

**Westborough Water District**

**Management Report**

**June 30, 2024**



**C.J. Brown & Company CPAs**  
An Accountancy Corporation

# **Westborough Water District**

## **Management Report**

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# C.J. Brown & Company CPAs

## An Accountancy Corporation

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Board of Directors  
Westborough Water District  
South San Francisco, California

### **Dear Members of the Board:**

In planning and performing our audit of the financial statements of the Westborough Water District (District) as of and for the years ended June 30, 2024 and 2023, 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, we considered the District'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

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 over financial reporting, 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 reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

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

## **Current Year Comment and Recommendation**

### *Disclosure of Audit Adjustments and Reclassifications*

As your external auditor, we assume that the books and records of the District are properly adjusted before the audit begins. In many cases, however, audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process, we have presented these audit adjustments and reclassifications as an attachment to this letter. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

### *Management's Response*

We have reviewed and approved all of the audit adjustment and reclassification entries provided by the auditor and have entered those entries into the District's accounting system to close-out the District's year-end trial balance at June 30, 2024.

## **Prior Year Comment and Recommendation**

### *Disclosure of Audit Adjustments and Reclassifications*

As your external auditor, we assume that the books and records of the District are properly adjusted before the audit begins. In many cases, however, audit adjustments and reclassifications are made in the normal course of the audit process to present the District's financial statements in conformity with accounting principles generally accepted in the United States of America or for comparison purposes with the prior year. For the Board of Directors to gain a full and complete understanding and appreciation of the scope and extent of the audit process, we have presented these audit adjustments and reclassifications as an attachment to this letter. There can be very reasonable explanations for situations of having numerous adjustments as well as having no adjustments at all. However, the issue is simply disclosure of the adjustments and reclassifications that were made and to provide the Board of Directors with a better understanding of the scope of the audit.

### *Management's Response*

We have reviewed and approved all of the audit adjustment and reclassification entries provided by the auditor and have entered those entries into the District's accounting system to close-out the District's year-end trial balance at June 30, 2023.

\* \* \* \* \*

This report is intended solely for the information and use of management and the Board of Directors of the District. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

We appreciate the courtesy and cooperation extended to us during our examination. We would be pleased to discuss the contents of this letter with you at your convenience. Please do not hesitate to contact us.

*C.J. Brown & Company, CPAs*

**C.J. Brown & Company, CPAs**  
Cypress, California  
March 13, 2025

## **APPENDIX**

**Westborough Water District**

**Audit/Finance Committee Letter**

**June 30, 2024**



# C.J. Brown & Company CPAs

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Board of Directors  
Westborough Water District  
South San Francisco, California

We have audited the financial statements of the business-type activities of the Westborough Water District (District) for the years ended June 30, 2024 and 2023 and have issued our report thereon dated March 13, 2025. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated July 1, 2024, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

If any, we have provided our findings regarding significant control deficiencies over financial reporting and material noncompliance, and other matters noted during our audit in a separate letter to you dated March 13, 2025.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

An auditor that is not involved in the engagement performed an independent review of the financial statements that was prepared by us based on the information provided by management. This safeguard reduces the threat of self-review risk to an acceptable level.

### **Required Risk Assessment Procedures per Auditing Standards:**

As auditors of the District, we are required per AU-C Section 240, “Consideration of Fraud in a Financial Statement Audit”, to “ordinarily” presume and consider the following risks in designing our audit procedures:

- Management override of controls
- Revenue recognition

### **Qualitative Aspects of the Entity’s Significant Accounting Practices**

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments. The most sensitive accounting estimates affecting the financial statements are as follows:

Management’s estimate of the fair value of cash and investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of cash and investments in determining that they are reasonable in relation to the financial statements taken as a whole.

Management’s estimate of the allowance for delinquent/doubtful accounts is based on historical write-offs of past due delinquent/doubtful customer accounts, customer creditworthiness, and calculated assumptions of expected future write-offs. We evaluated the key factors and assumptions used to develop the allowance for delinquent/doubtful accounts in determining that they are reasonable in relation to the financial statements taken as a whole.

Management’s estimate of capital assets depreciation is based on historical estimates of each capitalized item’s useful life expectancy or cost recovery period. We evaluated the key factors and assumptions used to develop the capital asset depreciation calculations in determining that they are reasonable in relation to the financial statements taken as a whole.

Management’s estimate of the other post-employment benefits (OPEB) plan: deferred outflows of resources, net OPEB liability, and deferred inflows of resources is based on the alternative measurement method to determine the liability balance. This alternative measurement method was determined and prepared by the District’s third-party actuary. We evaluated the basis, methods, and assumptions used by the actuary in determining that they are reasonable in relation to the financial statements taken as a whole.

## **Qualitative Aspects of the Entity's Significant Accounting Practices, continued**

### *Significant Accounting Estimates, continued*

Management's estimate of the defined benefit pension plan's: deferred outflows of resources, net pension liability, and deferred inflows of resources is based on an actuarial evaluation of these amounts which was conducted by a third-party actuary. We evaluated the basis, actuarial methods, and assumptions used by the actuary to calculate these amounts for the District to determine that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the District's financial statements relate to:

The disclosure of fair value of cash and investments in Note 2 to the basic financial statements represents amounts susceptible to market fluctuations.

The disclosure of the District's allowance for delinquent/doubtful accounts in Note 3 to the basic financial statements represents amounts susceptible to external factors the District has no control over, such as, the state of the economy in the District's service area.

The disclosure of capital assets, net in Note 5 to the basic financial statements is based on historical information which could differ from actual useful lives of each capitalized item.

The disclosure of the District's other post-employment benefits plan, in Note 7 to the basic financial statements is based on information which could differ from those in future periods.

The disclosure of the District's defined benefit pension plan in Note 8 to the basic financial statements is based on actuarial assumptions which could differ from actual costs.

### **Significant Unusual Transactions**

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. No significant unusual transactions were identified as a result of our audit procedures that were brought to the attention of management:

### **Identified or Suspected Fraud**

We have not identified or have not obtained information that indicates that fraud may have occurred.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



### **Uncorrected and Corrected Misstatements, continued**

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The attached schedule on pages 6 through 8 discloses all material misstatements that we identified as a result of our audit procedures that were brought to the attention of, and corrected by, management.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Circumstances that Affect the Form and Content of the Auditor's Report**

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. There were no circumstances that affect the form and content of the auditor's report.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated March 13, 2025.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

### **Other Matters**

We applied certain limited procedures to the management discussion and analysis, schedules of changes in the District's net OPEB liability and related ratios, schedules of the District's proportionate share of net pension liability, and the schedule of pension plan contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on combining schedules and budgetary comparison schedules which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Other Matters, continued**

We were not engaged to report on the introductory section, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

**Restriction on Use**

This information is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties. This restriction is not intended to limit the distribution of this letter, which is a matter of public record.

Conclusion

We appreciate the cooperation extended us by Patricia Mairena, General Manager and the District's administrative staff in the performance of our audit testwork. We will be pleased to respond to any question you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

*C.J. Brown & Company, CPAs*

**C.J. Brown & Company, CPAs**

Cypress, California

March 13, 2025

**Westborough Water District  
Schedule of Audit Adjusting Journal Entries  
June 30, 2024**

Account	Description	Debit	Credit
<b>Adjusting Journal Entries</b>			
<b>Adjusting Journal Entries JE # 1</b>			
AJE - To correct beginning net position to agree with net position as issued in the fiscal year 2023 financial statements.			
31100	UNAPPROPRIATED FUND BAL.	353,498.75	
56830	ENGINEERING SERVICES	8,369.92	
31100	UNAPPROPRIATED FUND BAL.		8,369.92
57320	TREATMENT & DISPOSAL		353,498.75
<b>Total</b>		<b>361,868.67</b>	<b>361,868.67</b>
<b>Adjusting Journal Entries JE # 2</b>			
AJE - To 1) reclass sick leave from accrued vacation account and 2) adjust accrued vacation to actual at June 30, 2024.			
22500	ACCRD.VACATION	86,169.17	
51110	SALARIES	7,432.87	
56110	SALARIES	4,784.69	
22500	ACCRD.VACATION		12,217.56
22510	ACCRD SICK LV		86,169.17
<b>Total</b>		<b>98,386.73</b>	<b>98,386.73</b>
<b>Adjusting Journal Entries JE # 3</b>			
AJE - To remove payables located during our Search Testing for improperly accrued for vendor BAWSCA, check 25467, invoice 7656 for FY24/25 1st quarter assessment at June 30, 2024.			
22200	ACCOUNTS PAYABLE	7,626.00	
56230	MEMBERSHIPS		7,626.00
<b>Total</b>		<b>7,626.00</b>	<b>7,626.00</b>
<b>Adjusting Journal Entries JE # 4</b>			
AJE - To accrue payable located during our Search Testing for improperly excluded for vendor Hanson Bridgett, check 25514, invoice 1500098/1500108 for June Legal Services at June 30, 2024.			
56841	LEGAL SERVICES	2,225.00	
56841	LEGAL SERVICES	450.00	
57390	SEWER MISC.	2,225.00	
57390	SEWER MISC.	450.00	
22200	ACCOUNTS PAYABLE		4,450.00
22200	ACCOUNTS PAYABLE		900.00
<b>Total</b>		<b>5,350.00</b>	<b>5,350.00</b>
<b>Adjusting Journal Entries JE # 5</b>			
AJE - To accrue payables located during our Search Testing for improperly excluded for vendor Erler & Kalinowski, Inc, check 25594, invoice C40032.00 for CIP AWSDA construction 2/8/24-7/31/24 (allocation of 5/6 months) at June 30, 2024.			
11190	WORK IN PROGRES	15,000.00	
22200	ACCOUNTS PAYABLE		15,000.00
<b>Total</b>		<b>15,000.00</b>	<b>15,000.00</b>
<b>Adjusting Journal Entries JE # 6</b>			
GASB 68 Entry #1 - To reclassify 2023 contributions to NPL at June 30, 2024.			
25000	PENSION LIAB.	90,692.00	
17000	DEF. PEN. O/F		90,692.00
11181	WATER FACILITY		
<b>Total</b>		<b>90,692.00</b>	<b>90,692.00</b>
<b>Adjusting Journal Entries JE # 7</b>			
GASB 68 Entry #2 - To reclassify 2024 contributions to Deferred Outflows of Resources at June 30, 2024.			
17000	DEF. PEN. O/F	153,550.00	
51115	CALPERS-FIELD		64,491.00
56115	CALPERS-ADMIN		89,059.00
<b>Total</b>		<b>153,550.00</b>	<b>153,550.00</b>

**Westborough Water District  
Schedule of Audit Adjusting Journal Entries  
June 30, 2024**

Account	Description	Debit	Credit
<b>Adjusting Journal Entries JE # 8</b>			
GASB 68 Entry #3 - To record changes in pension liability during FY22/23 at June 30, 2024. Note - Deferred Inflows and Outflows are posted in net.			
17000	DEF. PEN. O/F	248,731.00	
27000	DEF. PEN. I/F	1.00	
51115	CALPERS-FIELD	80,329.00	
51115	CALPERS-FIELD	1.36	
56115	CALPERS-ADMIN	110,930.00	
56115	CALPERS-ADMIN	2.00	
17000	DEF. PEN. O/F		2.00
25000	PENSION LIAB.		314,070.00
25000	PENSION LIAB.		1.36
27000	DEF. PEN. I/F		125,920.00
56115	CALPERS-ADMIN		1.00
<b>Total</b>		<b><u>439,994.36</u></b>	<b><u>439,994.36</u></b>
<b>Adjusting Journal Entries JE # 9</b>			
GASB 68 Entry #4 - To record changes in the deferred outflows and deferred inflows (amortization) during FY22/23 at June 30, 2024. Note - Deferred Inflows and Outflows are posted in net.			
27000	DEF. PEN. I/F	82,662.00	
51115	CALPERS-FIELD	54,086.00	
56115	CALPERS-ADMIN	74,690.00	
17000	DEF. PEN. O/F		211,438.00
<b>Total</b>		<b><u>211,438.00</u></b>	<b><u>211,438.00</u></b>
<b>Adjusting Journal Entries JE # 10</b>			
AJE - To adjust beginning balance of OPEB liability for ADC amounts accrued. Note: please do not post to these liability accounts. These accounts are only adjusted by the actuarial valuation report provided by the actuary.			
24000	NET OPEB LIAB.	8,968.53	
51450	OPEB BENEFITS		1,793.71
56450	PRE-FUNDING OPB		7,174.82
<b>Total</b>		<b><u>8,968.53</u></b>	<b><u>8,968.53</u></b>
<b>Adjusting Journal Entries JE # 11</b>			
GASB 75 Entry #1 - To reclassify 2023 contributions to a reduction in Net OPEB Liability at June 30, 2024.			
24000	NET OPEB LIAB.	41,939.00	
16000	DEFERRED OUTFL		41,939.00
<b>Total</b>		<b><u>41,939.00</u></b>	<b><u>41,939.00</u></b>
<b>Adjusting Journal Entries JE # 12</b>			
GASB 75 Entry #2 - To contra reclassify 2024 contributions for retiree benefits to deferred outflows of resources from expense at June 30, 2024.			
16000	DEFERRED OUTFL	47,455.00	
51470	GASB 75 CONTRA EXPENSE (INCOME) - FIELD		9,491.00
56470	GASB 75 CONTRA EXPENSE (INCOME) - ADMIN		37,964.00
<b>Total</b>		<b><u>47,455.00</u></b>	<b><u>47,455.00</u></b>
<b>Adjusting Journal Entries JE # 13</b>			
GASB 75 Entry #3 - To record changes in OPEB liability and related deferrals during FY22/23 in the current year.			
16000	DEFERRED OUTFL	43,593.00	
26000	DEF. IN - OPEB	33,300.00	
51470	GASB 75 CONTRA EXPENSE (INCOME) - FIELD	6,945.00	
56470	GASB 75 CONTRA EXPENSE (INCOME) - ADMIN	27,782.00	
16000	DEFERRED OUTFL		823.00
24000	NET OPEB LIAB.		110,797.00
<b>Total</b>		<b><u>111,620.00</u></b>	<b><u>111,620.00</u></b>

**Westborough Water District  
Schedule of Audit Adjusting Journal Entries  
June 30, 2024**

Account	Description	Debit	Credit
<b>Adjusting Journal Entries JE # 14</b>			
GASB 75 Entry #4 - To record changes in the deferred outflows and deferred inflows (amortization) at June 30,			
26000	DEF. IN - OPEB	36,114.00	
16000	DEFERRED OUTFL		9,870.00
16000	DEFERRED OUTFL		16,555.00
51470	GASB 75 CONTRA EXPENSE (INCOME) - FIELD		1,938.00
56470	GASB 75 CONTRA EXPENSE (INCOME) - ADMIN		7,751.00
<b>Total</b>		<b>36,114.00</b>	<b>36,114.00</b>
<b>Adjusting Journal Entries JE # 15</b>			
AJE - To reclass recurring frequent amounts / transactions from miscellaneous expense to descriptive accounts for the purpose of account propriety from account 56890 analysis at June 30, 2024.			
51140	SUPPLIES & SMALL TOOLS	2,734.80	
56210	OFFICE SUPPLIES	191.88	
56210	OFFICE SUPPLIES	3,986.89	
56230	MEMBERSHIPS	363.88	
56400	EMPLOYEE BENEFITS	1,234.97	
56400	EMPLOYEE BENEFITS	900.00	
56840	ACCOUNTING SERVICES	2,200.00	
56842	ADMIN CONSULTING	52,441.65	
58002	Property Tax Expense	2,483.04	
49700	NON OPERATING - OTHER		1,752.83
56890	MISCELLANEOUS		64,784.28
<b>Total</b>		<b>66,537.11</b>	<b>66,537.11</b>
<b>Adjusting Journal Entries JE # 16</b>			
AJE - To reclass recurring frequent amounts / transactions from miscellaneous expense to descriptive accounts for the purpose of account propriety from account 57390 analysis at June 30, 2024.			
57381	Legal - Sewer	15,058.25	
57382	Accounting - Sewer	32,865.49	
57383	Permits / Fees - Sewer	9,693.00	
57384	Outreach / Website - Sewer	7,878.44	
42346	Misc. Operations Revenue - Sewer		400.00
57390	SEWER MISC.		65,095.18
<b>Total</b>		<b>65,495.18</b>	<b>65,495.18</b>
<b>Adjusting Journal Entries JE # 17</b>			
PPA - To adjust the prior year payables for check 24811 to vendor Daly City for 6 month sewer charges calculated in error at June 30, 2024.			
22210	ACCRUED SEWER SERV.CHGS.	353,498.27	
31100	UNAPPROPRIATED FUND BAL.		353,498.27
<b>Total</b>		<b>353,498.27</b>	<b>353,498.27</b>
<b>Adjusting Journal Entries JE # 18</b>			
AJE - To reverse prior year accrual adjustment recorded in PPA #18 at June 30, 2024.			
57320	TREATMENT & DISPOSAL	353,498.27	
22210	ACCRUED SEWER SERV.CHGS.		353,498.27
<b>Total</b>		<b>353,498.27</b>	<b>353,498.27</b>
<b>Total Adjusting Journal Entries</b>		<b>2,469,031.12</b>	<b>2,469,031.12</b>
<b>Total All Journal Entries</b>		<b>2,469,031.12</b>	<b>2,469,031.12</b>

**Legend:**

AJE	Audit Adjusting Journal Entry
GASB 68 Entry	GASB 68 Adjusting Journal Entry
GASB 75 Entry	GASB 75 Adjusting Journal Entry
GASB 87 Entry	GASB 87 Adjusting Journal Entry
PPA	Prior Period Adjusting Journal Entry