

CITY OF FILLMORE, CALIFORNIA

Local Transportation Development Act Fund
Article 3, Section 99234 Public Utilities Code

Financial Statements

Fiscal Year Ended June 30, 2014

CITY OF FILLMORE, CALIFORNIA

Local Transportation Development Act Fund
Article 3, Section 99234 Public Utilities Code

Fiscal Year Ended June 30, 2014

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Board of Commissioners
Ventura County Transportation Commission
Ventura, California

INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the Transportation Development Act (TDA) Article 3 funds (TDA Fund) of the City of Fillmore, California (City) as of and for the fiscal year ended June 30, 2014, and the related notes to the financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

Emphasis of Matters

As discussed in Note 1, the financial statements present only the TDA Fund of the City and do not purport to, and do not, present fairly the financial position of the City, as of June 30, 2014, the changes in its financial position, or, where applicable, its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

In addition, as described further in Note 4 to the financial statements, during the year ended June 30, 2014, the entity implemented GASB Statement No. 65. Our opinion is not modified with respect to this matter.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the TDA Fund of the City as of June 30, 2014, and the change in financial position of the TDA Fund of the City for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming opinions on financial statements of the TDA Fund of the City. The *Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual* and the *Schedule of Status of Funds by Project*, listed as supplemental data in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements for the TDA Fund of the City. This supplemental data has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated December 10, 2014 on our consideration of the City's internal control over financial reporting for the TDA Fund, and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City's internal control over financial reporting and compliance.

Conrad LLP

Lake Forest, California
December 10, 2014

CITY OF FILLMORE, CALIFORNIA

Local Transportation Development Act Fund
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Balance Sheet

June 30, 2014

Assets

Cash and investments (Note 3)	\$ 42,007
Interest receivable	<u>5</u>
Total assets	<u>\$ 42,012</u>

Liabilities and Fund Balance

Accounts payable	\$ -
Accrued payroll liability	<u>83</u>
Total liabilities	<u>83</u>
Fund balance - restricted	<u>41,929</u>
Total liabilities and fund balance	<u>\$ 42,012</u>

See accompanying notes to financial statements

CITY OF FILLMORE, CALIFORNIA

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Statement of Revenues, Expenditures and Changes in Fund Balance

Fiscal Year Ended June 30, 2014

Revenues:

TDA Article 3 funds	\$ 34,396
Interest income	49
Misellaneous	<u>-</u>

Total revenues	<u>34,445</u>
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Expenditures:

Construction, maintenance and engineering	<u>7,150</u>
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Total expenditures	<u>7,150</u>
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Excess of revenues over expenditures	27,295
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Fund balance at beginning of year	<u>14,634</u>
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Fund balance at end of year	<u>\$ 41,929</u>
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See accompanying notes to financial statements

CITY OF FILLMORE, CALIFORNIA

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Notes to Financial Statements

Fiscal Year Ended June 30, 2014

(1) General Information

The financial statements are intended to reflect the financial position and changes in financial position for the Local Transportation Development Act Fund pursuant to Article 3 (TDA Fund) of the City of Fillmore, California (City) only.

Pursuant to Section 99234 of the California Public Utilities Code, Article 3 monies may be used only for facilities provided for the exclusive use of pedestrians and bicycles, including the construction and related engineering expenses of those facilities, the maintenance of bicycle trails (which are closed to motorized traffic) and bicycle safety education programs. Facilities that provide for the use of bicycles may include projects that serve the needs of commuting bicyclists, including, but not limited to, new trails serving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable. Funding for this program was authorized by the Ventura County Transportation Commission (VCTC).

(2) Summary of Significant Accounting Policies

Fund Accounting

The accounts of the City are organized on the basis of funds and account groups. A fund is defined as an independent fiscal and accounting entity wherein operations of each fund are accounted for in a separate set of self-balancing accounts that record resources, related liabilities, obligations, reserves and equity segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. The City accounts for the activity of the Article 3 funds in its TDA Fund, which is a Special Revenue Fund. Special Revenue Funds are used to account for and report on a particular source of revenue.

Measurement Focus and Basis of Accounting

Special Revenue Funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are available if they are collected within 60 days of the end of the fiscal period. Expenditures generally are recorded when a liability is incurred.

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Notes to Financial Statements

Fiscal Year Ended June 30, 2014

(2) **Summary of Significant Accounting Policies (Continued)**

Revenue Recognition

Recognition of revenues arising from nonexchange transactions, which include revenues from taxes, certain grants and contributions, is based on the primary characteristic from which the revenues are received by the City. For the City, funds received under TDA Article 3 possess the characteristic of a voluntary nonexchange transaction similar to a grant. Revenues under TDA Article 3 are recognized in the period when all eligibility requirements have been met.

A deferred inflow of resources arises when potential revenues do not meet both the measurable and availability criteria for recognition in the current period. Deferred inflows of resources also arise when the City receives resources before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualified expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the City has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

Fund Equity

The components of the fund balances of governmental funds now reflect the component classifications described below.

- *Nonspendable Fund Balance* – this includes amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact.
- *Restricted Fund Balance* – this includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- *Committed Fund Balance* – includes amounts that can be used only for the specific purposes determined by a formal action of the City Council.
- *Assigned Fund Balance* – includes amounts that are intended to be used by the City for specific purposes, but do not meet the criteria to be classified as restricted or committed.

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Notes to Financial Statements

Fiscal Year Ended June 30, 2014

(2) **Summary of Significant Accounting Policies (Continued)**

- *Unassigned Fund Balance* – includes any deficit fund balance resulting from overspending for specific purposes for which amounts had been restricted, committed or assigned.

It is the City's policy that restricted resources will be applied first, followed by (in order of application) committed, assigned, and unassigned resources, in the absence of a formal policy adopted by the City Council.

Use of Estimates

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

(3) **Cash and Investments**

The City has pooled its cash and investments in order to achieve a higher return on investments while facilitating management of cash. The balance in the pool account is available to meet current operating requirements. Cash in excess of current requirements is invested in various interest-bearing accounts and other investments for varying terms. The TDA Fund's cash and investments as of June 30, 2014 was \$42,007.

The TDA Fund's cash is deposited in the City's internal investment pool, which is reported at fair value. Interest income is allocated on the basis of average cash balances. Investment policies and associated risk factors applicable to the TDA Fund are those of the City and are included in the City's basic financial statements.

See the City's basic financial statements for disclosures related to cash and investments including those disclosures relating to interest rate risk, credit rate risk, custodial credit risk and concentration risk.

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Notes to Financial Statements

Fiscal Year Ended June 30, 2014

(4) Adoption of New Pronouncement

The accompanying financial statements reflect the implementation of GASB Statement No. 65. Significant impacts of GASB Statement No. 65 include reclassifying as deferred inflows of resources and deferred outflows of resources certain balances that were previously reported as assets and liabilities.

(5) Restrictions

Funds received pursuant to the California Public Utilities Code §99234 (TDA Article 3) may only be used for facilities provided for exclusive use by bicycle and pedestrian facilities or bicycle safety education programs.

(6) Contingencies

See the City's basic financial statements for disclosures related to contingencies including those relating to various legal actions, administrative proceedings, or claims in the ordinary course of operations.

(7) Budgetary Data

The City adopts an annual budget on a basis consistent with accounting principles generally accepted in the United States of America and utilizes an encumbrance system as a management control technique to assist in controlling expenditures and enforcing revenue provisions. Under this system, the current year expenditures are charged against appropriations. Accordingly, actual revenues and expenditures can be compared with related budget amounts without any significant reconciling items.

Supplemental Data

CITY OF FILLMORE, CALIFORNIA

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Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual

Fiscal Year Ended June 30, 2014

	Budget		Actual	Variance From Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
TDA funds	\$ 4,850	\$ 4,850	\$ 34,396	\$ 29,546
Interest income	25	25	49	24
Miscellaneous	-	-	-	-
Total revenues	<u>4,875</u>	<u>4,875</u>	<u>34,445</u>	<u>29,570</u>
Expenditures:				
Construction, maintenance and engineering	<u>7,629</u>	<u>7,629</u>	<u>7,150</u>	<u>479</u>
Total expenditures	<u>7,629</u>	<u>7,629</u>	<u>7,150</u>	<u>479</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ (2,754)</u>	<u>\$ (2,754)</u>	27,295	<u>\$ 30,049</u>
Fund balance at beginning of year			<u>14,634</u>	
Fund balance at end of year			<u>\$ 41,929</u>	

CITY OF FILLMORE, CALIFORNIA

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Schedule of Status of Funds by Project

Fiscal Year Ended June 30, 2014

Program	Year	Approved Transfer/ Accrued			Allocations and		Unexpended	Program
		<u>Allocations</u>	<u>Local Match</u>	<u>Interest Applied</u>	<u>Local Match</u>	<u>Expenditures</u>	<u>Allocations</u>	<u>Status</u>
Carryover of Prior Closed Projects		\$ 171,375	\$ 113,806	\$ (5,472)	\$ 279,709	\$ 279,709	\$ -	Closed
Rte 23 Bike Trail Connect Design	2009-10	25,000	-	(4,438)	20,562	20,562	-	Closed
Bicycle Path Maintenance	2010-11	3,068	-	8,219	11,287	11,287	-	Closed
Bicycle Path Maintenance	2011-12	9,929	45	(461)	9,513	9,513	-	Closed
Bicycle Path Maintenance	2012-13	4,580	138	806	5,524	5,524	-	Closed
Bicycle Path Maintenance	2013-14	4,396	-	2,761	7,157	7,157	-	Closed
City Hall Handicap Parking Project	2013-14	30,000	-	4,438	34,438	-	34,438	Open
		<u>\$ 248,348</u>	<u>\$ 113,989</u>	<u>\$ 5,853</u>	<u>\$ 368,190</u>	<u>\$ 333,752</u>	<u>\$ 34,438</u>	
Unexpended interest accumulated to date							7,491	
Fund Balance at June 30, 2014							<u>\$ 41,929</u>	

Board of Commissioners
Ventura County Transportation Commission
Ventura, California

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Local Transportation Development Act Fund pursuant to Article 3 (TDA Fund) of the City of Fillmore, California (City), as of and for the fiscal year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise City's TDA Fund financial statements, and have issued our report thereon dated December 10, 2014.

Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of finding and recommendation that we consider to be significant deficiencies (Finding # 1).

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of the TDA Fund of the City are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, including §6666 of Part 21 of the California Code of Regulations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, including §6666 of Part 21 of the California Code of Regulations.

City's Response to Findings

City's response to the findings identified in our audit is described in the accompanying schedule of findings and recommendation. City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

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

A handwritten signature in blue ink that reads "Conrad LLP". The signature is written in a cursive, stylized font.

Lake Forest, California
December 10, 2014

CITY OF FILLMORE, CALIFORNIA

Local Transportation Development Act Fund
Article 3. Section 99234 Public Utilities Code

Finding and Recommendation

Year Ended June 30, 2014

(1) Cash and Investment Fund(s) Not Reconciled on a Monthly Basis

Monthly bank reconciliations were not performed by the City for the year ended June 30, 2014.

Best business practices dictates that reconciling cash and investment funds on a monthly basis should be performed to identify misstatements and/or failures in accounting processes in a timely manner.

During most of the fiscal year, various key financial positions within the City's Finance Department remained vacant including Finance Director and Assistant Finance Director. As a result, financial processes such as monthly cash and investment fund reconciliations were not being performed during the fiscal year. Not performing monthly bank reconciliations could result in misstatement of cash and errors not being detected in a timely manner.

Recommendation

We recommend that the City complete their annual reconciliation of cash and investment funds and implement a monthly reconciliation process.

Management Response

Management is aware that performing monthly bank reconciliations on a timely basis is critical and important for ensuring accurate financial reporting and good internal controls. Throughout the fiscal year, the bank reconciliations were prepared and completed, but were not completed for the entire fiscal year. As referenced, key financial positions within the City's Finance Department that included the Finance Director and Assistant Finance Director remained vacant throughout the fiscal year, and consequently, staff was not available to complete the entire fiscal year of reconciliations. This was outside of my control and a problem that existed prior to when I was hired as the Finance Director. However, once staff was hired, including the hiring of temporary staff to assist in the process, major efforts were made to complete all of the bank reconciliations for the fiscal year, and this was achieved prior to the issuance of this report.

Further, additional processes and procedures have been put in place to timely conduct the monthly bank reconciliations on an ongoing basis as follows:

- Bank reconciliation reports have been created to facilitate and simplify the process, such as the Daily Deposit and the General Ledger Cash Transaction reports.
- Assigned staff to conduct a once a week review of the bank wire, in and out, transactions and correspondingly research and record these postings to the City General Ledger.

CITY OF FILLMORE, CALIFORNIA

Local Transportation Development Act Fund
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Finding and Recommendation (Continued)

Year Ended June 30, 2014

- Start the monthly bank reconciliation process on the first business day of the month with the goal to complete by the 7th business day.