

**Downtown San Diego Partnership**

**Financial Statements  
(With Supplementary Information)  
and Independent Auditor's Report**

**June 30, 2013 and 2012**

## **Downtown San Diego Partnership**

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Independent Auditor's Report

To the Board of Directors of  
Downtown San Diego Partnership

We have audited the accompanying financial statements of Downtown San Diego Partnership (the "Partnership"), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

*Management's Responsibility for the Financial Statements*

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

*Auditor's Responsibility*

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

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

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

*Opinion*

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

*CohnReznick LLP*

San Diego, California  
October 24, 2013

**Downtown San Diego Partnership**

**Statements of Financial Position  
June 30, 2013 and 2012**

<u>Assets</u>	2013	2012
Cash and cash equivalents	\$ 748,907	\$ 786,048
Accounts receivable, net	1,058,043	960,670
Prepaid expenses and other assets	112,989	86,045
Equipment and leasehold improvements, net	162,586	123,545
Total assets	<u>\$ 2,082,525</u>	<u>\$ 1,956,308</u>

  

<u>Liabilities and Net Assets</u>		
<b>Liabilities:</b>		
Accounts payable	\$ 314,853	\$ 267,984
Accrued expenses	149,377	116,138
PBID advance from the City of San Diego	817,000	817,000
Deferred rent	19,844	11,310
Deferred revenue	310,627	246,001
Total liabilities	<u>1,611,701</u>	<u>1,458,433</u>
Commitments and contingencies		
Unrestricted net assets	470,824	497,875
Total liabilities and net assets	<u>\$ 2,082,525</u>	<u>\$ 1,956,308</u>

See Notes to Financial Statements.

**Downtown San Diego Partnership**

**Statements of Activities**  
**Years Ended June 30, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
Revenue and other income:		
PBID assessments and parks reimbursements	\$ 5,130,258	\$ 5,089,699
Membership dues and renewals	498,375	425,363
Special events	510,773	479,470
Transit pass program	449,609	452,072
BID income	71,042	69,683
Banner	35,650	35,700
Other income	9,400	5,000
Interest income	1,096	1,360
Total revenue and other income	6,706,203	6,558,347
Expenses:		
Programs:		
PBID	5,016,265	4,922,709
Downtown San Diego Partnership	1,029,240	994,807
BID	56,490	45,029
Management and general	371,548	268,911
Special events - costs of direct benefits to donors	138,952	136,337
Special events - other expenses	120,759	114,551
Other expense	-	1,311
Total expenses	6,733,254	6,483,655
Change in net assets	(27,051)	74,692
Unrestricted net assets:		
Beginning of year	497,875	423,183
End of year	\$ 470,824	\$ 497,875

See Notes to Financial Statements.

**Downtown San Diego Partnership**

**Statements of Cash Flows**  
**Years Ended June 30, 2013 and 2012**

	2013	2012
<b>Operating activities:</b>		
Change in net assets	\$ (27,051)	\$ 74,692
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Bad debt expense	-	5,038
Depreciation and amortization	47,677	28,713
Deferred rent	8,534	3,603
Changes in operating assets and liabilities:		
Accounts receivable	(97,373)	(125,540)
Prepaid expenses and other assets	(26,944)	17,832
Accounts payable	46,869	75,229
Accrued expenses	33,239	(28,559)
Deferred revenue	64,626	50,393
Net cash provided by operating activities	<u>49,577</u>	<u>101,401</u>
<b>Investing activities:</b>		
Purchases of equipment	(86,718)	(73,674)
Net cash used in investing activities	<u>(86,718)</u>	<u>(73,674)</u>
(Decrease) increase in cash and cash equivalents	(37,141)	27,727
<b>Cash and cash equivalents:</b>		
Beginning of year	786,048	758,321
End of year	<u>\$ 748,907</u>	<u>\$ 786,048</u>

See Notes to Financial Statements.

## **Downtown San Diego Partnership**

### **Notes to Financial Statements**

#### **Note 1 - Organization and summary of significant accounting policies:**

##### **Nature of organization:**

Downtown San Diego Partnership (the "Partnership"), a not-for-profit California corporation, was formed in 1993 with the merger of two prominent business associations: San Diegans, Inc. and the Central City Association. Today, the Partnership has approximately 250 members and has emerged as the leading advocate for economic growth and revitalization of downtown San Diego.

The Partnership works closely with regional business organizations and the City of San Diego (the "City") to improve the business climate for downtown San Diego and to help shape policies on issues affecting downtown. Its mission is the advancement of downtown as the economic, cultural and governmental center of the San Diego region through leadership, advocacy and education.

The Partnership is exempt from income taxes under Section 501(c)(6) of the Internal Revenue Code and Section 23701(e) of the California Code.

##### **Financial statement presentation:**

The Partnership reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. Unrestricted net assets represent expendable funds available for operations, which are not otherwise limited by donor restrictions. Contributions received with donor-imposed restrictions that are satisfied within the same reporting period are reported as unrestricted support in that period. Temporarily restricted net assets consist of contributed funds subject to specific donor-imposed restrictions contingent upon specific performance of a future event, or a specific passage of time before the Partnership may spend the funds. Permanently restricted net assets are subject to irrevocable donor restrictions requiring that the assets be maintained in perpetuity, usually for generating investment income to fund current operations. At June 30, 2013 and 2012, the Partnership did not have any temporarily restricted or permanently restricted net assets.

##### **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.

## Downtown San Diego Partnership

### Notes to Financial Statements

#### **Concentrations of credit risk:**

Financial instruments that potentially subject the Partnership to concentrations of credit risk consist principally of cash and cash equivalents and accounts receivable. The Partnership maintains its cash accounts in several high-quality financial institutions. At June 30, 2013, the Partnership had no cash and cash equivalents which exceeded Federally insured limits.

The Partnership received approximately 76% and 78% of its total revenue from the City for the years ended June 30, 2013 and 2012, respectively. At June 30, 2013 and 2012, 98% and 97%, respectively, of the accounts receivable balance is due from the City.

#### **Cash and cash equivalents:**

The Partnership considers all highly-liquid investments with an original maturity date of three months or less when acquired to be cash equivalents.

#### **Accounts receivable and allowance for doubtful accounts:**

Accounts receivable consist of amounts billed and unbilled for services provided through the end of the fiscal year. An allowance for estimated uncollectible accounts is based on past experience and on an analysis of current accounts receivable balances. Accounts deemed uncollectible are written off in the year deemed uncollectible.

#### **Equipment and leasehold improvements:**

Equipment and leasehold improvements are stated at cost, if purchased, or fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Leasehold improvements are amortized over the remaining life of the lease or useful life of the asset, whichever is shorter. The Partnership capitalizes assets which cost or have a donated value of \$1,000 or more.

Estimated useful lives, by major classification, are as follows:

Vehicles	4-5 years
Furniture and equipment	5-7 years
Computer equipment	5 years
Leasehold improvements	Shorter of useful life or term of lease

#### **Impairment of long-lived assets:**

The Partnership evaluates long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. If the estimated future cash flows (undiscounted and without interest charges) from the use of an asset are less than the carrying value, a write-down will be recorded to reduce the related asset to its estimated fair value. To date, no such write-downs have occurred.

## **Downtown San Diego Partnership**

### **Notes to Financial Statements**

#### **Revenue recognition:**

##### **The City (Property and Business Improvement District ("PBID") Assessments) and other sources of revenue:**

Revenue from City reimbursements is recognized monthly in the period in which contracted and operating expenses are recognized, including the maintenance and repair of one public water feature.

#### **Membership dues and renewals:**

Revenue from memberships is recognized using the straight-line method over the term of the membership. The unearned portion of membership revenue is reported as deferred revenue.

#### **Transit pass program:**

Revenue from transit pass sales is recognized when the passes are picked up or shipped to the customer. Revenue is recorded net of any discounts or returns.

#### **Contributed services and materials:**

Contributed services are recognized as contributions if the services (a) create or enhance non-financial assets, or (b) require specialized skills, are performed by people with those skills and would otherwise be purchased. Volunteers also provide services throughout the year that are not recognized as contributions in the financial statements since the required recognition criteria were not met. Contributed materials and other assets are recorded as contributions at their estimated fair values at the date of receipt. No such contributions were received for the years ended June 30, 2013 and 2012.

#### **Functional allocation of expense:**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

#### **Subsequent events:**

Subsequent events have been evaluated through October 24, 2013, which is the date the financial statements were available to be issued.

## Downtown San Diego Partnership

### Notes to Financial Statements

#### Note 2 - Accounts receivable:

At June 30, 2013 and 2012, accounts receivable consists of:

	2013	2012
City	\$ 1,029,735	\$ 936,985
Other	29,431	25,445
	<hr/>	<hr/>
Less allowance for doubtful accounts	1,059,166	962,430
	1,123	1,760
	<hr/>	<hr/>
	\$ 1,058,043	\$ 960,670

#### Note 3 - Equipment and leasehold improvements:

At June 30, 2013 and 2012, equipment and leasehold improvements consists of:

	2013	2012
Vehicles	\$ 315,866	\$ 289,635
Furniture and equipment	374,546	318,792
Computer equipment	40,155	35,422
Leasehold improvements	<hr/> 21,050	<hr/> 21,050
	751,617	664,899
Less accumulated depreciation and amortization	589,031	541,354
	<hr/> \$ 162,586	<hr/> \$ 123,545

Depreciation and amortization expense was \$47,677 and \$28,713 for the years ended June 30, 2013 and 2012, respectively.

#### Note 4 - PBID contract:

The Partnership has a ten-year agreement with the City to run the PBID program through June 30, 2015. In connection therewith, the Partnership received an \$817,000 non-interest bearing advance from the City. This advance must be repaid by June 30, 2015, the end of the current contractual period.

## Downtown San Diego Partnership

### Notes to Financial Statements

#### Note 5 - Commitments and contingencies:

##### Operating leases:

The Partnership leases its office facilities under non-cancelable operating leases. These leases expire in fiscal year 2015. The minimum annual rentals under these leases are being charged to expense on a straight-line basis over the lease terms. Deferred rent as of June 30, 2013 and 2012 was \$19,844 and \$11,310, respectively. The Partnership entered into a new lease on July 1, 2010 which includes \$15,160 of tenant incentives, which are being amortized over the life of the lease.

Future minimum lease commitments under these agreements in each of the years subsequent to June 30, 2013 are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2014	\$ 162,605
2015	167,685
Total	<u>\$ 330,290</u>

Total rent expense for the years ended June 30, 2013 and 2012 was \$190,017 and \$177,404, respectively.

##### Grants and contracts:

The Partnership has \$9,000 of grants and \$5,216,143 of contracts with government agencies which are subject to audit for the year ended June 30, 2013. As of June 30, 2013, no such audits have been performed. No provision has been made for any liabilities that may arise from such audits since the amounts, if any, cannot be determined. The Partnership believes that any liability which may result from these audits would not be material.

Independent Auditor's Report  
on Supplementary Information

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To the Board of Directors  
Downtown San Diego Partnership

Our report on our audits of the basic financial statements of Downtown San Diego Partnership appears on page 2. Those audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information on pages 12 through 16 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

The supplementary information on page 17, which is the responsibility of management, is of a nonaccounting nature and the supplementary information on page 18 which is marked "unaudited" has not been subjected to the auditing procedures applied in the audit of the 2013 financial statements. Accordingly, we do not express an opinion or provide any assurance on it.

*CohnReznick LLP*

San Diego, California  
October 24, 2013

**Downtown San Diego Partnership**

**Supplementary Information  
Statements of Financial Position - Downtown Partnership  
June 30, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
<b><u>Assets</u></b>		
Cash and cash equivalents	\$ 415,255	\$ 391,966
Accounts receivable, net	27,371	23,685
Prepaid expenses and other assets	26,709	16,923
Equipment and leasehold improvements, net	6,461	7,975
Total assets	<u>\$ 475,796</u>	<u>\$ 440,549</u>
<b><u>Liabilities and Net Assets</u></b>		
Liabilities:		
Accounts payable	\$ 46,570	\$ 34,363
Accrued expenses	54,152	40,517
Deferred rent	12,772	1,616
Deferred revenue	310,627	246,001
Total liabilities	<u>424,121</u>	<u>322,497</u>
Unrestricted net assets	51,675	118,052
Total liabilities and net assets	<u>\$ 475,796</u>	<u>\$ 440,549</u>

See Independent Auditor's Report on Supplementary Information.

**Downtown San Diego Partnership**

**Supplementary Information  
Statements of Activities - Downtown Partnership  
Years Ended June 30, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
Revenue and other income:		
Membership dues and renewals	\$ 498,375	\$ 425,363
Special events	510,773	479,470
Transit pass program	465,449	467,624
BID income	71,042	69,683
PBID income	72,000	72,000
Banner	35,650	35,700
Other income	9,400	5,000
Interest income	714	579
Total revenue and other income	1,663,403	1,555,419
Expenses:		
Salaries, wages and payroll taxes	516,870	494,351
Special events	259,712	250,888
Transit pass program	425,262	426,546
Rent	102,661	84,500
Bad debt expense	-	5,038
Miscellaneous	79,977	52,617
Employee benefits	36,441	27,762
Contract renewal - PBID	91,092	-
Marketing	57,139	93,035
BID expenses	56,490	45,029
Downtown business attraction	9,963	8,647
Membership and corporate events	14,096	14,177
Insurance	17,748	15,359
Automobile	8,477	7,077
Utilities	11,351	10,477
Office supplies	7,642	8,563
Legal and accounting	18,214	11,500
Depreciation	2,024	1,169
Postage	453	246
Public policy	-	3,292
Dues and subscriptions	627	543
Banner	750	130
Total expenses	1,716,989	1,560,946
Deficiency of revenue and other income over expenses	\$ (53,586)	\$ (5,527)

See Independent Auditor's Report on Supplementary Information.

**Downtown San Diego Partnership**

**Supplementary Information  
Statements of Financial Position - PBID  
June 30, 2013 and 2012**

	<u>Assets</u>	2013	2012
Cash and cash equivalents		\$ 333,652	\$ 394,082
Accounts receivable, net		1,030,672	936,985
Prepaid expenses and other assets		86,280	69,122
Equipment and leasehold improvements, net		156,125	115,570
Total assets		<u>\$ 1,606,729</u>	<u>\$ 1,515,759</u>
 <b><u>Liabilities and Net Assets</u></b>			
Liabilities:			
Accounts payable		\$ 268,283	\$ 233,621
Accrued expenses		95,225	75,621
PBID advance from the City of San Diego		817,000	817,000
Deferred rent		7,072	9,694
Total liabilities		<u>1,187,580</u>	<u>1,135,936</u>
Unrestricted net assets		419,149	379,823
Total liabilities and net assets		<u>\$ 1,606,729</u>	<u>\$ 1,515,759</u>

See Independent Auditor's Report on Supplementary Information.

**Downtown San Diego Partnership**

**Supplementary Information  
Statements of Activities - PBID  
Years Ended June 30, 2013 and 2012**

	<u>2013</u>	<u>2012</u>
Revenue and other income:		
PBID assessments and parks reimbursement	\$ 5,130,258	\$ 5,089,699
Interest income	382	781
Total revenue and other income	<u>5,130,640</u>	<u>5,090,480</u>
Expenses:		
Contractual services	2,012,290	2,185,005
Salaries, wages and payroll taxes	1,780,700	1,741,828
Employee benefits	397,186	396,554
Utilities	158,548	164,082
Repairs and maintenance	110,560	140,493
Rent	87,356	92,904
Insurance	107,919	95,711
Cleaning and janitorial supplies	106,872	75,202
Miscellaneous	43,327	54,779
Depreciation	45,653	27,544
Legal and accounting	19,081	19,572
Uniforms	6,361	4,295
Office supplies	8,711	7,269
Equipment outlay	217,648	2,813
Travel and training	1,244	1,706
Postage	649	504
Total expenses	<u>5,104,105</u>	<u>5,010,261</u>
Excess of revenue and other income over expenses	<u>\$ 26,535</u>	<u>\$ 80,219</u>

See Independent Auditor's Report on Supplementary Information.

**Downtown San Diego Partnership**

**Supplementary Information  
Financial Statement Reconciliation to Final City Invoice  
Year Ended June 30, 2013**

Total expenses per statement of activities - PBID	\$ 5,104,105
Equipment purchases	86,204
Unallowed depreciation expense	(45,653)
Adjustment to record accrued salaries and related payroll taxes at June 30, 2013	(17,020)
Deferred rent	2,622
<b>Total expenses per final invoice to the City</b>	<b><u>\$ 5,130,258</u></b>

## Downtown San Diego Partnership



### Statement of Compliance

October 1, 2013

To Whom It May Concern:

The Downtown San Diego Partnership Clean and Safe Program is in compliance with all the City of San Diego requirements, such as general requirements, compensation, and reimbursement, record keeping and insurance as set forth in the agreements between the City of San Diego and Downtown San Diego Partnership Clean and Safe Program.

All required reports and disclosures have been submitted.

Respectfully,



Ryan Loofbourrow  
Executive Director

## Downtown San Diego Partnership

**Supplementary Information  
Budget Versus Actual - PBID  
Year Ended June 30, 2013  
(unaudited)**

	Budget Billed	Actual Billed	Invoiced Difference
Assessments	\$ 5,602,761	\$ 5,559,762	\$ (42,999)
Parks	26,700	30,496	3,796
Interest Income	1,000	382	(618)
Total Revenue and Other Income	<u>5,630,461</u>	<u>5,590,640</u>	<u>(39,821)</u>
Office Supplies	8,000	8,711	711
Postage / Mailing	1,000	649	(351)
District Mailings / Web Services	15,000	17,321	2,321
Cleaning / Janitorial Supplies	90,000	102,384	12,384
Cement and Aggregates	5,000	4,488	(512)
Dry Goods / Uniforms	8,000	6,361	(1,639)
Other Repairs / Maintenance	85,000	51,758	(33,242)
Vehicle Fuel	66,000	58,802	(7,198)
Audit Services	20,000	19,081	(919)
Vehicle Insurance	20,000	22,111	2,111
Misc. Services / Supplies	127,500	270,977	143,477
Leasing / Purchasing (Equipment)	40,000	32,880	(7,120)
Payroll Services/Parking/Misc	30,000	21,749	(8,251)
Rents / Leases	92,000	89,977	(2,023)
Training	5,000	1,100	(3,900)
Travel	2,000	144	(1,856)
Photocopy	3,800	4,257	457
Fidelity and General Liability Insurance	81,000	85,808	4,808
Workers Comp / EE Benefits	622,232	582,530	(39,702)
Insurance Other / Benefits	19,300	18,558	(742)
Salary and Wages	1,612,000	1,508,379	(103,621)
Salaries and Wages Medians	50,000	51,395	1,395
Misc. Contract Services	1,913,129	1,940,290	27,161
Program Oversight	72,000	72,000	-
Waste Removal	55,000	56,147	1,147
Telephones	2,500	1,824	(676)
Cell Phones	34,000	24,733	(9,267)
Electric Services	40,000	34,064	(5,936)
Water Services	45,000	41,780	(3,220)
Legal Expenses	5,000	-	(5,000)
Total Reimbursable Expenses	<u>5,169,461</u>	<u>5,130,258</u>	<u>(39,203)</u>
Interest / City Admin Charges	130,000	130,000	-
Lighting Expense	330,000	330,000 *	-
Total Other Expenses	<u>460,000</u>	<u>460,000</u>	<u>-</u>
Net Income	<u>\$ 1,000</u>	<u>\$ 382</u>	<u>\$ (618)</u>

\* This amount is based on preliminary data from the City which is pending detailed verification.

See Independent Auditor's Report on Supplementary Information.