



OVERSIGHT BOARD TO THE CITY OF WINTERS SUCCESSOR AGENCY TO  
THE WINTERS COMMUNITY DEVELOPMENT AGENCY

City Council Chambers  
318 First Street  
Monday, December 10, 2012

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**2:00 p.m. – Special Meeting**

**AGENDA**

*Members of the Oversight Board*

Harold Anderson- City of Winters  
Sarah Chapman- Solano College District  
Diane Cirolini- Yolo County Office of Education  
Larry Justus- Winters Cemetery District  
Nanci Mills- City of Winters CDA Employees  
Jiley Romney- Yolo County Public Appointee  
Don Saylor- Yolo County

*Staff to Oversight Board*

John W. Donlevy, Jr., City Manager  
Shelly Gunby, Director of Financial Management  
Dan Maguire, Housing Programs Manager  
Mary Jo Rodolfa, Secretary to Oversight Board

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PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Chairman of other Board Members. Public comments time may be limited and speakers will be asked to state their name.

Roll Call

Pledge of Allegiance

Approval of Agenda

**BOARD COMMENTS**

**PUBLIC COMMENTS**

At this time, any member of the public may address the Oversight Board on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Board. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address

the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

#### CONSENT CALENDAR

All matters listed under the consent calendar are considered routine and non-controversial, require no discussion and are expected to have unanimous Board support and may be enacted by the Oversight Board in one motion in the form listed below. There will be no separate discussion of these items. However, before the Oversight Board votes on the motion to adopt, members of the Oversight Board, staff, or the public may request that specific items be removed from the Consent Calendar for separate discussion and action. Items(s) removed will be discussed later in the meeting as time permits.

- A. Minutes of the October 9, 2012 and December 3, 2012 meetings of the Oversight Board to the City of Winters Successor Agency to the Winters Community Development Agency.

#### PRESENTATIONS

None at this meeting.

#### DISCUSSION ITEMS

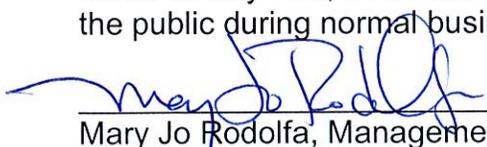
1. Approval of the Non-Housing Due Diligence Review Report and set December meeting of Oversight Board for Consideration of Approval of the Non-Housing Due Diligence Review Report

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#### STAFF REPORT

#### ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the December 10, 2012 regular meeting of the Winters Oversight Board was personally delivered to each Board member by electronic mail, and by United States Postal Service in a sealed envelope with postage prepaid and posted on the outside public bulletin board at City Hall, 318 First Street on December 5, 2012, and made available to the public during normal business hours.

  
\_\_\_\_\_  
Mary Jo Rodolfa, Management Analyst

*Questions about this agenda – Please call the City Manager’s office at (530) 795-4910 ext. 110. Agendas and staff reports are available on the city web page [www.cityofwinters.org](http://www.cityofwinters.org)*

*General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.*

*Staff recommendations are guidelines to the Oversight Board. On any item, the Board may take action, which varies from that recommended by staff.*

*The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.*

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Winters Library – 708 Railroad Avenue

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During Board meetings – Right side as you enter the Council Chambers



Minutes of the Oversight Board to the City of Winters Successor Agency  
to the Winters Community Development Agency  
Held on October 9, 2012

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**3:30PM – Special Meeting**

Present: Board Members Anderson, Chapman, Justus, Mills, Romney and Saylor

Absent: Board Member Cirolini

Staff: City Manager John W. Donlevy, Jr., Director of Financial Management Shelly Gunby, Management Analyst Jenna Moser

Pledge: Board Member Saylor

Approve Agenda: Motion by Board Member Saylor to approve the agenda, second by Board Member Anderson. Unanimous approval of the agenda with one absent.

Board Comments: None

Public Comment: None

Discussion Item 1: Approval of Housing Due Diligence Review Report

Gunby: Last Monday we held the first meeting, and we are now back for public comment and to approve the item as prepared.

Justus: I noticed meet and confer – does that mean with the Dept of Finance?

Gunby: Yes, the meet and confer has not been held yet, it is separate from this report. The meeting will be set by the end of the week.

Justus: To discuss tax exempt bonds?

Gunby: Yes, to discuss the bonds tax exempt status.

Donlevy: A change in their status reflects a violation of federal tax law.

Justus: The department of finance has dealt with this issue before, I assume.

Gunby: Yes, we are waiting to hear from them.

Hearing no public comments – no comments via other means.

Board Member Saylor motioned to approve the Housing Due Diligence Review Report, Second by Board Member Chapman. Vote was unanimous to approve with one absent.

Discussion 2: Status update on legislation

Donlevy: The Governor vetoed anything with "redevelopment" on it. AB 1484 cleanup on the successor agency, with one provision that the Department of Finance can lien property tax and confiscate sales tax. Bradley Burns Sales Tax, our sales tax, the City of Vallejo and the League of CA Cities has filed a lawsuit against the Dept of Finance. We will have to see where this ends up. Expect action after the November election.

Staff Reports: Gunby outlined a few upcoming meetings, one of which is on November 5<sup>th</sup>, to avoid having to call a special meeting.

The meeting was adjourned at 3:45PM.

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Larry Justus, CHAIR

ATTEST:

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Oversight Board Secretary



MINUTES OF THE OVERSIGHT BOARD TO THE CITY OF WINTERS SUCCESSOR  
AGENCY TO THE WINTERS COMMUNITY DEVELOPMENT AGENCY

City Council Chambers  
318 First Street  
Monday, December 3, 2012

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**2:00 p.m. – Regular Meeting**

Board Chair Justus called the meeting to order at 2:02 p.m.

Present – Board Members Anderson, Cirolini, Mills and Chair Justus

Absent – Board Members Chapman, Romney and Saylor

Staff Present – City Manager John W. Donlevy, Jr., Director of Financial Management Shelly Gunby, Economic Development & Housing Manager Dan Maguire and Management Analyst Mary Jo Rodolfa

Pledge of Allegiance – Dan Maguire, Economic Development & Housing Manager

Approval of Agenda – Board Member Mills motioned to approve the agenda, second by Board Member Anderson. Motion approved unanimously with three absent.

BOARD COMMENTS - None

PUBLIC COMMENTS - None

CONSENT CALENDAR

A. Minutes of the October 1, 2012 and October 9, 2012 meetings of the Oversight Board to the City of Winters Successor Agency to the Winters Community Development Agency.

Board Member Cirolini indicated that she was not at the October 9, 2012 meeting and could not take part in voting for their approval. It was agreed that the October 9, 2012 minutes would appear on the agenda of the next meeting. Board Member Mills moved to approve the minutes of the October 2, 2012 meeting of the Winters Oversight Board, second by Board Member Anderson. Motion approved unanimously with three absent.

## PRESENTATIONS

None at this meeting.

## DISCUSSION ITEMS

1. Public Comment - Receipt of public comment on Non-Housing Due Diligence Review Report and set December meeting of Oversight Board for Consideration of Approval of the Non-Housing Due Diligence Review Report

Director of Financial Management Gunby introduced the item and reviewed the report with the board noting that AB 1484 requires additional auditing requirements. As part of those requirements the due diligence report for housing came before the board in October, now we are looking at the non-housing items. Gunby indicated to the board that included in their packet are the engagement letter to be signed by Gunby and City Manager Donlevy and the independent auditor's report. She added that today the board is to take public comment on the report and that five days after the public comment period the board can approve the report.

Gunby then walked the board through the auditor's report. She explained that Attachment A, the February 1, 2012 Asset Transfer Listing of \$1,805,887, includes some cash and some receivables and that some of the cash is restricted. Attachment B lists the property that was transferred by sale to the City of Winters. These property assets are under review by the State Controller but the City has not yet heard back the results of the review. Gunby reported that we provided the State Controller with copies of the purchase and sale agreements and the quick claim deeds. Board Member Cirolini asked if the property was sold at market value. Gunby replied yes. With regards to the unspent bond proceeds of \$510,161 Cirolini asked if this was the required debt service. Gunby replied yes. Gunby pointed out that the \$83,754 listed in Attachment G are the funds available to satisfy the enforceable obligations on the ROPS. She also reported that the funding for the visitors center on ROPS III was denied. The final attachment, Attachment I, explained Gunby shows there are insufficient balance available for allocation to the taxing entities and the calculation used to arrive at that conclusion.

Board member Cirolini pointed out an error on page 1 of the auditor's report stating that the LMIH heading needs to be changed. Gunby said that she would see to it that is changed. Cirolini asked what the \$66,600 RORF note receivable was for. Gunby replied that it was a first time home buyer's assistance loan. Cirolini then asked about the \$1.5 million liability and asked if that was the loan to the City for properties. Gunby said yes but that she would have to go back and check to see what makes up the entire amount.

Cirolini asked why the \$897k amount did not appear on ROPS II. Gunby replied that the DOF has adjusted it slightly with some items taken off of it leading to the amount being off by a bit.

Chair Justus then asked for public comment at 2:22 p.m., hearing none the board then went ahead and set December 10, 2012 at 2 p.m. for a special meeting of the Winters Oversight Board to approve the report.

2. Status Update on Meet and Confer meeting with Department of Finance – Information Item

Gunby reported that City Manager John Donlevy, Economic Development & Housing Manager Dan Maguire, Assistant City Attorney Iris Yang and herself met with the Department of Finance for the meet and confer regarding the bond proceeds. DOF was given all of our documentation and backup documents along with a copy of the Health and Safety Code law. The DOF seems to be first working on getting through all of the ROP III's first before they will respond to the City.

3. Status Update on Legislation- Information Item

Donlevy commented that it appears that the state did not figure out the cost of dissolution of the redevelopment agencies. To do this the DOF has borrowed personnel from other agencies and the costs for that staffing comes out of the state's general fund.

STAFF REPORT - None

ADJOURNMENT – The meeting was adjourned at 2:30 p.m.

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Larry Justus, Chair

ATTEST:

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Oversight Board Secretary



**OVERSIGHT BOARD FOR THE CITY OF WINTERS AS SUCCESSOR AGENCY TO THE  
WINTERS COMMUNITY DEVELOPMENT AGENCY**

**TO:** Honorable Chairperson and Members of the Oversight Board of the  
Successor Agency to the Dissolved Winters Community Development  
Agency

**DATE:** December 10, 2012

**THROUGH:** John W. Donlevy, Jr., City Manager

**FROM:** Shelly A. Gunby, Director of Financial Management *Shelly*

**SUBJECT:** Non-Housing Due Diligence Review

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**RECOMMENDATION:**

Staff recommends that the Oversight Board review the attached Non-Housing Due Diligence Review Report prepared by Moss, Levy and Hartziem, LLP as required by AB1484.

Staff further recommends that the Oversight Board hold a Public Hearing to receive comments on the Due Diligence Report and set a meeting time and date to approve the Housing Due Diligence Review prior to December 15, 2012.

**BACKGROUND:**

AB1484, passed by the California Legislature, requires a Non-Housing Due Diligence Report. This report was required to be submitted to the Board on or before December 15, 2012. AB1484 further requires a Public Hearing be held to receive comment, and that a second meeting be held no sooner than 5 days after the public hearing to approve the report.

Due to the extreme short time period for the preparation and review of the report, we will review the findings in detail prior to holding the public meeting.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

Non-Housing Due Diligence Report

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November 27, 2012

Moss, Levy, Hartzheim  
5800 Hannum Ave, Suite E  
Culver City, California 90230

In connection with your agreed-upon procedures engagement with the Successor Agency of the Redevelopment Agency of the City of Winters pursuant to the State of California Department of Finance (as posted on their website) dated August 27, 2012, applied to selected records and transactions for the purpose of complying with California Assembly Bill (AB) 1484 – HSC 34179.5 Successor Agency due diligence reviews, we represent to you as applicable for the fiscal years ended June 30, 2010, June 30, 2011, January 31, 2012 and June 30, 2012 to the date of our report the following:

1. We are responsible for the fair presentation of the of the information provided to you in the course of your agreed upon procedures – due diligence review report and attachments. This information provided to you is from our books and records, Comprehensive Annual Financial Reports, our Redevelopment Agency, and the Successor Agency to our Redevelopment Agency’s financial statements, Enforceable Obligations Payment Schedules, Recognized Obligations Payment Schedules, and Redevelopment Obligation Retirement Funds and their underlying books and records.
2. We understand your agreed-upon procedures engagement was made in accordance with standards established by the American Institute of Certified Public Accountants, and accordingly, included such tests of the accounting records, and such other auditing procedures as you considered necessary in the circumstances to report on the results of applying agreed-upon procedures. We further understand that such an agreed-upon procedures engagement would not necessarily disclose all irregularities, fraud or defalcations should there be any.
3. We are responsible for compliance with laws and regulations and terms and conditions of AB1484, other applicable laws and regulations and have complied with those requirements.
4. In regard to this engagement there have been no:
  - a) Actions taken by the City, the former Redevelopment Agency and its Successor Agency’s management, board members, officers or employees which contravene applicable laws or regulations or contracts and grants applicable.
  - b) Irregularities involving management or involving the City, the former Redevelopment Agency and its Successor Agency’s management, board members, officers or employees who have significant roles in the internal control structure.
  - c) Communication from the State of California governing bodies, the County Auditor Controller or other government agencies concerning noncompliance with, or deficiencies

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COUNCIL MEMBERS  
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Woody Fridae

CITY CLERK  
Nanci Mills  
TREASURER  
Michael Sebastian  
CITY MANAGER  
John W. Donlevy, Jr.

in, financial reporting practices or the other matters that could have a material effect on this engagement.

5. We have made available to you all financial records and related data.
6. In relation to this engagement, there are no unasserted claims or assessments that legal counsel has advised us are probable of assertion and must be disclosed in accordance with generally accepted accounting principles related to this engagement.
7. There are no irregularities involving employees (other than management or those who have significant roles in the internal control structure) that could have an effect on the performance of this engagement.
8. There are no:
  - a) Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
  - b) Other liabilities or loss contingencies that are required to be accrued or disclosed.
9. No department or agency of the State of California, County or City has reported a material instance of noncompliance to us in relation to this engagement or which would materially effect this engagement.
10. There are no transactions that have not been properly recorded in the accounting records underlying the Comprehensive Annual Financial Reports, the former Redevelopment Agency, and the Successor Agency to our Redevelopment Agency's financial statements, Enforceable Obligations Payment Schedules, Recognized Obligations Payment Schedules and Redevelopment Obligation Retirement Funds and their underlying books and records.
11. The entity has complied with all aspects of contractual agreements that would have an effect on the Comprehensive Annual Financial Reports, our former Redevelopment Agency, and the Successor Agency to our Redevelopment Agency's financial statements, Enforceable Obligations Payment Schedules, Recognized Obligations Payment Schedules and Redevelopment Obligation Retirement Funds and their underlying books and records.
12. Management of the City, the former Redevelopment Agency and the Successor Agency are not aware of any transfers (as defined by Section 34179.5) from either the former Redevelopment Agency, or the Successor Agency to other parties from the period from January 1, 2011 through June 30, 2012 that have not been properly identified in our agreed upon procedures report and its related exhibits.

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Signature of Director of Financial Management

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Signature of Executive Director of Successor Agency

**Successor Agency of the  
Redevelopment Agency of the  
City of Winters  
Yolo County, California**

**Agreed-Upon Procedures – AB 1484  
All Other Funds**

June 30, 2012

**SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
YOLO COUNTY, CALIFORNIA  
AGREED-UPON PROCEDURES – AB 1484  
ALL OTHER FUNDS  
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JUNE 30, 2012**

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**MOSS, LEVY & HARTZHEIM LLP**

CERTIFIED PUBLIC ACCOUNTANTS

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<b>Mary Jo Sticky Note</b>
<p>We have asked the auditors to correct this to show that it is for the non-housing fund. In order to get the agenda packet out in time however I am sending out the original document without the correction.</p>

**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES  
ON THE LOW AND MODERATE INCOME HOUSING FUND**

Oversight Board of the Successor Agency  
City of Winters  
Winters, California 90270

We have performed the procedures enumerated below solely to assist in ensuring that the Successor Agency of the Redevelopment Agency of the City of Winters is complying with its statutory requirements with respect to AB 1484. Management of the Successor Agency is responsible for the accounting records pertaining to statutory compliance pursuant to Health and Safety Code Section 34179.5.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Procedures Applied

1. Obtain from the Successor Agency a listing of all assets that were transferred from the former Redevelopment Agency to the Successor Agency on February 1, 2012. Agree the amounts on this listing to account balances established in the accounting records of the Successor Agency. Identify in the Agreed-upon Procedures (AUP) report the amount of the assets transferred to the Successor Agency as of that date.

Result:

The former Redevelopment Agency transferred the total asset amount of \$1,805,887 to the Successor Agency on February 1, 2012. See Attachment A for the listing of all assets that were transferred.

2. If the State Controller's Office has completed its review of transfers required under both Sections 34167.5 and 34178.8 and issued its report regarding such review, attach a copy of that report as an exhibit to the AUP report. If this has not yet occurred, performed the following procedures:
  - A. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the former Redevelopment Agency to the City, County, or City and County that formed the Redevelopment Agency for the period from January 1, 2011 through January 31, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484

2A. (Continued)

Result:

The former Redevelopment Agency transferred \$1,908,000 of real property to the City of Winters on March 15, 2011, as repayment of advances from the City of Winters to the Redevelopment Agency. We were able to trace the dollar amounts advanced from the City of Winters to the Redevelopment Agency to written agreements authorizing such advances. See Attachment B.

- B. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the Successor Agency to the City, County, or City and County that formed the Redevelopment Agency for the period from February 1, 2012 through June 30, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.

Result:

No assets were transferred from the Successor Agency to the City, County, or City and County that formed the Redevelopment Agency for the period from February 1, 2012 through June 30, 2012.

- C. For each transfer, obtain the legal document that formed the basis for the enforceable obligation that required any transfer. Note in the AUP report the absence of any such legal document or the absence of language in the document that required the transfer.

Result:

The transfer of real property was to repay the City of Winters for monies advanced to the former Redevelopment Agency in previous fiscal years. We were able to trace the dollar amounts advanced from the City of Winters to the former Redevelopment Agency to written agreements authorizing such advances. Also, we were able to trace to quit claim deeds and resolutions authorizing such transfers of real property as repayment of advances from the City of Winters to the former Redevelopment Agency.

3. If the State Controller's Office has completed its review of transfers required under both Sections 34167.5 and 34178.8 and issued its report regarding such review, attach a copy of that report as an exhibit to the AUP report. If this has not yet occurred, perform the following procedures:

- A. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the former Redevelopment Agency to any other public agency or to private parties for the period from January 1, 2011 through January 31, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.

Result:

No assets were transferred from the former Redevelopment Agency to any other public agency or to private parties for the period from January 1, 2011 through January 31, 2012.

- B. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the Successor Agency to any other public agency or private parties for the period from February 1, 2012 through June 30, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report

Result:

No assets were transferred from the Successor Agency to any other public agency or to private parties for the period from February 1, 2012 through June 30, 2012.

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484

3C. (Continued)

For each transfer, obtain the legal document that formed the basis for the enforceable obligation that required any transfer. Note in the AUP report the absence of any such legal document or the absence of language in the document that required the transfer.

Result:

Not applicable. No assets were transferred to any other public agency or to private parties for the period.

4. Perform the following procedures:

- A. Obtain from the Successor Agency a summary of the financial transactions of the former Redevelopment Agency and the Successor Agency in the format set forth in the attached schedule for the fiscal periods indicated in the schedule. For purposes of this summary, the financial transactions should be presented using the modified accrual basis of accounting. End of year balances for capital assets (in total) and long-term liabilities (in total) should be presented at the bottom of this summary schedule for information purposes.

Result:

See Attachment C.

- B. Ascertain that for each period presented, the total of revenues, expenditures, and transfers account fully for the changes in equity from the previous fiscal period.

Result:

See Attachment C.

- C. Compare amounts in the schedule relevant to the fiscal year ended June 30, 2010 to the state controller's report filed for the Redevelopment Agency for that period.

Result:

Amounts agree to the state controller's report for the June 30, 2010 period.

- D. Compare amounts in the schedule for the other fiscal periods presented to account balances in the accounting records or other supporting schedules. Describe in the report the type of support provided for each fiscal period.

Result:

For the periods of June 30, 2010 and 2011, we utilized audited financial statements. For the periods of January 31, 2012 and June 30, 2012, we utilized audited trial balances.

5. Obtain from the Successor Agency a listing of all assets of the Low and Moderate Income Housing Fund as of June 30, 2012 for the report that is due October 1, 2012 and a listing of all assets of all other funds of the Successor Agency as of June 30, 2012 (excluding the previously reported assets of the Low and Moderate Income Housing Fund) for the report that is due December 15, 2012. When this procedure is applied to the Low and Moderate Income Housing Fund, the schedule attached as an exhibit will include only those assets of the Low and Moderate Income Housing Fund that were held by the Successor Agency as of June 30, 2012 and will exclude all assets held by the entity that assumed the housing function previously performed by the former Redevelopment Agency. Agree the assets so listed to recorded balances reflected in the accounting records of the Successor Agency. The listings should be attached as an exhibit to the appropriate AUP report.

Result:

We found no exceptions as a result of the procedures performed. See Attachment D.

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484

6. Obtain from the Successor Agency a listing of asset balances held on June 30, 2012 that are restricted for the following purposes:

A. Unspent bond proceeds:

- i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures, amounts set aside for debt service payments, etc.).
- ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).
- iii. Obtain from the Successor Agency a copy of the legal document that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by the Successor Agency as restricted.

Result:

The Successor Agency had \$510,161 in bond proceeds in a reserve account with the fiscal agent. We traced this restricted cash to the general ledger, the cash with fiscal agent bank statement, and the Official Statements for the 2004 and 2007 Tax Allocation Bonds. See Attachment E.

B. Grant proceeds and program income that are restricted by third parties:

- i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures).
- ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).
- iii. Obtain from the Successor Agency a copy of the grant agreement that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by the Successor Agency as restricted.

Result:

The Successor Agency did not have grant proceeds and program income restricted by third parties.

C. Other assets considered to be legally restricted:

- i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures).
- ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).
- iii. Obtain from the Successor Agency a copy of the legal document that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by the Successor Agency as restricted.

Result:

The Successor Agency did not have other assets restricted by third parties.

D. Attach the above mentioned Successor Agency prepared schedule(s) as an exhibit to the AUP report. For each restriction identified on these schedules, indicate in the report the period of time for which the restrictions are in effect. If the restrictions are in effect until the related assets are expended for their intended purpose, this should be indicated in the report.

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484

6D. (Continued)

Result:

The restriction is in effect until the related assets are expended for their intended purpose.

7. Perform the following procedures:

- A. Obtain from the Successor Agency a listing of assets as of June 30, 2012 that are **not** liquid or otherwise available for distribution (such as capital assets, land held for resale, long-term receivables, etc.) and ascertain if the values are listed at either purchase cost (based on book value reflected in the accounting records of the Successor Agency) or market value as recently estimated by the Successor Agency.

Result:

The values of non-liquid assets are based on the book value reflected in the accounting records of the Successor Agency. See Attachment F.

- B. If the assets listed at 7(A) are listed at purchase cost, trace the amounts to a previously audited financial statement (or to the accounting records of the Successor Agency) and note any differences.

Result:

We found no exceptions as a result of the procedures performed.

- C. For any differences noted in 7(B), inspect evidence of disposal of the asset and ascertain that the proceeds were deposited into the Successor Agency trust fund. If the differences are due to additions (this generally is not expected to occur), inspect the supporting documentation and note the circumstances.

Result:

We found no exceptions as a result of the procedures performed.

- D. If the assets listed at 7(A) are listed at recently estimated market value, inspect the evidence (if any) supporting the value and note the methodology used. If no evidence is available to support the value and/or methodology, note the lack of evidence.

Result:

Not applicable. The values of non-liquid assets are not listed at estimated market value.

8. Perform the following procedures:

- A. If the Successor Agency believes that asset balances need to be retained to satisfy enforceable obligations, obtain from the Successor Agency an itemized schedule of asset balances (resources) as of June 30, 2012 that are dedicated or restricted for the funding of enforceable obligations and perform the following procedures. The schedule should identify the amount dedicated or restricted, the nature of the dedication or restriction, the specific enforceable obligation to which the dedication or restriction relates, and the language in the legal document that is associated with the enforceable obligation that specifies the dedication of existing asset balances toward payment of that obligation.

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484

8A. (Continued)

- i. Compare all information on the schedule to the legal documents that form the basis for the dedication or restriction of the resource balance in question.
- ii. Compare all current balances to the amounts reported in the accounting records of the Successor Agency or to an alternative computation.
- iii. Compare the specified enforceable obligations to those that were included in the final Recognized Obligation Payment Schedule approved by the California Department of Finance.

Attach as an exhibit to the report the listing obtained from the Successor Agency. Identify in the report any listed balances for which the Successor Agency was unable to provide appropriate restricting language in the legal document associated with the enforceable obligation.

Result:

The Successor Agency believes that \$83,754 needs to be retained to satisfy enforceable obligations as of June 30, 2012. See Attachment G.

- B. If the Successor Agency believes that future revenues together with balances dedicated or restricted to an enforceable obligation are insufficient to fund future obligation payments and thus retention of current balances is required, obtain from the Successor Agency a schedule of approved enforceable obligations that includes a projection of the annual spending requirements to satisfy each obligation and a projection of the annual revenues available to fund those requirements and perform the following procedures:

- i. Compare the enforceable obligations to those that were approved by the California Department of Finance. Procedures to accomplish this may include reviewing the letter from the California Department of Finance approving the Recognized Enforceable Obligation Payment Schedules for the six month period from January 1, 2012 through June 30, 2012 and for the six month period July 1, 2012 through December 31, 2012.
- ii. Compare the forecasted annual spending requirements to the legal document supporting each enforceable obligation.
  - a. Obtain from the Successor Agency its assumptions relating to the forecasted annual spending requirements and disclose in the report major assumptions associated with the projections.
- iii. For the forecasted annual revenues:
  - a. Obtain from the Successor Agency its assumptions for the forecasted annual revenues and disclose in the report major assumptions associated with the projections.

Result:

The procedure was not considered required as the Successor Agency believes future revenues together with dedicated balances will be sufficient to fund future obligations.

- C. If the Successor Agency believes that projected property tax revenues and other general purpose revenues to be received by the Successor Agency are insufficient to pay bond debt service payments (considering both the timing and amount of the related cash flows), obtain from the Successor Agency a schedule demonstrating this insufficiency and apply the following procedures to the information reflected in that schedule.
- i. Compare the timing and amounts of bond debt service payments to the related bond debt service schedules in the bond agreement.

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484

8C. (Continued)

- ii. Obtain the assumptions for the forecasted property tax revenues and disclose major assumptions associated with the projections.
- iii. Obtain the assumptions for the forecasted other general purpose revenues and disclose major assumptions associated with the projections.

Result:

The procedure was not considered required as the Successor Agency believes future tax revenues will be sufficient to fund future obligations.

- D. If procedures A, B, or C were performed, calculate the amount of current unrestricted balances necessary for retention in order to meet the enforceable obligations by performing the following procedures:
- i. Combine the amount of identified current dedicated or restricted balances and the amount of forecasted annual revenues to arrive at the amount of total resources available to fund enforceable obligations.
  - ii. Reduce the amount of total resources available by the amount forecasted for the annual spending requirements. A negative result indicates the amount of current unrestricted balances that needs to be retained.
  - iii. Include the calculation in the AUP report.

Result:

The \$83,754 of cash needed to be retained is part of the accounts payable as of June 30, 2012.

9. If the Successor Agency believes that cash balances as of June 30, 2012 need to be retained to satisfy obligations on the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2012 through June 30, 2013, obtain a copy of the final ROPS for the period of July 1, 2012 through December 31, 2012 and a copy of the final ROPS for the period January 1, 2013 through June 30, 2013. For each obligation listed on the ROPS, the Successor Agency should add columns identifying (1) any dollar amounts of existing cash that are needed to satisfy that obligation and (2) the Successor Agency's explanation as to why the Successor Agency believes that such balances are needed to satisfy the obligation. Include this schedule as an attachment to the AUP report.

Result:

The Successor Agency believes that \$1,417,575 needs to be retained to satisfy obligations on the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2012 through June 30, 2013. See Attachment H.

10. Include (or present) a schedule detailing the computation of the Balance Available for Allocation to Affected Taxing Entities. Amounts included in the calculation should agree to the results of the procedures performed in each section above. The schedule should also include a deduction to recognize amounts already paid to the County Auditor-Controller on July 12, 2012 as directed by the California Department of Finance. The amount of this deduction presented should be agreed to evidence of payment. The attached example summary schedule may be considered for this purpose. Separate schedules should be completed for the Low and Moderate Income Housing Fund and for all other funds combined (excluding the Low and Moderate Income Housing Fund).

Result:

We found no exceptions as a result of the procedures performed. See Attachment I.

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484

11. Obtain a representation letter from Successor Agency management acknowledging their responsibility for the data provided to the practitioner and the data presented in the report or in any attachments to the report. Included in the representations should be an acknowledgment that management is not aware of any transfers (as defined by Section 34179.5) from either the former Redevelopment Agency or the Successor Agency to other parties for the period from January 1, 2011 through June 30, 2012 that have not been properly identified in the AUP report and its related exhibits. Management's refusal to sign the representation letter should be noted in the AUP report as required by attestation standards.

Result:

We found no exceptions as a result of the procedures performed.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertion. Accordingly, we do not express such an opinion.

This report is intended solely for the information of the Oversight Board and Management of the Successor Agency of the Redevelopment Agency of the City of Winters, California State Controller's Office, California Department of Finance, and Yolo County Auditor-Controller, and is not intended to be and should not be used by anyone other than these specified parties.

*Miss. King v. [unclear]*

Culver City, California  
November 27, 2012

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484  
ATTACHMENT A – ASSET TRANSFER LISTING TO THE SUCCESSOR AGENCY ON FEBRUARY 1, 2012

Successor Agency of the Redevelopment Agency of the City of Winters  
Asset Transfer Listing - Other Funds  
February 1, 2012

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RDA cash with fiscal agent	\$ 256,672
RDA pooled cash	472,120
RDA interest receivable	10,447
RDA notes receivable	66,600
2007 bond LAIF	55
2007 bond pooled cash	8,196
RDA LTD cash with fiscal agent	510,447
RDA LTD pooled cash	472,445
RDA LTD interest receivable	<u>8,905</u>
Total	<u>\$ 1,805,887</u>

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484  
ATTACHMENT B – TRANSFER OF PROPERTY

Successor Agency of the Redevelopment Agency of the City of Winters  
Transfer of Property from RDA to City - Other Funds  
January 1, 2011 through January 31, 2012

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318 Railroad Avenue	\$ 240,000
314 Railroad Avenue	350,000
23 Main Street	118,000
Grant Avenue at East Street	980,000
311 First Street	<u>220,000</u>
Total	<u>\$ 1,908,000</u>

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
 AGREED-UPON PROCEDURES OF AB 1484  
 ATTACHMENT C – SUMMARY OF FINANCIAL TRANSACTIONS

	Redevelopment Agency 12 Months Ended 6/30/2010	Redevelopment Agency 12 Months Ended 6/30/2011	Redevelopment Agency 7 Months Ended 1/31/2012	Successor Agency 5 Months Ended 6/30/2012
<b>Assets (modified accrual basis)</b>				
Cash	\$ 472,445	\$ 472,445	\$ 472,120	\$ 1,193,738
Restricted cash and investments	8,928,463	4,019,228	1,247,815	521,472
Tax Increment/Accounts Receivable	62,315	52,929		744
Accrued Interest Receivable	19,750	26,246	19,352	6,774
Loans Receivable	66,600	66,600	66,600	66,600
<b>Total Assets</b>	<b>\$ 9,549,573</b>	<b>\$ 4,637,448</b>	<b>\$ 1,805,887</b>	<b>\$ 1,789,328</b>
<b>Liabilities (modified accrual basis)</b>				
Accounts Payable	\$ 510,993	\$ 79,688	\$ 37,108	\$ 83,754
Other Liabilities	1,022,015	1,550,466	66,600	66,600
<b>Total Liabilities</b>	<b>\$ 1,533,008</b>	<b>\$ 1,630,154</b>	<b>\$ 103,708</b>	<b>\$ 150,354</b>
<b>Equity</b>	<b>8,016,565</b>	<b>3,007,294</b>	<b>1,702,179</b>	<b>1,638,974</b>
<b>Total Liabilities + Equity</b>	<b>\$ 9,549,573</b>	<b>\$ 4,637,448</b>	<b>\$ 1,805,887</b>	<b>\$ 1,789,328</b>
<b>Total Revenues:</b>	<b>\$ 1,656,679</b>	<b>\$ 1,367,750</b>	<b>\$ 685,881</b>	<b>\$ 761,189</b>
<b>Total Expenditures:</b>	<b>\$ 5,295,840</b>	<b>\$ 9,051,469</b>	<b>\$ 1,990,996</b>	<b>\$ 826,515</b>
<b>Total Transfers*:</b>	<b>\$ (151,023)</b>	<b>\$ 2,674,448</b>	<b>\$ -</b>	<b>\$ 2,121</b>
<b>* Includes Cash Advances from City</b>				
<b>Net change in equity</b>	<b>\$ (3,790,184)</b>	<b>\$ (5,009,271)</b>	<b>\$ (1,305,115)</b>	<b>\$ (63,205)</b>
<b>Beginning Equity:</b>	<b>11,806,749</b>	<b>8,016,565</b>	<b>3,007,294</b>	<b>1,702,179</b>
<b>Ending Equity:</b>	<b>\$ 8,016,565</b>	<b>\$ 3,007,294</b>	<b>\$ 1,702,179</b>	<b>\$ 1,638,974</b>
<b>Other Information (show year end balances for all three years presented):</b>				
<b>Capital assets as of end of year</b>	<b>\$ 8,563,307</b>	<b>\$ 11,871,187</b>	<b>\$ 12,620,529</b>	<b>\$ 12,463,836</b>
<b>Long-term debt as of end of year</b>	<b>\$ 17,305,000</b>	<b>\$ 18,318,350</b>	<b>\$ 17,673,037</b>	<b>\$ 17,509,723</b>
<b>Long-term debt as of end of year:</b>				
<b>80% / 100% of TABS</b>	<b>\$ 17,305,000</b>	<b>\$ 16,835,000</b>	<b>\$ 16,350,000</b>	<b>\$ 16,350,000</b>
<b>Advances from City</b>	<b>\$ -</b>	<b>\$ 1,483,350</b>	<b>\$ 1,323,037</b>	<b>\$ 1,159,723</b>

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484  
ATTACHMENT D – ASSET LISTING AS OF JUNE 30, 2012

Successor Agency of the Redevelopment Agency of the City of Winters  
Asset Listing - Other Funds  
June 30, 2012

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RORF pooled cash	\$ 1,184,218
RORF accounts receivable	744
RORF interest receivable	6,774
RORF notes receivable	66,600
2007 CDA pooled cash	9,520
RDA Debt cash with fiscal agent	510,161
RDA Debt pooled cash	<u>11,311</u>
Total	<u>\$ 1,789,328</u>

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484  
ATTACHMENT E – ASSETS LEGALLY RETRICTED FOR USES SPECIFIED BY DEBT COVENANTS AS OF  
JUNE 30, 2012

Successor Agency of the Redevelopment Agency of the City of Winters  
Asset Legally Restricted for uses Specified by Debt Covenants - Other Funds  
June 30, 2012

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Restricted cash with fiscal agent	<u>\$ 510,161</u>
Total	<u><u>\$ 510,161</u></u>

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484  
ATTACHMENT F – NON-LIQUID ASSETS AS OF JUNE 30, 2012

Successor Agency of the Redevelopment Agency of the City of Winters  
Non-Liquid Assets - Other Funds  
June 30, 2012

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RORF accounts receivable	\$	744
RORF interest receivable		6,774
RORF notes receivable		<u>66,600</u>
Total	\$	<u>74,118</u>

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
AGREED-UPON PROCEDURES OF AB 1484  
ATTACHMENT G – BALANCES DEDICATED FOR THE FUNDING OF ENFORCEABLE OBLIGATIONS AS  
OF JUNE 30, 2012

Successor Agency of the Redevelopment Agency of the City of Winters  
Balances Dedicated for the Funding of Enforceable Obligations - Other Funds  
June 30, 2012

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Accounts payable	<u>\$ 83,754</u>
Total	<u><u>\$ 83,754</u></u>

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
 AGREED-UPON PROCEDURES OF AB 1484  
 ATTACHMENT H – CASH BALANCES NEEDED TO BE RETAINED TO SATISFY OBLIGATIONS ON THE  
 ROPS AS OF JUNE 30, 2012

Successor Agency of the Redevelopment Agency of the City of Winters  
 Cash Balances Needed to be Retained to Satisfy Obligations on the ROPS - Other Funds  
 June 30, 2012

ROPS II	\$ 897,853
ROPS III	1,543,980
Less: Denied items	(355,082)
Expected funding (A)	<u>(669,176)</u>
<b>Total</b>	<b><u>\$ 1,417,575</u></b>

WINTERS REDEVELOPMENT - 2012-13

FUND	AGENCY	1991-92 BASE VALUES	ADJUSTED BASE VALUE	AAPI 2.06% INCREASE	ADJUSTED BASE VALUE	CURRENT VALUE	TAX INCREM VALUE	TAX RATE	TAX INCREM TAX AMOUNT	PASS-THRU	TAX INCREM TO REDEVOP	IN TAX/ SCHOOLS
<b>GRAND TOTAL - ALL TAX RATE AREAS</b>												
<b>HOMEOWNERS</b>												
110	GENERAL	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.03502820	3,332.46	1,332.96	1,929.48	
120	A.C.O.	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.005683216	139.41	139.41	0.00	
149	LIBRARY	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.03161370	448.75	448.75	0.00	
212 75-0220	CITY OF WINTERS	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.23947562	3,351.52	0.00	3,351.52	
306	WINTERS CEMETERY	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.02854143	410.59	0.00	410.59	
371	SACTO-YOLO MOSQUITO DIS'	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.00393607	139.64	0.00	139.64	
444	YOLO CO RESOURCE CONSER	0	0	0	0	0	0	0.00000000	0.00	0.00	0.00	
462	YOLO CO FLOOD CONTROL	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.01155725	163.87	0.00	163.87	
500 75-0413	SOLANO COMM COLLEGE	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.04487340	636.33	0.00	636.33	0.00
500 75-0430	COUNTY SCHOOL SERVICES	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.03522468	429.45	0.00	429.45	0.00
500 75-5150	WINTERS JT UNIF SCHOOLS	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.35364250	5,014.29	0.00	5,014.29	0.00
	<b>SUB-TOTAL GENERAL TAX</b>								<b>14,128.58</b>	<b>1,920.64</b>	<b>12,207.94</b>	<b>0.00</b>
212 75-0221	CITY OF WINTERS BONDS	2,780,082	2,780,082	0	2,780,082	4,197,981	1,417,899	0.00773000	109.60	0.00	109.60	
	<b>SUB-TOTAL BONDS</b>								<b>109.60</b>	<b>0.00</b>	<b>109.60</b>	
	<b>TOTAL HOMEOWNERS</b>							<b>1.00773001</b>	<b>14,238.18</b>	<b>1,920.64</b>	<b>12,317.54</b>	<b>0.00</b>
	<b>GRAND TOTAL ALL TRAS</b>	<b>61,618,724</b>	<b>61,618,724</b>	<b>0</b>	<b>61,618,724</b>	<b>234,301,897</b>	<b>172,683,173</b>		<b>1,581,619.42</b>	<b>240,488.66</b>	<b>1,338,351.75</b>	<b>77,654.69</b>
	<b>TAX</b>			<b>2011-12</b>		<b>2011-12</b>						
<b>FUND</b>	<b>AGENCY</b>	<b>INCREMENT</b>		<b>DIST %</b>		<b>% DIST</b>						
<b>GRAND TOTAL - ALL TAX RATE AREAS</b>												
<b>ALL TAXES</b>												
110	GENERAL	443,151.84		28.32%								
120	A.C.O.	18,300.21		1.17%								
149	LIBRARY	47,907.71		3.05%								
212 75-0220	CITY OF WINTERS	427,455.97		25.35%								
306	WINTERS CEMETERY	43,659.56		2.79%								
371	SACTO-YOLO MOSQUITO DIS'	14,820.55		0.93%								
444	YOLO CO RESOURCE CONSER	0.22		0.00%								
462	YOLO CO FLOOD CONTROL	15,206.77		0.93%								
500 75-0413	SOLANO COMM COLLEGE	68,010.63		4.33%		0.00						
500 75-0430	COUNTY SCHOOL SERVICES	46,346.57		2.76%		7.04 17						
500 75-5150	WINTERS JT UNIF SCHOOLS	455,802.50		25.43%		79.620 55						
	<b>SUB-TOTAL GENERAL TAX</b>	<b>1,570,401.47</b>										
212 75-0221	CITY OF WINTERS BONDS	11,417.55		0.72%								
	<b>SUB-TOTAL BONDS</b>	<b>11,417.55</b>										
<b>GRAND TOTALS</b>		<b>1,581,819.02</b>		<b>100.72%</b>		<b>77,654.69</b>						

62  
 669,175.88

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF WINTERS  
 AGREED-UPON PROCEDURES OF AB 1484  
 ATTACHMENT I – ALLOCATION TO AFFECTED TAXING ENTITIES – OTHER FUNDS

<b>SUMMARY OF BALANCES AVAILABLE FOR ALLOCATION TO AFFECTED TAXING ENTITIES</b>	<b>Other Funds</b>
Total amount of assets held by the Successor Agency as of June 30, 2012 (procedure 5)	\$ 1,789,328
Add the amount of any assets transferred to the city or other parties for which an enforceable obligation with a third party requiring such transfer and obligating the use of the transferred assets did not exist (procedures 2 and 3)	-
Less assets legally restricted for uses specified by debt covenants, grant restrictions, or restrictions imposed by other governments (procedure 6)	(510,161)
Less assets that are not cash or cash equivalents (e.g., physical assets) - (procedure 7)	(74,118)
Less balances that are legally restricted for the funding of an enforceable obligation (net of projected annual revenues available to fund those obligations) - (procedure 8)	(83,754)
Less balances needed to satisfy ROPS for the 2012-13 fiscal year (procedure 9)	(1,417,575)
Less the amount of payments made on July 12, 2012 to the County Auditor-Controller as directed by the California Department of Finance	-
Amount to be remitted to county for disbursement to taxing entities	<u>\$ (296,280)</u>
<i>Note that separate computations are required for the Low and Moderate Income Housing Fund held by the Successor Agency and for all other funds held by the Successor Agency.</i>	
NOTES: For each line shown above, an exhibit should be attached showing the composition of the summarized amount.	
If the review finds that there are insufficient funds available to provide the full amount due, the cause of the insufficiency should be demonstrated in a separate schedule.	