 5,000		\$ 5,000	\$ 16,047	\$ 11,047	321%
43605 State: Children & Families First (Prop 10)	706,007		706,007	\$ 489,850	(216,157)	69%
43790 State: Prop 56	-		-	\$ 192,688	192,688	100%
43790 State: Impact Grant/HUB	168,599	1,664,865	1,833,464	\$ 900,616	(932,848)	49%
43790 State: CDE QRIS Block Grant	43,153		43,153	\$ 43,153	-	100%
43790 State: HV Coordination Grant	56,926		56,926	\$ -	(56,926)	0%
43790 State: Other	-		-	\$ 13,785	13,785	100%
46800 Charges for Services	-		-	\$ 60,921	60,921	100%
47150 Other Grants	5,000		5,000	\$ -	(5,000)	0%
47900 Miscellaneous	-		-	\$ 75	75	100%
Total Revenues	\$ 984,685	\$ 1,664,865	\$ 2,649,550	\$ 1,717,135	\$ (932,415)	65%
Expenditures						
51100 Salaries/Benes - All	\$ 515,422	\$ (18,000)	\$ 497,422	\$ 379,994	\$ 117,428	76%
52125 Accounting and Auditing Services	30,000		30,000	\$ 24,035	5,965	80%
52140 Legal Services	2,000		2,000	\$ 3,150	(1,150)	158%
52305 Training Services	10,850		10,850	\$ -	10,850	0%
52310 Consulting Services	100,000	9,000	109,000	\$ 114,131	(5,131)	105%
52320 Interpreting Services	5,000		5,000	\$ 2,350	2,650	47%
52345 Janitorial Services	3,600		3,600	\$ 510	3,090	14%
52490 Other Professional Services	30,000		30,000	\$ 23,314	6,686	78%
52600 Rents/Leases - Equipment	4,056		4,056	\$ 5,124	(1,068)	126%
52605 Rents/Leases - Building & Improvements	57,778		57,778	\$ 56,941	837	99%
52705 Insurance - Premiums	9,270		9,270	\$ 14,367	(5,097)	155%
52800 Communications	4,500		4,500	\$ 3,958	542	88%
52810 Advertising/Marketing	2,000		2,000	\$ 525	1,475	26%
52830 Publications/Legal Notices	250		250	\$ -	250	0%
52900 Training/Conference Expenses	5,000		5,000	\$ 11,464	(6,464)	229%
52905 Business Travel/Mileage	3,500		3,500	\$ -	3,500	0%
53100 Office Supplies	5,000		5,000	\$ 2,814	2,186	56%
53105 Office Supplies-Furn & Fixture	2,000		2,000	\$ 626	1,374	31%
53110 Freight/Postage	250		250	\$ 32	218	13%
53115 Books/Media/Periodicals/Subcr	60		60	\$ -	60	0%
53120 Memberships/Certifications	4,975		4,975	\$ 4,825	151	97%
53410 Computer Equipment/Accessories	5,000		5,000	\$ 7,808	(2,808)	156%
53415 Computer Software/Licensing Fees	4,119		4,119	\$ 6,188	(2,069)	150%
53600 Special Department Expense	14,750	9,000	23,750	\$ 23,930	(180)	101%
53635 Service Awards	1,000		1,000	\$ -	1,000	0%
53650 Business Related Meals & Supplies	3,000		3,000	\$ 3,262	(262)	109%
54805 Community Grants: Prop 10	100,000		100,000	\$ 103,416	(3,416)	103%
54805 Community Grants: State Impact and HUB	141,500	1,664,865	1,806,365	\$ 1,312,111	494,254	73%
54805 Community Grants: QRIS Block	-		-	\$ 141,500	(141,500)	100%
54805 Community Grants: HV Coordination Grant	75,000		75,000	\$ 75,000	-	100%
Total Expenditures	\$ 1,139,880	\$ 1,664,865	\$ 2,804,745	\$ 2,321,374	\$ 483,371	83%
FY23 revenues received in current year			\$ -	\$ 437,744		
Net Surplus (Deficit)	\$ (155,195)	\$ -	\$ (155,195)	\$ (166,496)		
Beginning Fund Balance			\$ 464,639	\$ 464,639		
Surplus/(Deficit) current year			\$ (155,195)	\$ (166,496)		
Ending Fund Balance			\$ 309,444	\$ 298,143		
			Cash Balance	\$ 931,492		

DRAFT

**NAPA COUNTY
CHILDREN AND FAMILIES COMMISSION
(A Component Unit of the County of Napa)**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2024**

NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
 FINANCIAL STATEMENTS
 JUNE 30, 2024

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NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
COMMISSION MEMBERSHIP

<u>Name</u>	<u>Representing</u>	<u>Date of Appointment</u>	<u>Current Term Expires</u>
Monica Koenig	County Representative	02/2022	12/2026
Jennifer Yasumoto	County Representative	02/2020	12/2026
Joelle Gallagher	Board of Supervisors	01/2023	01/2025
Vanessa Rubio	Member	01/2024	01/2025
Torrence Powell	Member	01/2024	01/2028
Jennifer Ocon	Member	02/2019	01/2027
Kecia Lind	Member	02/2019	01/2027
Juan Carlos Cisneros	Member	02/2021	01/2025
Kelsey Petithomme	Member	01/2024	01/2028

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FINANCIAL SECTION

INDEPENDENT AUDITOR’S REPORT

Board of Commissioners
Napa County Children and Families Commission
Napa, California

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the general fund of the Napa County Children and Families Commission (the Commission), a component unit of the County of Napa, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission’s financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the general fund of the Commission as of June 30, 2024, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 the Commission 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 opinions.

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 the Commission’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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 auditor's report that includes our opinions. 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 auditing standards generally accepted in the United States of America and *Government 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 auditing standards generally accepted in the United States of America and *Government 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 the Commission'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 the Commission'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.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 7, budgetary comparison schedule on page 19, and note to the required supplementary information on page 20 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We 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 our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The Schedule of Expenditures by Fund Source and Net Position of California Children and Families Commission (CCFC) Funds for First 5 Programs and Activities; the Statement of Revenues, Expenditures, and Changes in Fund Balance – Divisional

Breakdown; and the Schedule of Expenditures by Program and Administration are presented for purposes of additional analysis and are not a required part of the basic 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 basic financial statements. The 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 our opinion, the Schedule of Expenditures by Fund Source and Net Position of California Children and Families Commission (CCFC) Funds for First 5 Programs and Activities; the Statement of Revenues, Expenditures, and Changes in Fund Balance – Divisional Breakdown; and the Schedule of Expenditures by Program and Administration are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Commission membership information but does not include the basic financial statements and our auditor’s report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2024, on our consideration of the Commission’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission’s internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
_____, 2024

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2024**

On November 3, 1998, California voters approved Proposition 10 – the Children and Families First Act (the Act). The Act imposed an additional excise tax on cigarettes and tobacco related products to fund programs that promote, support, and improve the early development of children from prenatal through age five. The intent is for all California children to be healthy, to live in a healthy and supportive family environment, and to enter school ready to learn.

The Napa County (County) Board of Supervisors created the Napa County Children and Families Commission (Commission) in 1998 under the provisions of the Act. The Commission consists of nine members appointed by the County Board of Supervisors. The Commission is a public entity legally separate and apart from the County.

As management of the Commission, we offer readers of our financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2024.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Commission's financial statements. The Commission's financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the financial statements themselves.

Government-Wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Commission's finances, in a manner similar to a private sector business.

The *Statement of Net Position* presents information on all of the Commission's assets and liabilities, with the difference between the two reported as *net position*.

The *Statement of Activities* presents information showing how the Commission's net position changed during the most recent fiscal 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 related cash flows*. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

The government-wide financial statements can be found on pages 8-9 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Commission, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. Fund financial statements report essentially the same functions as those reported in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate the comparison between governmental funds and government-wide statements.

The fund financial statements can be found on pages 10-12 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 government-wide and fund financial statements. The notes to the financial statements can be found on pages 13-18 of this report.

Required Supplementary Information (RSI). RSI is presented concerning the Commission’s General Fund budgetary schedule. The Commission adopts an annual appropriated budget for its General Fund. A budgetary comparison schedule has been provided for the General Fund to demonstrate compliance with this budget. This schedule can be found on page 19 of this report.

Supplementary Information. The supplementary information provides additional details and analysis of the Commission’s financial activities and performance. The Schedule of Expenditures by Fund Source and Net Position of California Children and Families Commission (CCFC) Funds for First 5 Programs and Activities; the Statement of Revenues, Expenditures, and Changes in Fund Balance – Divisional Breakdown; and the Schedule of Expenditures by Program and Administration are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supplementary information can be found on pages 21-23 of this report.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The Commission presents its financial statements under the reporting model required by the Governmental Accounting Standards Board (GASB) Statement No. 34 (GASB 34), *Basic Financial Statements – and Management’s Discussion and Analysis (MD&A) – for State and Local Governments*. Net position may serve over time as a useful indicator of a government’s financial position. In the case of the Commission, assets exceed liabilities by \$871,269 at the close of the most recent fiscal year. The most significant portion of the Commission’s net position is its cash balance of \$932,492. Cash is maintained by the County Treasurer in the County’s cash and investment pool where interest earned on the Commission’s balance is apportioned to the Commission. Another source of net position resides in the Commission’s receivables, the majority due from the State Commission for Proposition 10 taxes in the amount of \$76,503, and the HUB Impact/Legacy grant of \$1,030,936. These receivables represent revenues that were remitted/claimed by/to the State but had not been received by the Commission as of June 30, 2024. The Commission also reports accounts payable of \$640,855 and due to other agencies of \$547,231, primarily related to the HUB Impact Legacy funds, representing payments due for obligations, and payroll expenses incurred during the year but not yet paid.

Napa County Children and Families Commission
Statement of Net Position Comparison

	Fiscal Year 2023-24	Fiscal Year 2022-23	Variance
Total Assets	\$ 2,161,040	\$ 1,421,238	\$ 739,802
Total Liabilities	1,289,771	507,896	781,875
Total Net Position	<u>\$ 871,269</u>	<u>\$ 913,342</u>	<u>\$ (42,073)</u>

Statement of Activities Comparison

	Fiscal Year 2023-24	Fiscal Year 2022-23	Variance
Total Revenues	\$ 2,278,106	\$ 1,513,069	\$ 765,037
Total Expenses	2,320,179	1,487,643	832,536
Change in Net Position	<u>\$ (42,073)</u>	<u>\$ 25,426</u>	<u>\$ (67,499)</u>

FINANCIAL ANALYSIS OF THE COMMISSION’S GOVERNMENTAL FUND

As noted earlier, fund accounting is used by the Commission to ensure and demonstrate compliance with finance-related legal requirements.

For the year ended June 30, 2024, the Commission reported an ending fund balance of \$298,143, a decrease of \$166,496, or 36%, from the prior year.

Napa County Children and Families Commission
Statement of Revenues, Expenditures, and Changes in Fund Balance

	Fiscal Year 2023-24	Fiscal Year 2022-23	Variance
Total Revenues	\$ 2,154,879	\$ 1,053,080	\$ 1,101,799
Expenditures			
Administration	217,556	196,710	20,846
Program Expenditures	<u>2,119,718</u>	<u>1,297,641</u>	<u>822,077</u>
Total Expenditures	<u>2,337,274</u>	<u>1,494,351</u>	<u>842,923</u>
Excess (Deficiency) of Revenues over Expenditures	<u>(182,395)</u>	<u>(441,271)</u>	<u>258,876</u>
Other Financing Sources (Uses)			
Lease Inception	<u>15,899</u>	<u>-</u>	<u>15,899</u>
Total Other Financing Sources (Uses)	<u>15,899</u>	<u>-</u>	<u>15,899</u>
Change in Fund Balance	<u>\$ (166,496)</u>	<u>\$ (441,271)</u>	<u>\$ 274,775</u>

Total revenue consisting of Proposition 10 funds, interest income, grants, charges for services, and donations and contributions increased from \$1,053,080 to \$2,154,879, an increase of \$1,101,799, or 105%, from the prior fiscal year. The increase in revenue was primarily due to the Commission being the fiscal lead for the second year of the HUB Impact/Legacy funds.

Total expenditures increased from \$1,494,351 to \$2,337,274, an increase of \$842,923, or 56%, from the prior fiscal year. This increase was due to the Commission being the fiscal lead for HUB Impact/Legacy Funds.

FUND BUDGETARY HIGHLIGHTS

Total revenues were under final budget by \$494,671, approximately 18.7%, mainly due to deferred revenues earned from state grants. Total expenditures were under budget by \$467,471, approximately 17.2%. This variance was primarily due to significant savings in salaries and employee benefits, community grants, and other professional services, which more than offset higher-than-anticipated costs in consulting services and training conference expenses.

CAPITAL ASSETS AND DEBT ADMINISTRATION

The Commission's capital assets for governmental activities consisted of right-to-use leased assets at the end of the current fiscal year. The Commission's right-to-use leased assets totaled \$76,593 (net of accumulated amortization) as of June 30, 2024. Right-to-use leased assets include one building lease and one copier lease. Refer to Notes 4 and 5 for additional details.

The Commission's long-term obligations were for compensated absences and lease liabilities. The Commission's compensated absences obligations totaled \$7,542 as of June 30, 2024. The Commission's lease liabilities obligations totaled \$81,346 as of June 30, 2024. Refer to Notes 3 and 5 for additional details.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Commission is committed to focusing Proposition 10 funds on the purposes for which they are intended, to promote and sustain an integrated, early childhood system that will help to nurture children 0-5 years of age so that their young brains and bodies will develop appropriately.

The following economic factors were considered in preparing the Commission's financial plan for fiscal year 2024-25:

- Continued decline of State Proposition 10 revenue
- IMPACT Legacy and Quality Counts California Block Grants awarded to the Commission by First 5 California, California Department of Education (CDE), and the California Department of Social Services
- Home Visiting – Regional Technical Assistance grant awarded to the Commission by First 5 California

The Commission views Proposition 10 as a mechanism to improve and enhance the early childhood system in Napa County. Our 2023-2026 Strategic Plan shows our focus on advocacy for the needs of young children, their families, and the providers who serve them; convening and mobilizing a multisector network of leaders and organizations to meet the needs of our county's youngest residents; and building the capacity of individuals and organizations to center and meet the needs of our 0-5 population. Key to this effort is a focus on diversity, equity, inclusion, and belonging in all programs, services, organizational structures, policies, and legislation.

The Commission will continue to create opportunities for collaboration with the early childhood community, community-based organizations, other government agencies, and non-traditional partners to position the Commission to leverage additional public and private funds and develop early childhood champions throughout Napa County.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Commission finances for all those interested. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Napa County Children and Families Commission, 1303 Jefferson Street, Suite 100A, Napa, California 94559.

DRAFT

FINANCIAL STATEMENTS

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2024**

ASSETS

Cash in County treasury	\$ 931,492
Imprest cash	1,000
Due from other agencies	1,142,485
Deposits with others	4,800
Prepaid expenses	4,670
Leased assets	
Right-to-use - Building, net of accumulated amortization	65,729
Right-to-use - Equipment, net of accumulated amortization	10,864
	<hr/>
Total Assets	2,161,040

LIABILITIES

Accounts payable	640,855
Due to other agencies	547,231
Accrued payroll	12,675
Unearned revenue	122
Long-term liabilities	
Due within one year	
Compensated absences	3,386
Lease liability	59,127
Due in more than one year	
Compensated absences	4,156
Lease liability	22,219
	<hr/>
Total Liabilities	1,289,771

NET POSITION

Net investment in capital assets (leased assets)	(4,753)
Unrestricted	876,022
	<hr/>
Total Net Position	\$ 871,269

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024**

Program Expenses	
Salaries and employee benefits	\$ 379,459
Services and supplies	306,556
Community grants	1,632,027
Debt service	
Interest	<u>2,137</u>
Total Program Expenses	<u>2,320,179</u>
Program Revenues	
Operating grants and contributions	
State: Proposition 10 apportionment	489,850
State: Proposition 56	192,688
State: CDE QRIS block grant	16,370
State: HUB reimbursement	1,483,260
State: Other grants	18,895
Charges for Services	<u>60,921</u>
Total Program Revenues	<u>2,261,984</u>
Net Program Revenues	<u>(58,195)</u>
General Revenues	
Other revenues	75
Interest revenue	<u>16,047</u>
Total General Revenues	<u>16,122</u>
Change in Net Position	(42,073)
Net Position, Beginning of Year	<u>913,342</u>
Net Position, End of Year	<u>\$ 871,269</u>

The accompanying notes are an integral part of these financial statements.

NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
 BALANCE SHEET
 JUNE 30, 2024

Assets

Cash in County treasury	\$ 931,492
Imprest cash	1,000
Due from other agencies	1,142,485
Deposits with others	4,800
Prepaid expenses	4,670
	<hr/>
Total Assets	\$ 2,084,447

Liabilities

Accounts payable	\$ 640,855
Due to other agencies	547,231
Accrued payroll	12,675
Unearned revenue	122
	<hr/>
Total Liabilities	1,200,883

DEFERRED INFLOWS OF RESOURCES

Unavailable revenue	<hr/> 585,421
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Fund Balance

Committed	<hr/> 298,143
Total Fund Balance	<hr/>298,143

Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$ 2,084,447
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Reconciliation of the Balance Sheet to the Statement of Net Position

Fund Balance - total governmental fund (from above)	\$ 298,143
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Amounts reported for governmental activities in the statement of net position are different because:

Long-term liabilities, such as compensated absences and other obligations, are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(7,542)
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Right-to-use leased assets utilized for governmental activities are capitalized and reported as assets in the statement of net position but are not recognized in the governmental funds.	76,593
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Lease liabilities associated with right-to-use leased assets are included in the statement of net position but are not reported in the governmental funds.	(81,346)
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Unavailable revenues, representing amounts that are not yet available to finance current expenditures, are deferred in the governmental funds but recognized in the statement of net position when earned.	<hr/> 585,421
--	---------------

Net position of governmental activities (page 8)	<hr/><hr/>\$ 871,269
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The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2024**

Revenues	
State: Proposition 10 apportionment	\$ 489,850
State: Proposition 56	192,688
State: First 5 IMPACT grant	86,295
State: CDE QRIS block grant	43,153
State: HUB reimbursement	1,249,732
State: Other grants	16,118
Charges for services	60,921
Donations and contributions	75
Interest earnings	16,047
	<hr/>
Total Revenues	2,154,879
Expenditures	
Salaries and employee benefits	379,994
Services and supplies	248,939
Community grants	1,632,027
Debt service	
Principal	58,278
Interest	2,137
Capital outlay	
Right-to-use leased assets	15,899
	<hr/>
Total Expenditures	2,337,274
Deficiency of Revenues under Expenditures	(182,395)
Other Financing Sources (Uses)	
Lease inception	15,899
	<hr/>
Total Other Financing Sources (Uses)	15,899
Net Change in Fund Balance	(166,496)
Fund Balance, Beginning of Year	464,639
	<hr/>
Fund Balance, End of Year	\$ 298,143
	<hr/> <hr/>

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024**

**Reconciliation of Statement of Revenues, Expenditures, and
Changes in Fund Balance to the Statement of Activities**

Net change in fund balance - total governmental fund (page 11)	\$ (166,496)
Amounts reported for governmental activities in the statement of activities are different because:	
Lease amortization expense allocates the cost of the right-to-use asset over its useful life, affecting net position in the statement of activities but not requiring current financial resources in the governmental funds.	(57,617)
Lease principal payments on long-term debt reduce the lease liability using current financial resources in the governmental funds but do not affect net position in the statement of activities.	58,278
Long-term liabilities, such as compensated absences and other obligations, are not due and payable in the current period and, therefore, are not reported in the governmental funds but are recognized in the statement of activities.	535
Revenues recognized in the statement of activities during the current fiscal year may be reported as unavailable revenue in the governmental funds until they are considered available for use.	123,227
	123,227
Change in net position of governmental activities (page 9)	\$ (42,073)

The accompanying notes are an integral part of these financial statements.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Napa County Children and Families Commission (Commission), previously known as the Napa County Children and Families First Commission, was established on December 15, 1998, pursuant to Health and Safety Code §130140. The Commission was also established in accordance with the provisions of the California Children and Families First Act of 1998 and by Napa County Ordinances 1151 and 1154. The name was changed pursuant to Ordinance 1175 on September 12, 2000. The nine members of the Commission are appointed by the Napa County Board of Supervisors.

The Commission is responsible for the creation and implementation of a comprehensive, collaborative, and integrated system of services to enhance early childhood development.

The Commission includes all activities (operations of its administrative staff and Commission officers) considered to be a part of the Commission. The Commission reviewed the criteria developed by the Governmental Accounting Standards Board (GASB) in its issuance of Statement No. 14, and amended by Statement No. 61, relating to the financial reporting entity to determine whether the Commission is financially accountable for other entities. The Commission has determined that no other outside entity meets the above criteria and, therefore, no other entity has been included as a component unit in the financial statements. In addition, the Commission is not aware of any entity that would be financially accountable for the Commission that would result in the Commission being considered a component unit of that entity, but is considered a component unit of the County of Napa (the County) due to the selection of Commission members.

The financial statements included in this report are intended to present the financial position and results of operations of only the Commission. They are not intended to present the financial position and results of operations of the County taken as a whole.

B. Basis of Presentation and Accounting

Government-Wide Statements

The statement of net position and statement of activities display information about the primary government (Commission). These statements include the financial activities of the overall Commission.

The statement of activities presents a comparison between direct expenses and program revenues for the Commission's governmental activity. Direct expenses are those that are specifically associated with the Commission's activities. Program revenues include grants and contributions that are restricted to meeting the operational or capital requirements of the Commission. Revenues that are not classified as program revenues, including investment income, are presented instead as general revenues.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

When both restricted and unrestricted net position are available, restricted resources are used only after the unrestricted resources are depleted.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**B. Basis of Presentation and Accounting** (Continued)*Fund Financial Statements*

Separate financial statements are provided for the governmental funds. The governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available to finance expenditures of the current period. Proposition 10 taxes and investment income are accrued when their receipt occurs within ninety days after the end of the accounting period so as to be both measurable and available. All receivables are expected to be collected within the current year. Expenditures are generally recorded when a liability is incurred, as under the accrual basis of accounting.

Nonexchange transactions, in which the Commission gives (or receives) value without directly receiving (or giving) value in exchange, include sales taxes, grants, entitlements, and donations. On the modified accrual basis of accounting, revenues from sales taxes are recognized when the underlying transactions take place and have met the availability criteria. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Commission reports one major governmental fund, the General Fund. The General Fund is the Commission's primary operating fund. It accounts for all financial resources of the general government.

C. Due from Other Agencies

This amount represents receivables from the State government. Management has determined the Commission's receivables are fully collectible. Accordingly, no allowance for doubtful accounts has been made.

D. Leased Assets

Right-to-use leased assets are recorded at the amount of the initial measurement of the lease liabilities and modified by any lease payments made to the lessor at or before the commencement of the lease terms, less any lease incentives received from the lessor at or before the commencement of the lease terms along with any direct costs that are ancillary charges necessary to place the leased assets into service in accordance with GASB Statement No. 87.

Right-to-use leased assets are amortized using the straight-line method over the shorter of the lease term or the useful life of the underlying asset, unless the lease contains a purchase option that the Commission has determined is reasonably certain of being exercised.

E. Compensated Absences

The Commission accounts for compensated absences in accordance with GASB Statement No. 16. Unused vacation benefits may be accrued up to a maximum of 180 hours.

The earned vacation is payable upon separation and is reported at the current balance of the liability. There is no payout of sick leave upon separation from the Commission.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)F. Net Position/Fund Balance**Net Position**

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted.

Unrestricted Net Position – This category represents net position of the Commission, not restricted for any project or other purpose.

Fund Balance

To be in conformance with GASB Statement No. 54, fund balance is reported in classifications based primarily on the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2024, the Commission's fund balance consisted of the following component:

Committed Fund Balance includes amounts that are constrained by limits imposed by the government's highest level of decision making, the Board of Commissioners. Removal or modification of the use of funds can be accomplished only by formal action of the authority, the Board of Commissioners, that established the constraints.

G. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

H. New Accounting Pronouncements Implemented

GASB Statement No. 100 – *Accounting Changes and Error Corrections—an Amendment of GASB Statement No. 62*. For fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. This statement does not impact the financial statements or disclosures of the Commission as the Commission did not present accounting changes or error corrections in the annual report.

I. Future Accounting Pronouncements

GASB Statement No. 101 – *Compensated Absences*. The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The Commission has not fully judged the impact of implementation of GASB Statement No. 101 on the financial statements.

GASB Statement No. 102 – *Certain Risk Disclosures*. The requirements of this statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. The Commission has not fully judged the impact of implementation of GASB Statement No. 102 on the financial statements.

GASB Statement No. 103 – *Financial Reporting Model Improvements*. The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. The Commission has not fully judged the impact of implementation of GASB Statement No. 103 on the financial statements.

NOTE 2 – CASH AND INVESTMENTS

Cash and investments at June 30, 2024, consisted of the following:

Cash in County Treasury	\$	931,492
Imprest Cash		1,000
 Total Cash and Investments		\$ 932,492

The Commission maintains all of its cash and investments with the County Treasurer in an investment pool. On a quarterly basis the Treasurer allocates interest to participants based upon their average daily balances. Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County’s financial statements. The County’s financial statements may be obtained by contacting the County’s Auditor-Controller’s Office at 1195 Third Street, Room B10, Napa, CA 94559. The Napa County Treasury Oversight Committee oversees the Treasurer’s investments and policies.

Required disclosures for the Commission’s deposit and investment risks at June 30, 2024, were as follows:

Credit risk	Not rated
Custodial risk	Not applicable
Concentration of credit risk	Not applicable
Interest rate risk	Not available

Investments held in the County’s investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value.

NOTE 3 – CHANGES IN COMPENSATED ABSENCES

The following is a summary of long-term liabilities as of June 30, 2024:

	July 1, 2023	Additions	Retirements	June 30, 2024	Amounts Due Within One Year
Compensated Absences	\$ 8,077	\$ 11,548	\$ (12,083)	\$ 7,542	\$ 3,386

NOTE 4 – CAPITAL ASSETS (LEASES)

Lease activity for the year ended June 30, 2024, was as follows:

	Balances June 30, 2023	Additions	Deletions	Balances June 30, 2024
Right-to-Use Leased Assets, Being Amortized:				
Buildings	\$ 223,475	\$ -	\$ -	\$ 223,475
Equipment	-	15,899	-	15,899
	<u>223,475</u>	<u>15,899</u>	<u>-</u>	<u>239,374</u>
Total Right-to-Use Leased Assets Being Amortized	<u>223,475</u>	<u>15,899</u>	<u>-</u>	<u>239,374</u>
Less Accumulated Amortization for:				
Buildings	(105,164)	(52,582)	-	(157,746)
Equipment	-	(5,035)	-	(5,035)
	<u>(105,164)</u>	<u>(57,617)</u>	<u>-</u>	<u>(162,781)</u>
Total Accumulated Amortization	<u>(105,164)</u>	<u>(57,617)</u>	<u>-</u>	<u>(162,781)</u>
Total Right-to-Use Leased Assets, Net	<u>\$ 118,311</u>	<u>\$ (41,718)</u>	<u>\$ -</u>	<u>\$ 76,593</u>

Amortization for right-to-use leased assets for the year ended June 30, 2024, was \$57,617.

NOTE 5 – LONG-TERM LIABILITIES

The Commission has entered into two lease agreements as lessee: one for the use of office space at 1303 Jefferson, Suite 100a, and another for a copier.

The lease agreement for 1303 Jefferson, Suite 100a, began on October 1, 2020, with a lease term of five years and one month, ending on October 31, 2025. An initial lease liability of \$223,475 was recorded at the lease inception. As of June 30, 2024, the remaining lease liability for this agreement was \$70,338, reflecting a cumulative principal reduction of \$153,137 over the life of the lease. The fixed base rent for this lease ranges from \$3,300 to \$4,802 over the term, with specific rent increases scheduled periodically. The lease also includes one option to extend for an additional 60 months (five years), with the rent during the extension period to be determined based on the fair market value at the time of the extension. At the time of inception, the Commission did not believe it was reasonably probable it would exercise the lease option.

The copier lease was recognized with an inception date of July 1, 2023, and has a fixed monthly payment of \$278, with an initial lease liability of \$15,899 and a remaining liability of \$11,008 as of June 30, 2024, reflecting a principal reduction of \$4,891. Both leases utilize the County’s incremental borrowing rate of 1.9% to calculate their present values.

Principal and interest payments to maturity are as follows:

Fiscal Year Ending June 30,	Principal	Interest
2025	\$ 59,127	\$ 1,041
2026	17,570	172
2027	3,271	65
2028-2032	<u>1,378</u>	<u>9</u>
Total	<u>\$ 81,346</u>	<u>\$ 1,287</u>

NOTE 6 – RELATED PARTY TRANSACTIONS

During the year ended June 30, 2024, the Commission paid the County, a related party, \$15,035 for accounting and administrative services.

NOTE 7 – RISK MANAGEMENT

The Commission is exposed to various risks of loss related to general liability and workers' compensation. Insurance for the Commission is secured through commercial lines for both general liability and workers' compensation coverage.

NOTE 8 – PROGRAM EVALUATION

The Commission spent \$24,281 on program evaluation during the year ended June 30, 2024. These funds were used for consulting fees.

NOTE 9 – SECTION 30131.4 OF THE CALIFORNIA TAX AND REVENUE CODE CERTIFICATION

The Commission has certified that the supplant requirement stated in Section 30131.4 of the California Tax and Revenue Code has been met.

NOTE 10 – CONTINGENT LIABILITIES

The Commission receives funding from the State of California Proposition 10, the Children and Families First Act, to fund programs that promote, support, and improve the early development of children from prenatal through age five. These programs must be in compliance with applicable laws and may be subject to financial and compliance audits by the State. The amount, if any, of expenditures which may be disallowed by the State cannot be determined at this time, although the Commission's management does not expect such amounts, if any, to be material.

NOTE 11 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through _____, 2024, which is the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED JUNE 30, 2024**

	Original Budget	Final Budget	Actual Amount	Variance with Final Budget
Budgetary Fund Balance, July 1	\$ (23,322)	\$ (112,256)	\$ 464,639	\$ 576,895
Resources (Inflows)				
Proposition 10 apportionment	706,007	706,007	489,850	(216,157)
Charges for services	-	-	60,921	60,921
Interest earnings	5,000	5,000	16,047	11,047
State - Other funding	268,678	1,933,543	1,587,986	(345,557)
Other grants	5,000	5,000	-	(5,000)
Donations and contributions	-	-	75	75
Amounts Available for Appropriation	984,685	2,649,550	2,154,879	(494,671)
Charges to Appropriations (Outflows)				
Salaries and employee benefits - Administration	515,422	497,422	379,994	117,428
Services and supplies:				
Communications	4,500	4,500	3,958	542
Insurance	9,270	9,270	14,367	(5,097)
Office expense	5,000	5,000	2,813	2,187
Office supplies - Furniture and fixtures	2,000	2,000	626	1,374
Postage	250	250	32	218
Memberships and certifications	4,975	4,975	4,825	150
Books/Media/Periodicals/Subscriptions	60	60	-	60
Advertising and marketing	2,000	2,000	525	1,475
Legal expense	2,000	2,000	3,150	(1,150)
Audit and accounting services	30,000	30,000	24,035	5,965
Consulting services	100,000	109,000	114,131	(5,131)
Interpreting services	5,000	5,000	2,350	2,650
Publications and legal notices	250	250	-	250
Special Department Expense	14,750	23,750	23,930	(180)
Training services	10,850	10,850	-	10,850
Training conference expenses	5,000	5,000	11,464	(6,464)
Business related meals and supplies	3,000	3,000	3,262	(262)
Business travel/mileage	3,500	3,500	-	3,500
Janitorial services	3,600	3,600	510	3,090
Other professional services	30,000	30,000	23,314	6,686
Computer equipment/accessories	5,000	5,000	7,808	(2,808)
Computer software/licensing fee	4,119	4,119	6,189	(2,070)
Service awards	1,000	1,000	-	1,000
Debt service:				
Principal	60,415	60,415	58,278	2,137
Interest	-	-	2,137	(2,137)
Rent and utilities:				
Rents and leases - Building and improvements	1,419	1,419	1,664	(245)
Rents and leases - Equipment	-	-	(14)	14
Utilities - PG&E	-	-	-	-
Community grants	316,500	1,981,365	1,632,027	349,338
Capital outlay:				
Right-to-use leased assets	-	-	15,899	(15,899)
Total Charges to Appropriations	1,139,880	2,804,745	2,337,274	467,471
Deficiency of Revenues under Expenditures	(155,195)	(155,195)	(182,395)	(27,200)
Other Financing Sources (Uses)				
Lease inception	-	-	15,899	(15,899)
Total Other Financing Sources (Uses)	-	-	15,899	(15,899)
Net Change in Fund Balance	(155,195)	(155,195)	(166,496)	(43,099)
Fund Balance, End of Year	\$ (178,517)	\$ (267,451)	\$ 298,143	\$ 533,796

See the accompanying note to the required supplementary information.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2024**

BUDGET AND BUDGETARY ACCOUNTING

The Napa County Children and Families Commission (Commission) prepares and legally adopts a final budget on or before August 30th of each year. The Commission operation, commencing July 1st, is governed by the proposed budget, adopted by the Board of Commissioners in June of the prior year.

After the budget is approved, the appropriations can be added to, subtracted from, or changed only by Commission resolution. All such changes must be within the revenues and reserves estimated as available in the final budget or within revised revenue estimates as approved by the Commission.

Budget information is presented for the Commission's only fund. The Commission makes adjustments to its original budget during the year. This enables the effectiveness of the Commission in meeting budget objectives to be evaluated and the adequacy of the budget itself to be judged. The only exceptions to this are the appropriations of unanticipated revenues and the revision of appropriations to reflect major economic up or down turns materially affecting estimated revenues. Expenditures in excess of budgeted amounts are approved individually by the Board of Commissioners. Annual appropriated budgets are adopted for the Commission. It is this final revised budget that is presented in these financial statements.

The legal level of budgetary control (the level on which expenditures may not legally exceed appropriations) is at the object level. Object levels of expenditures include: salaries and benefits, services and supplies, rent and utilities, and program expenditures.

The budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America.

SUPPLEMENTARY INFORMATION

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
 SCHEDULE OF EXPENDITURES BY FUND SOURCE AND NET POSITION
 OF CALIFORNIA CHILDREN AND FAMILIES COMMISSION (CCFC) FUNDS
 FOR FIRST 5 PROGRAMS AND ACTIVITIES
 FOR THE YEAR ENDED JUNE 30, 2024**

<u>Program and/or Activity</u>	<u>Revenue CCFC Funds</u>	<u>Expenditures</u>	<u>Change in Position</u>	<u>Net Position Beginning of Year</u>	<u>Net Position End of Year</u>
First 5 IMPACT CCFC Program Funds	\$ 86,295	\$ 1,346,612	\$ (1,260,317)	\$ (147,518)	\$ (1,407,835)
Total	<u>\$ 86,295</u>	<u>\$ 1,346,612</u>	<u>\$ (1,260,317)</u>	<u>\$ (147,518)</u>	<u>\$ (1,407,835)</u>

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
DIVISIONAL BREAKDOWN
FOR THE YEAR ENDED JUNE 30, 2024**

	Children and Families First	Quality Counts (Impact Legacy and QCCBG)	Total
Revenues			
State: Proposition 10 apportionment	\$ 489,850	\$ -	\$ 489,850
State: Proposition 56	192,688	-	192,688
State: First 5 IMPACT grant	-	86,295	86,295
State: QRIS block grant	-	43,153	43,153
State: HUB reimbursement	-	1,249,732	1,249,732
State: Other grants	16,118	-	16,118
Charges for services	60,921	-	60,921
Donations and contributions	75	-	75
Interest earnings	16,047	-	16,047
Total Revenues	<u>775,699</u>	<u>1,379,180</u>	<u>2,154,879</u>
Expenditures			
Salaries and employee benefits	342,527	37,467	379,994
Services and supplies	254,579	-	254,579
Community grants	178,416	1,453,611	1,632,027
Debt service			
Principal	53,387	-	53,387
Interest	1,388	-	1,388
Capital outlay			
Right-to-use leased assets	15,899	-	15,899
Total Expenditures	<u>846,196</u>	<u>1,491,078</u>	<u>2,337,274</u>
Excess (Deficiency) of Revenues over (under) Expenditures	<u>(70,497)</u>	<u>(111,898)</u>	<u>(182,395)</u>
Other Financing Sources (Uses)			
Lease inception	15,899	-	15,899
Total Other Financing Sources (Uses)	<u>15,899</u>	<u>-</u>	<u>15,899</u>
Net Change in Fund Balance	(54,598)	(111,898)	(166,496)
Fund Balance, Beginning of Year	<u>548,816</u>	<u>(84,177)</u>	<u>464,639</u>
Fund Balance, End of Year	<u>\$ 494,218</u>	<u>\$ (196,075)</u>	<u>\$ 298,143</u>

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
SCHEDULE OF EXPENDITURES BY PROGRAM AND ADMINISTRATION
FOR THE YEAR ENDED JUNE 30, 2024**

	<u>Program Evaluation</u>	<u>Direct Program</u>	<u>Administration</u>	<u>Total</u>
Salaries and employee benefits	\$ -	\$ 266,960	\$ 113,034	\$ 379,994
Services and supplies	24,281	153,163	77,135	254,579
Community grants	-	1,632,027	-	1,632,027
Long-term liabilities	-	-	-	-
Principal	-	26,694	26,693	53,387
Interest	-	694	694	1,388
Capital outlay				
Right-to-use leased assets	-	7,949	7,950	15,899
Total Expenditures	\$ 24,281	\$ 2,087,487	\$ 225,506	\$ 2,337,274
Percentage of total for each category	1%	89%	10%	100%

OTHER REPORTS

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners
Napa County Children and Families Commission
Napa, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the general fund of the Napa County Children and Families Commission (the Commission), a component unit of the County of Napa, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our reported dated _____, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
_____, 2024

INDEPENDENT AUDITOR’S REPORT ON STATE COMPLIANCE

Board of Commissioners
Napa County Children and Families Commission
Napa, California

Report on Compliance

Opinion

We have audited the Napa County Children and Families First Commission’s (the Commission), a component unit of the County of Napa, compliance with the requirements specified in the State of California’s *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller’s Office, applicable to the Commission’s statutory requirements identified below for the year ended June 30, 2024.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the California Children and Families Program for the year ended June 30, 2024.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the State of California’s *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, issued by the State Controller’s Office. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission 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 opinion. Our audit does not provide a legal determination of the Commission’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above, and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the California Children and Families Program.

Auditor’s Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission’s compliance based on our audit. 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 GAAS, *Government Auditing Standards*, and the State of California’s *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act* 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. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission’s compliance with the requirements of the California Children and Families Program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit;
- Identify and assess the risks of material noncompliance, 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 Commission’s compliance with the compliance requirements referred to above and performing such other procedures as we consider necessary in the circumstances;
- Obtain an understanding of the Commission’s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the State of California’s *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*, but not for the purpose of expressing an opinion on the effectiveness of the Commission’s internal controls over compliance. Accordingly, we express no such opinion; and
- Select and test transactions and records to determine the Commission’s compliance with the state laws and regulations applicable to the following items:

<u>Description</u>	<u>Audit Guide Procedures</u>	<u>Procedures Performed</u>
Contracting and Procurement	6	Yes
Administrative Costs	3	Yes
Conflict-of-Interest	3	Yes
County Ordinance	4	Yes
Long-Range Financial Plans	2	Yes
Financial Condition of the Commission	1	Yes
Program Evaluation	3	Yes
Salaries and Benefit Policies	2	Yes

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identify during the audit.

Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over

compliance, such that there is a reasonable possibility that a material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention from those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the State of California's *Standards and Procedures for Audits of Local Entities Administering the California Children and Families Act*. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Bakersfield, California
_____, 2024

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

No findings in the current year.

**NAPA COUNTY CHILDREN AND FAMILIES COMMISSION
STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

No findings in the prior year.

First 5 Financials Fiscal Year 2024-25

As of September 30, 2024

Draft

		Total Fund	Prop 10		Home Visitation	Quality Counts		Total Fund
		2024-25 Budget	Prog/Eval 2024-25 Actuals	Admin 2024-25 Actuals	2024-25 Actuals	Impact Leagcy 2024-25 Actuals	QCCBG 2024-25 Actuals	2024-25 Actuals
Revenues								
45100	Interest Income	5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43605	State: Children & Families First (Prop 10)	664,797	76,537	19,134	-	-	-	95,671
43790	State: Prop 56	-	-	-	-	-	-	-
43790	State: Impact Legacy	1,543,369	-	-	-	-	-	-
43790	State: QCCBG	-	-	-	-	-	-	-
43790	State: HV Coordination Grant	56,926	-	-	-	-	-	-
43790	State: Other	-	-	-	-	-	-	-
46800	Charges for Services	-	-	-	-	-	-	-
47150	Other Grants	5,000	-	-	-	-	-	-
47500	Donations and Contributions	-	200	-	-	-	-	200
Total Revenues		2,275,092	\$ 76,737	\$ 19,134	\$ -	\$ -	\$ -	\$ 95,871
Expenditures								
51100	Salaries/Benes - All	437,333	\$ 40,658	\$ 20,324	\$ 606	\$ 11,000	\$ 717	\$ 73,305
52125	Accounting and Auditing Services	30,000	-	-	-	-	-	-
52140	Legal Services	4,000	-	-	-	-	-	-
52305	Training Services	10,850	-	-	-	-	-	-
52310	Consulting Services	255,458	20,747	-	-	-	-	20,747
52320	Interpreting Services	3,000	-	-	-	-	-	-
52345	Janitorial Services	1,500	-	-	-	-	-	-
52490	Other Professional Services	28,500	-	1,569	-	-	-	1,569
52600	Rents/Leases - Equipment	6,000	605	606	-	-	-	1,211
52605	Rents/Leases - Building & Improvements	58,800	7,984	7,984	-	-	-	15,968
52705	Insurance - Premiums	16,800	940	940	-	-	-	1,880
52800	Communications	4,500	1,149	1,149	-	-	-	2,298
52810	Advertising/Marketing	2,000	-	426	-	-	-	426
52830	Publications/Legal Notices	250	-	-	-	-	-	-
52900	Training/Conference Expenses	5,000	-	-	-	-	-	-
52905	Business Travel/Mileage	3,500	-	-	-	-	-	-
53100	Office Supplies	2,500	308	309	-	-	-	617
53105	Office Expenses-Furn & Fixture	3,000	220	220	-	-	-	440
53110	Freight/Postage	100	-	-	-	-	-	-
53115	Books/Media/Periodicals/Subcr	60	-	-	-	-	-	-
53120	Memberships/Certifications	8,500	3,063	3,062	-	-	-	6,125
53410	Computer Equipment/Accessories	2,500	876	876	-	-	-	1,752
53415	Computer Software/Licensing Fees	6,600	52	53	-	-	-	105
53600	Special Department Expense	12,750	5,120	-	-	-	-	5,120
53635	Service Awards	-	-	-	-	-	-	-
53650	Business Related Meals & Supplies	4,000	-	-	-	-	-	-
54805	Community Grants (Prop 10)	12,000	-	-	-	-	-	-
54805	Community Grants (Impact Legacy)	1,374,770	-	-	-	-	-	-
54805	Community Grants (QCCBG)	-	-	-	-	-	-	-
54805	Community Grants (HV Coordination Grant)	75,000	-	-	-	-	-	-
Total Expenditures		2,369,271	\$ 81,721	\$ 37,518	\$ 606	\$ 11,000	\$ 717	\$ 131,562
FY24 revenues received in current year		-	-	-	-	-	-	-
Net Surplus (Deficit)		(94,179)	\$ (4,984)	(18,384)	\$ (606)	\$ (11,000)	\$ (717)	\$ (35,691)
Beginning Fund Balance		608,294	\$ 1,070,031	\$ (536,892)	\$ (38,921)	\$ (345,898)	\$ 149,823	\$ 298,143
Surplus/(Deficit) current Year		(94,179)	(4,984)	(18,384)	(606)	(11,000)	(717)	(35,691)
Ending Fund Balance		514,115	\$ 1,065,047	\$ (555,276)	\$ (39,527)	\$ (356,898)	\$ 149,106	\$ 262,452
Total Admin			\$ 37,518					
Total Expenditures			\$ 131,562					
Percentage of admin				29%				

**First 5 Financials Fiscal Year 2024-25
Budget to Actuals as of September 30, 2024**

Target %
25%

Draft

	Total Fund	Total Fund	Total Fund	Total Fund	Variance	
	2024-25	2024-25	2024-25	2024-25	2024-25	
	Adopted Budget	Budget Adjustments	Revised Budget	Actuals	Budget vs Actuals	
Revenues						
45100 Interest Income	\$ 5,000		\$ 5,000	\$ -	\$ (5,000)	0%
43605 State: Children & Families First (Prop 10)	664,797		664,797	\$ 95,671	(569,126)	14%
43790 State: Impact Legacy	1,543,369		1,543,369	\$ -	(1,543,369)	0%
43790 State: HV Coordination Grant	56,926		56,926	\$ -	(56,926)	0%
47150 Other Grants	5,000		5,000	\$ -	(5,000)	0%
47500 Donations and Contributions	-		-	\$ 200	200	100%
Total Revenues	\$ 2,275,092	\$ -	\$ 2,275,092	\$ 95,871	\$ (2,179,221)	4%
Expenditures						
51100 Salaries/Benes - All	\$ 437,333		\$ 437,333	\$ 73,305	\$ 364,028	17%
52125 Accounting and Auditing Services	30,000		30,000	\$ -	30,000	0%
52140 Legal Services	4,000		4,000	\$ -	4,000	0%
52305 Training Services	10,850		10,850	\$ -	10,850	0%
52310 Consulting Services	255,458		255,458	\$ 20,747	234,711	8%
52320 Interpreting Services	3,000		3,000	\$ -	3,000	0%
52345 Janitorial Services	1,500		1,500	\$ -	1,500	0%
52490 Other Professional Services	28,500		28,500	\$ 1,569	26,931	6%
52600 Rents/Leases - Equipment	6,000		6,000	\$ 1,211	4,789	20%
52605 Rents/Leases - Building & Improvements	58,800		58,800	\$ 15,968	42,832	27%
52705 Insurance - Premiums	16,800		16,800	\$ 1,880	14,920	11%
52800 Communications	4,500		4,500	\$ 2,298	2,202	51%
52810 Advertising/Marketing	2,000		2,000	\$ 426	1,574	21%
52830 Publications/Legal Notices	250		250	\$ -	250	0%
52900 Training/Conference Expenses	5,000		5,000	\$ -	5,000	0%
52905 Business Travel/Mileage	3,500		3,500	\$ -	3,500	0%
53100 Office Supplies	2,500		2,500	\$ 617	1,883	25%
53105 Office Supplies-Furn & Fixture	3,000		3,000	\$ 440	2,560	15%
53110 Freight/Postage	100		100	\$ -	100	0%
53115 Books/Media/Periodicals/Subcr	60		60	\$ -	60	0%
53120 Memberships/Certifications	8,500		8,500	\$ 6,125	2,376	72%
53410 Computer Equipment/Accessories	2,500		2,500	\$ 1,752	748	70%
53415 Computer Software/Licensing Fees	6,600		6,600	\$ 105	6,495	2%
53600 Special Department Expense	12,750		12,750	\$ 5,120	7,630	40%
53635 Service Awards	-		-	\$ -	-	0%
53650 Business Related Meals & Supplies	4,000		4,000	\$ -	4,000	0%
54805 Community Grants: Prop 10	12,000		12,000	\$ -	12,000	0%
54805 Community Grants: Impact Legacy	1,374,770		1,374,770	\$ -	1,374,770	0%
54805 Community Grants: HV Coordination Grant	75,000		75,000	\$ -	-	0%
Total Expenditures	\$ 2,369,271	\$ -	\$ 2,369,271	\$ 131,562	\$ 2,162,709	6%
FY24 revenues received in current year			\$ -	\$ -		
			\$ -			
Net Surplus (Deficit)	\$ (94,179)	\$ -	\$ (94,179)	\$ (35,691)		
Beginning Fund Balance			\$ 608,294	\$ 298,143		
Surplus/(Deficit) current year			\$ (94,179)	\$ (35,691)		
Ending Fund Balance			\$ 514,115	\$ 262,452		
			Cash Balance	\$ 711,557		



First 5 Napa County

Annual Report

FY 2023-2024

Annual Report Sections

Sections:

AR-1: Fiscal (from Audit)

AR-2: Demographics

AR-3: Evaluation Summary and Highlights*

*Highlights are included in the First 5 California Annual Report



Annual Report Result Areas

- Improved Family Functioning
- Improved Child Development
- Improved Child Health
- Improved Systems of Care

These are the result areas that First 5 can fund through grants to other agencies, internal programming, systems level work, etc.



AR-1: Fiscal Section



Result Area	What was funded
Improved Child Development	Quality Counts Funded through: <ul style="list-style-type: none">- Prop 10, QCC BG, PDGR, Region 1 HUB local and regional Funds, IMPACT

AR-1: Fiscal Section



Result Area	What was funded
Improved Systems of Care	Home Visitation Funded through: - Prop 10

AR-1: Fiscal Section

Result Area

Improved Systems of
Care

What was funded

First 5 Napa County Programs:

First 5 Napa Network,
Rainbow Family
League, Rainbow
Kits, Florecer
- Funded through
Prop 10



AR-2: Demographics Section: Population Served

Population served includes our programs

Category	Number
Children Less than 3 Years Old	71
Children from 3rd Birthday to 6th Birthday	182
Primary Caregivers	302

Additionally, Hubbe has counts of childcare sites but not individual children: Quality Counts Participants: 11 Private Centers, 22 Family Child Care Home, 4 Friend, Family Neighbor providers, and 6 Alternative Sites.



AR-2: Demographics Section: Primary Languages Spoken in the Home

Category	Number of Children
English	294
Spanish	30
Unknown/Declined to share	129



AR-2: Demographics Section: Race/Ethnicity

Category	Number of Children
Alaska Native/American Indian	0
Asian	2
Black/African American	8
Hispanic/Latino	11
Native Hawaiian/Pacific Islander	1
White	20
Two or more races	13
Unknown	5



AR-3: Evaluation Summary and Highlights

Evaluation Methods:

Programs

Surveys, empathic interviews,
activity tracking spreadsheets

Quality Counts

Evaluation plan, provider surveys,
HUBBE data system





Florecer Youth Mentorship Program

Overview:

Established in 2022 by First 5 Napa Network (F5NN)

Aims to diversify the early childhood workforce and support individuals in finding sustainable careers.

Meaning :

“Florecer” translates to “bloom” in Spanish, symbolizing our goal of helping future professionals flourish in their chosen paths.



Mentorship Experience & Opportunities

Cohort Experience:

- 6- month program pairing high school students with mentors from various early childhood professions

Key Activities:

- Internship at mentor sites
- Development of career and educational goals
- Exposure to community organizations serving children and families

Educational Support:

- Access to college level courses in Child and Family Studies and Education through Napa Valley College
- Financial assistance for the first 12 units of coursework



Success Stories and Outcomes

Participants:

- 10 mentors and 26 mentees from various high schools in Napa County participating in the 2024-2025 school year.
- Impact Highlights:
- Community Connections: 92% of participants felt more connected to their community
- Resource Accessibility: 85% found the program very helpful in connecting with resources
- Career Aspirations: All mentees are considering careers in the Early Childhood Field as a result of the program
- Ongoing Relationships: All participants made plans to stay connected post-program



FLORECER

✿ blooming leaders ✿

04.08.2024



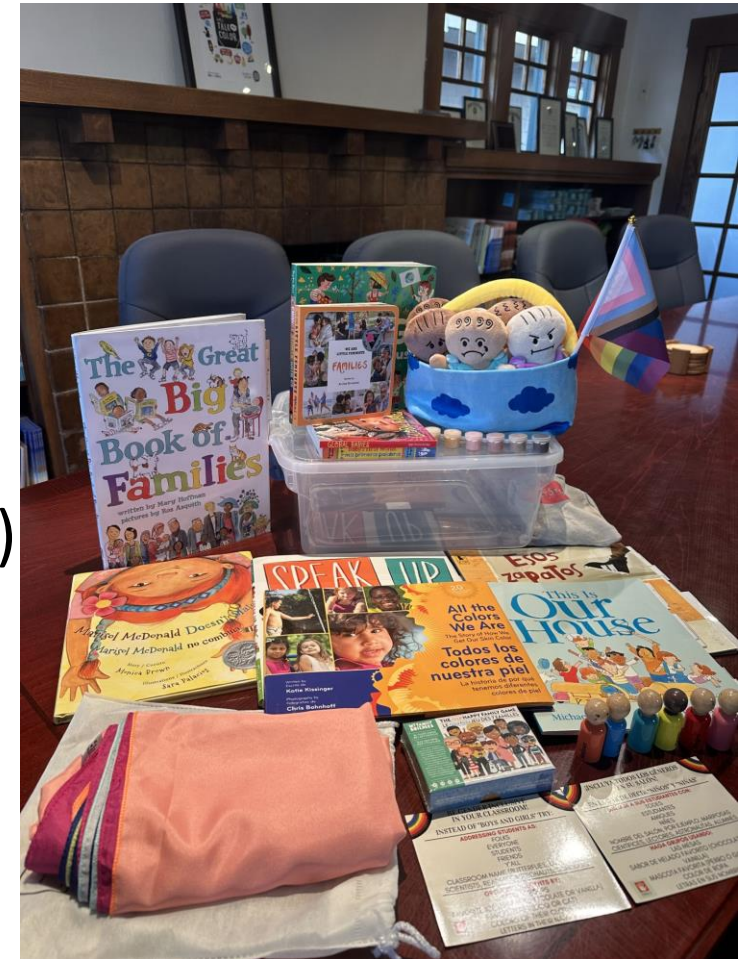


Rainbow Kits

- Rainbow Kits provide early childhood education settings with essential resources to promote LGBTQ and diverse family inclusion
- Designed for Preschool in Napa County, these kits align with the NAEYC Anti-Bias Goals
- Since 2020, over 500 providers across Napa, Solano, Sonoma, Humboldt, and other counties have received training and materials.
- A total of 570 Rainbow Kits distributed to support early childhood educators and children.

Key Components of Rainbow Kits

- Included Materials:
- Books: LGBTQ, diverse family, and gender inclusive literature with discussion bookmarks.
- Toys: A variety of LGBTQ and gender inclusive toys to foster inclusive play.
- Resources:
- Allyship Materials (gender inclusive language magnet)
- Lesson Plans and Activities
- Family Engagement Materials
- Rainbow School Checklist
- Multiculture Art Supplies



Training and Implementation

- Training Requirements:
- Providers must complete a two-part training series:
- Safe Spaces Training for Early Childhood Educators:
Focused on creating LGBTQ and gender-inclusive settings.
- Partnerships:
- Collaboration with the First 5 HUB Region 1 and Napa Valley Unified School District to enhance resources for early childhood education.





Rainbow Family League

Overview:

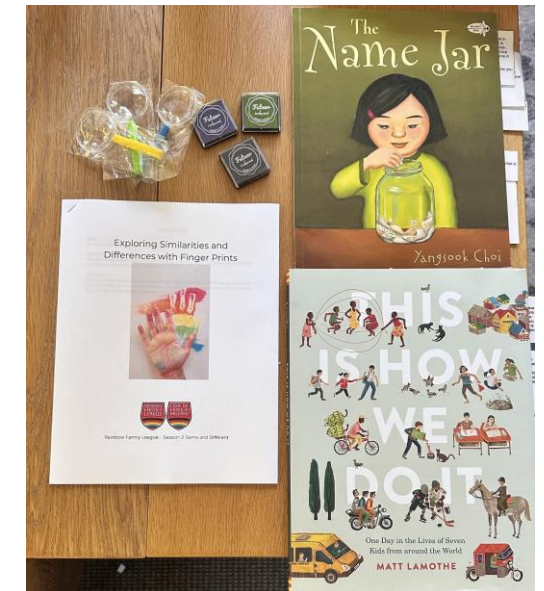
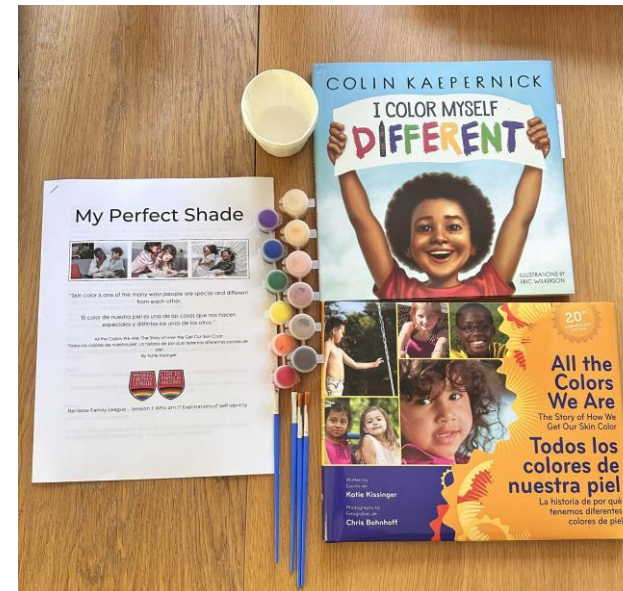
- The Rainbow Family League (RFL) empowers families to discuss race, racism, gender, LGBTQ inclusion, and advocacy.
- Program collaborates with Dr. Lori A. Watson of Race Work and Napa Valley Unified School District for the 2024-25 season.

Program:

- 6 sessions in person practice sessions
November 2024-May 2025
- Monthly Equipment Bags:
- Each bag includes 2 diverse children's books, family activity packets, and craft materials

Facilitator Support:

- Teams of families receive guidance on:
- Self and family identity
- Fairness and Advocacy
- Exploring Similarities and Differences
- Building community connections



- **Grown Ups:**

- 90% reported increased knowledge of race and LGBTQ issues.
- 80% felt more civically engaged.

- **Children:**

- 88% of families observed increased empathy and awareness in their children.

- **Testimonials:**

- “Talking to my kids about race is important to me, but I didn’t know how to do it without passing on my personal negative experiences. RFL helped me navigate materials for the whole family and a cohort community to educate me constantly on how we cannot just learn about racism but how to be anti-racist” — YN

- “On a personal level, it allowed me to reflect in much more detail on how much privilege I inherit and how much I take for granted. It forced me to reflect in much more detail on the perceptions of others.” — TM

- “RFL is a rare gift. There are few opportunities for caregivers to come together and not only acknowledge we live in a highly racialized society with loads of accompanying injustices but also enter into age-appropriate conversations with our children about how unfairness shows up in the world” — KS

- **Call to Action:**

- Register for the 2024-25 season!



Quality Counts

First 5 Napa County invested in the development of *Quality Counts* through a partnership with Community Resources For Children (CRC).



Home Visitation

First 5 Napa County invested in the development of *Ready Set Grow! (RSG!)* an initiative held by Cope Family Center

Funds were used for initiative development, recruitment of a home visitation systems navigator (now the Early Childhood Coordinator).

Cope requested a roll over of funds and due to leadership changes, are still planning their path forward.





THIS is AMENDMENT #1 to MOU #605-25 is made and entered into as of this October 28th, 2024, by and between First 5 Napa County Children and Families Commission, hereinafter referred to as "COMMISSION", and Community Resources for Children ("CRC"), hereinafter referred to as "CONSULTANT".

WHEREAS, CRC is contracted to be our HUB Lead and agrees to support the quality improvement of Early Learning and Care settings in our communities; and,

WHEREAS, the COMMISSION has received an increased HUB fund allocation from the IMPACT Legacy Grant;

NOW, THEREFORE, in consideration of the mutual promises of COMMISSION and CRC contained herein, the COMMISSION and CONSULTANT agree as follows:

1. Paragraph "Payment" of Agreement #605-25 is hereby amended to read as follows:
 - a. In no event shall the Commission be obligated to pay more than the total sum of \$37, 211.00 under the terms and conditions of this MOU, unless amended by both parties.

2. With the exception of the modifications made by paragraphs 1 of this Amendment #1 to Agreement #605-25, all other terms and conditions shall remain unchanged.

IN WITNESS WHEREOF, the duly authorized representatives of the parties to this Agreement has executed it as of the date first above written.

NAPA COUNTY CHILDREN AND FAMILIES
COMMISSION

CONSULTANT

By _____

By _____



MOU# 605-25
Community Resources for Children
2024-2025 Impact Legacy Allocation
07/01/2024-06/30/2025

This MEMORANDUM OF UNDERSTANDING (hereinafter "MOU"), is made and entered into this August 26, 2024 (the "Effective Date"), is by and between the First 5 Napa County Children and Families Commission (the "Commission") and Community Resources for Children ("CRC"). The purpose of this MOU is to establish the roles and responsibilities of the parties in the implementation and expenditure of the IMPACT Legacy grant HUB funds for Region 1.

CRC Roles and Responsibilities:

CRC agrees to support the quality improvement of Early Learning and Care (ELC) settings in their communities by undertaking the following responsibilities:

Outreach and Engagement: Conduct outreach to and engage with participating sites within the community.

Incentives: Provide incentives to participating sites to encourage and sustain engagement.

Professional Development Support:

Facilitate and support professional development opportunities for ELC providers, including organizing and offering training sessions, coaching, and access to relevant resources.

Community Education: Offer and promote community education opportunities to raise awareness and engagement in the IMPACT Legacy program.

Collaboration: Attend HUB lead and partner meetings to ensure alignment and cooperation with regional initiatives.

Budget Tracking: Monitor the local HUB Budget and submit requests for reimbursements quarterly.

Term of MOU:

The term of this MOU shall be from July 1, 2024 through June 30, 2025.

Payment:

In no event shall the Commission be obligated to pay more than the total sum of \$30,111.72 under the terms and conditions of this MOU, unless amended by both parties.

Termination for Cause:

Reimbursement pursuant to the terms of this MOU are contingent on the continued appropriation of funds to the Commission by the appropriating agency(ies). Should the Commission not receive, or otherwise receive a reduction of, appropriated funds from any federal, state, or local governmental agency, the Commission, in its sole discretion, shall have the option to terminate this MOU at any time by giving CRC thirty (30) days prior written notice.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed as of the date and year first above written.



**MOU# 605-25
Community Resources for Children
2024-2025 Impact Legacy Allocation
07/01/2024-06/30/2025**

COMMISSION

Community Resources for Children

Ashley Walker, Executive Director
First 5 Napa County Children and Families
Commission

Authorized Representative & Title

Juan Cisneros, COMMISSION Chair
First 5 Napa County Children and Families
Commission

Napa County First 5 Children and Families Commission

Resolution No. 2024-02

A Resolution of Establishing a Regular Meeting Time

Whereas, Government Code section 54954 requires that the Commission adopt a resolution establishing the time and place of regular meetings; and

Whereas, Government Code section 54954 also requires any standing committees of the Commission to establish the time and place of their regular meetings; and

Whereas, the Commission wishes to comply with this requirement of the Ralph M. Brown Act by adopting this resolution.

Now, therefore, the Napa County First Five Children and Families Commission does hereby resolve as follows:

Section One. The regular time and place of the meeting of the Commission is 3:00PM on the fourth Monday of each month at First 5 Napa County, 1303 Jefferson Street Suite 100A, Napa, California.

Section Two. The regular time and place of the meeting of the Executive Committee of the Commission is 9:00 AM on the second Monday of each month at First 5 Napa County, 1303 Jefferson Street Suite 100A, Napa, California.

Passed and adopted by the following vote of the Children and Families
Commission of Napa County on October 28, 2024:

AYES:

NOES:

ABSENT:

ATTEST:

Ashley Walker, Executive Director

Date: