Westborough Water District

Management Report

June 30, 2025

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, 2025 and 2024, 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, 2025.

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, 2024.

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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
April 9, 2026

APPENDIX

Westborough Water District

Audit/Finance Committee Letter

June 30, 2025

C.J. Brown & Company CPAs
An Accountancy Corporation

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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, 2025 and 2024 and have issued our report thereon dated April 9, 2026. 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 April 12, 2025, 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 April 9, 2026.

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. As of and for the year ended June 30, 2025, the District implemented the provisions of GASB Statement No. 101 – *Compensated Absences*. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2025. 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 9 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 April 9, 2026.

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
April 9, 2026

Westborough Water District
Schedule of Audit Adjusting Journal Entries
June 30, 2025

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 1			
AJE - To adjust net position to agree with prior years net position per issued financial statements. Difference is related to prior year AJE #5 not recorded by Chavan.			
56890	MISCELLANEOUS	15,002.00	
31100	UNAPPROPIATED FUND BAL.		15,002.00
Total		**15,002.00**	**15,002.00**
Adjusting Journal Entries JE # 2			
GASB 68 Entry #1 - To reclassify 2025 contributions to net pension liability at June 30, 2025.			
25000	PENSION LIAB.	153,550.00	
17000	DEF. PEN. O/F		153,550.00
Total		**153,550.00**	**153,550.00**
Adjusting Journal Entries JE # 3			
GASB 68 Entry #2 - To reclassify 2025 contributions to Deferred Outflows of Resources at June 30, 2025.			
17000	DEF. PEN. O/F	181,815.00	
51115	CALPERS-FIELD		56,363.00
56115	CALPERS-ADMIN		116,361.00
57115	SWR.CALPERS-ADM		9,091.00
Total		**181,815.00**	**181,815.00**
Adjusting Journal Entries JE # 4			
GASB 68 Entry #3 - To record changes in pension liability during FY23/24 at June 30, 2025.			
17000	DEF. PEN. O/F	95,784.00	
17000	DEF. PEN. O/F	46,811.00	
51115	CALPERS-FIELD	55,755.00	
56115	CALPERS-ADMIN	115,107.00	
57115	SWR.CALPERS-ADM	8,993.00	
17000	DEF. PEN. O/F		1,536.00
17000	DEF. PEN. O/F		104,015.00
25000	PENSION LIAB.		149,456.00
27000	DEF. PEN. I/F		67,443.00
Total		**322,450.00**	**322,450.00**
Adjusting Journal Entries JE # 5			
GASB 68 Entry #4 - To record changes in the deferred outflows and deferred inflows (amortization) during FY23/24 at June 30, 2025.			
27000	DEF. PEN. I/F	87,115.00	
51115	CALPERS-FIELD	36,923.00	
56115	CALPERS-ADMIN	76,228.00	
57115	SWR.CALPERS-ADM	5,955.00	
17000	DEF. PEN. O/F		42,075.00
17000	DEF. PEN. O/F		46,029.00
17000	DEF. PEN. O/F		90,974.00
17000	DEF. PEN. O/F		27,143.00
Total		**206,221.00**	**206,221.00**
Adjusting Journal Entries JE # 6			
AJE - To remove payables located during our Search Testing for improperly accrued for vendor BAWSCA, check 26168, invoice 7795 for FY25/26 1st quarter assessment at June 30, 2025.			
22200	ACCOUNTS PAYABLE	7,801.50	
56230	MEMBERSHIPS		7,801.50
Total		**7,801.50**	**7,801.50**
Adjusting Journal Entries JE # 7			
GASB 75 Entry #1 - To reclassify 2024 contributions to a reduction in Net OPEB Liability at June 30, 2025.			
24000	NET OPEB LIAB.	47,455.00	
16000	DEFERRED OUTLFL		47,455.00
Total		**47,455.00**	**47,455.00**

Westborough Water District
Schedule of Audit Adjusting Journal Entries
June 30, 2025

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 8			
GASB 75 Entry #2 - To contra reclassify 2025 contributions for retiree benefits to deferred outflows of resources from expense at June 30, 2025.			
16000	DEFERRED OUTLFL	66,470.00	
51470	GASB 75 CONTRA EXPENSE (INCOME) - FIELD		20,606.00
56470	GASB 75 CONTRA EXPENSE (INCOME) - ADMIN		42,540.00
57470	GASB 75 Contra Expense (Income) - Sewer		3,324.00
Total		**66,470.00**	**66,470.00**
Adjusting Journal Entries JE # 9			
GASB 75 Entry #3 - To record changes in OPEB liability and related deferrals during FY23/24 at June 30, 2025.			
26000	DEF. IN - OPEB	2,651.00	
51470	GASB 75 CONTRA EXPENSE (INCOME) - FIELD	15,194.00	
56470	GASB 75 CONTRA EXPENSE (INCOME) - ADMIN	31,369.00	
57470	GASB 75 Contra Expense (Income) - Sewer	2,451.00	
16000	DEFERRED OUTLFL		32,163.00
24000	NET OPEB LIAB.		19,502.00
11184	WATER METERS		
Total		**51,665.00**	**51,665.00**
Adjusting Journal Entries JE # 10			
GASB 75 Entry #4 - To record changes in the deferred outflows and deferred inflows (amortization) at June 30, 2025.			
26000	DEF. IN - OPEB	35,799.00	
16000	DEFERRED OUTLFL		2,608.00
16000	DEFERRED OUTLFL		16,555.00
51470	GASB 75 CONTRA EXPENSE (INCOME) - FIELD		5,157.00
56470	GASB 75 CONTRA EXPENSE (INCOME) - ADMIN		10,647.00
57470	GASB 75 Contra Expense (Income) - Sewer		832.00
Total		**35,799.00**	**35,799.00**
Adjusting Journal Entries JE # 11			
ERAF PPA #1- Excess ERAF tax funds received in August 2023 for FY23 did not have a receivable booked in FY23.			
13900	TAXES RECEIVABLE	113,314.60	
31100	UNAPPROPIATED FUND BAL.		113,314.60
Total		**113,314.60**	**113,314.60**
Adjusting Journal Entries JE # 12			
ERAF PPA #2- Excess ERAF tax funds received in August 2023 had revenue recognized in FY24. This reverses ERAF PPA #1 by removing the receivable and revenue from FY24.			
31100	UNAPPROPIATED FUND BAL.	113,314.60	
13900	TAXES RECEIVABLE		113,314.60
Total		**113,314.60**	**113,314.60**
Adjusting Journal Entries JE # 13			
ERAF PPA #3- Excess ERAF tax funds received in August 2024 for FY24 did not have a receivable booked in FY24.			
13900	TAXES RECEIVABLE	113,916.08	
31100	UNAPPROPIATED FUND BAL.		113,916.08
Total		**113,916.08**	**113,916.08**
Adjusting Journal Entries JE # 14			
AJE- Excess ERAF tax funds received in August 2024 had revenue recognized in FY25. This reverses ERAF PPA #3 by removing the receivable and revenue from FY25.			
49600	TAX & ASSMTS.-OTHER	113,916.08	
13900	TAXES RECEIVABLE		113,916.08
Total		**113,916.08**	**113,916.08**

Westborough Water District
Schedule of Audit Adjusting Journal Entries
June 30, 2025

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 15			
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, 2025.			
56210	OFFICE SUPPLIES	761.61	
56230	MEMBERSHIPS	299.38	
56400	EMPLOYEE BENEFITS	1,574.23	
58002	Property Tax Expense	2,666.94	
49700	NON OPERATING - OTHER		1,730.33
56890	MISCELLANEOUS		3,571.83
Total		**5,302.16**	**5,302.16**
Adjusting Journal Entries JE # 16			
GASB 101 PPA #1 - To record current portion of sick and vacation & sick payroll tax liability for FY22-23 at June 30, 2025.			
31100	UNAPPROPIATED FUND BAL.	18,919.38	
22500	ACCRD.VACATION		4,088.08
22510	ACCRD SICK LV		14,831.30
Total		**18,919.38**	**18,919.38**
Adjusting Journal Entries JE # 17			
GASB 101 PPA #2 - To reverse FY22-23 current portion of sick and vacation & sick payroll tax liability in FY23/24 at June 30, 2025.			
22500	ACCRD.VACATION	4,088.08	
22510	ACCRD SICK LV	14,831.30	
31100	UNAPPROPIATED FUND BAL.		18,919.38
Total		**18,919.38**	**18,919.38**
Adjusting Journal Entries JE # 18			
GASB 101 PPA #3 - To record current portion of sick and vacation & sick payroll tax liability for FY23-24 at June 30, 2025.			
31100	UNAPPROPIATED FUND BAL.	21,428.10	
22500	ACCRD.VACATION		4,284.25
22510	ACCRD SICK LV		17,143.85
Total		**21,428.10**	**21,428.10**
Adjusting Journal Entries JE # 19			
GASB 101 Entry #4 - To reverse FY23-24 current portion of sick and vacation & sick payroll tax liability in FY24/25 at June 30, 2025.			
22500	ACCRD.VACATION	4,284.25	
22510	ACCRD SICK LV	17,143.85	
51110	SALARIES		9,867.38
56110	SALARIES		11,560.72
Total		**21,428.10**	**21,428.10**
Adjusting Journal Entries JE # 20			
GASB 101 Entry #5 - To record current portion of sick and vacation & sick payroll tax liability for FY24-25 at June 30, 2025.			
22500	ACCRD.VACATION	81,882.74	
22510	ACCRD SICK LV		65,160.64
51110	SALARIES		7,557.43
56110	SALARIES		7,930.54
57110	SWR.ADM.SALARY		1,234.13
Total		**81,882.74**	**81,882.74**

Westborough Water District
Schedule of Audit Adjusting Journal Entries
June 30, 2025

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 21			
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, 2025.			
57350	MAINTENANCE OF PUMPS	21,167.39	
57383	Permits / Fees - Sewer	7,534.00	
57384	Outreach / Website - Sewer	3,182.24	
56841	LEGAL SERVICES		2,675.00
57390	SEWER MISC.		29,208.63
Total		**31,883.63**	**31,883.63**
	Total Adjusting Journal Entries	**1,742,453.35**	**1,742,453.35**
	Total All Journal Entries	**1,742,453.35**	**1,742,453.35**

Legend:

AJE	Audit Adjusting Journal Entry
PPA	Prior Period Audit Adjusting Journal Entry
GASB 68 Entry	GASB 68 Adjusting Journal Entry (Pension)
GASB 75 Entry	GASB 75 Adjusting Journal Entry (OPEB)
GASB 87 Entry	GASB 87 Adjusting Journal Entry (Leases)
GASB 101 Entry	GASB 101 Adjusting Journal Entry (Compensated Absences)