

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund
Public Transportation Modernization, Improvement, and
Service Enhancement Account (PTMISEA)

Financial Statements

Fiscal Years Ended June 30, 2018 and 2017

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)

Fiscal Years Ended June 30, 2018 and 2017

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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 Proposition 1B Fund – Public Transportation Modernization, Improvement, and Service Enhancement Account (“PTMISEA”) of the City of Thousand Oaks, California (“City”), as of and for the fiscal years ended June 30, 2018 and 2017, 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 Proposition 1B Fund of the City and do not purport to, and do not present fairly, the financial position of the City as of June 30, 2018 and 2017, 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Proposition 1B Fund of the City, as of June 30, 2018 and 2017, and the change in financial position of the Proposition 1B Fund of the City for the fiscal year then ended in accordance 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 Proposition 1B Fund of the City. The *Schedules of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual*, listed as supplemental data in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements for the Proposition 1B 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 5, 2018 on our consideration of the City's internal control over financial reporting for the Proposition 1B 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 the City's internal control over financial reporting and compliance.

The image shows a handwritten signature in blue ink that reads "Conrad LLP". The signature is written in a cursive, slightly slanted style.

Lake Forest, California
December 5, 2018

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund
Public Transportation Modernization, Improvement,
and Service Enhancement Account (PTMISEA)

Comparative Balance Sheets

June 30, 2018 and 2017

<u>Assets</u>	<u>2018</u>	<u>2017</u>
Cash and investments (Note 3)	<u>\$ 390,236</u>	<u>\$ 423,841</u>
Total assets	<u>\$ 390,236</u>	<u>\$ 423,841</u>
 <u>Liabilities and fund balance</u>		
Unearned revenue (Note 4)	<u>\$ 390,236</u>	<u>\$ 423,841</u>
Total liabilities	<u>390,236</u>	<u>423,841</u>
Fund balance - restricted	<u>-</u>	<u>-</u>
Total fund balance	<u>-</u>	<u>-</u>
Total liabilities and fund balance	<u>\$ 390,236</u>	<u>\$ 423,841</u>

See accompanying notes to financial statements

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund
Public Transportation Modernization, Improvement,
and Service Enhancement Account (PTMISEA)

Comparative Statement of Revenues, Expenditures
and Changes in Fund Balance

Fiscal Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Revenues:		
Proposition 1B	\$ 40,083	\$ 71,283
Interest*	<u>-</u>	<u>-</u>
Total revenues	<u>40,083</u>	<u>71,283</u>
Expenditures:		
Construction, maintenance, and engineering	<u>40,083</u>	<u>71,283</u>
Total expenditures	<u>40,083</u>	<u>71,283</u>
Change in fund balance	-	-
Fund balance at beginning of year	<u>-</u>	<u>-</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

* Interest income is included in unearned revenue.

See accompanying notes to financial statements

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)

Notes to Financial Statements

Fiscal Years Ended June 30, 2018 and 2017

(1) **General Information**

The financial statements are intended to reflect the financial position and changes in financial position for the Proposition 1B Fund – Public Transportation Modernization, Improvement, and Service Enhancement Account (“PTMISEA”) of the City of Thousand Oaks, California (“City”) only.

In November 2006, California voters approved Proposition 1B, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act, which authorized the State of California to sell \$20 billion in general obligation bonds, of which \$4 billion would be allocated to PTMISEA. Monies from PTMISEA are for transportation infrastructure, including grants for transit system safety, security, and disaster response projects.

On February 4, 2011, the Ventura County Transportation Commission (“VCTC”) programmed \$2,111,601 in PTMISEA grant funds it received from the State Controller’s Office to the City as follows: \$1,250,000 for expansion of the Thousand Oaks Transit Center; \$150,000 for expansion of bus parking; \$571,601 for purchase of transit buses; \$65,000 for a portable bus lift and wheel balancer; and \$75,000 for fuel storage expansion (“Projects”).

On October 5, 2012, VCTC programed an additional \$800,000 to the Thousand Oaks Replacement Dial-A-Ride Vehicles Project which was received in April 2014. Also, in April 2014 VCTC awarded \$190,000 for replacement transit buses. These funds were received in August 2014. In addition, the City received Proposition 1B grants from the California Governor’s Office of Emergency Services (“Cal OES”) during fiscal years 2016-17 and 2015-16 in the amounts of \$0 and \$70,000, respectively, with no other additional subsequent receipts. The purpose of these grants is to fund security equipment and improvements for the Thousand Oaks Transit Center and transit vehicles.

(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. For the purpose of these financial statements, the activity of the PTMISEA funds within the Proposition 1B Fund are accounted for as a Special Revenue Fund. Special Revenue Funds are used to account for and report on a particular source of revenue.

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)

Notes to Financial Statements

Fiscal Years Ended June 30, 2018 and 2017

(2) Summary of Significant Accounting Policies (Continued)

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 are generally recorded when a liability is incurred.

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 Proposition 1B possess the characteristic of a voluntary nonexchange transaction similar to a grant. Revenues under Proposition 1B 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 inflow of resources is removed from the balance sheet, and revenue is recognized.

Fund Equity

The components of the fund balances of governmental funds 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.

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)

Notes to Financial Statements

Fiscal Years Ended June 30, 2018 and 2017

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

- *Committed Fund Balance* – this includes amounts that can be used only for the specific purposes determined by a formal action of the City Council.
- *Assigned Fund Balance* – this 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.
- *Unassigned Fund Balance* – this 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.

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 Proposition 1B Fund's cash and investments as of June 30, 2018 and 2017 were \$390,236 and \$423,841, respectively.

The Proposition 1B 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 Proposition 1B 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.

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund
Public Transportation Modernization, Improvement, and
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Notes to Financial Statements

Fiscal Years Ended June 30, 2018 and 2017

(4) Unearned Revenue

Proposition 1B funds (PTMISEA grants) allocated to the City by VCTC for specific transportation infrastructure projects are considered earned when they are properly spent for the specific projects authorized. Allocations and any interest received but not used are recorded as unearned revenue. The balance of unearned revenue as of June 30, 2018 consists of the following:

	PTMISEA	Cal OES	Totals
Unearned revenue at July 1, 2017	\$ 208,415	\$ 215,426	\$ 423,841
Grants receipts – PTMISEA	-	-	-
Grants receipts – Cal OES	-	-	-
Interest income – PTMISEA	3,189	-	3,189
Interest income – Cal OES	-	3,289	3,289
Revenue recognized	(7)	(40,076)	(40,083)
Unearned revenue as of June 30, 2018	<u>\$ 211,597</u>	<u>\$ 178,639</u>	<u>\$ 390,236</u>

(5) Restrictions

Funds received pursuant to Proposition 1B – PTMISEA from VCTC may only be used for the expansion of the Thousand Oaks Transit Center; for the expansion of bus parking; for the purchase of transit buses; for a portable bus lift and maintenance shelter; for the fuel storage expansion project; and for the Thousand Oaks Replacement Dial-A-Ride Vehicles Project. In addition, funds received from Cal OES may only be used for security enhancements and improvements.

(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.

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund
Public Transportation Modernization, Improvement, and
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Notes to Financial Statements

Fiscal Years Ended June 30, 2018 and 2017

(7) **Budgetary Data**

The City Manager presents an operating and capital budget to the City Council for review and adoption. The biennial budget is 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 THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund
Public Transportation Modernization, Improvement,
and Service Enhancement Account (PTMISEA)

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

Fiscal Year Ended June 30, 2018

	Budget		Actual	Variance From Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Proposition 1B	\$ -	\$ -	\$ 40,083	\$ 40,083
Interest*	-	-	-	-
Total revenues	<u>-</u>	<u>-</u>	<u>40,083</u>	<u>40,083</u>
Expenditures:				
Construction, maintenance, and engineering	-	454,014	40,083	413,931
Total expenditures	<u>-</u>	<u>454,014</u>	<u>40,083</u>	<u>413,931</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ (454,014)</u>	-	<u>\$ 454,014</u>
Fund balance at beginning of year			<u>-</u>	
Fund balance at end of year			<u>\$ -</u>	

* Interest income is included in unearned revenue.

CITY OF THOUSAND OAKS, CALIFORNIA

Proposition 1B Fund
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Schedule of Revenues, Expenditures
and Changes in Fund Balance - Budget and Actual

Fiscal Year Ended June 30, 2017

	Budget		Actual	Variance From Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Proposition 1B	\$ -	\$ -	\$ 71,283	\$ 71,283
Interest*	-	-	-	-
Total revenues	-	-	<u>71,283</u>	<u>71,283</u>
Expenditures:				
Construction, maintenance, and engineering	-	142,352	71,283	71,069
Total expenditures	-	<u>142,352</u>	<u>71,283</u>	<u>71,069</u>
Net change in fund balance	<u>\$ -</u>	<u>\$ (142,352)</u>	-	<u>\$ 142,352</u>
Fund balance at beginning of year			-	
Fund balance at end of year			<u>\$ -</u>	

* Interest income is included in unearned revenue.



Board of Commissioners
Ventura County Transportation Commission
Ventura, California

INDEPENDENT AUDITOR'S 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 Proposition 1B Fund – Public Transportation Modernization, Improvement, and Service Enhancement Account (“PTMISEA”) of the City of Thousand Oaks, California (“City”), as of and for the fiscal years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the City’s Proposition 1B Fund financial statements, and have issued our report thereon dated December 5, 2018.

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 the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of the Proposition 1B 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, 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*.

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.



Lake Forest, California
December 5, 2018