

**CITY OF THOUSAND OAKS, CALIFORNIA**

State Transit Assistance Fund

Financial Statements

Fiscal Year Ended June 30, 2019

# CITY OF THOUSAND OAKS, CALIFORNIA

State Transit Assistance Fund

Fiscal Year Ended June 30, 2019

## **TABLE OF CONTENTS**

	<u>Page</u>
Independent Auditor's Report	1
Financial Statements:	
Balance Sheet	4
Statement of Revenues, Expenditures and Changes in Fund Balance	5
Notes to Financial Statements:	
General Information	6
Summary of Significant Accounting Policies	6
Cash and Investments	8
Unearned Revenue	9
Restrictions	9
Contingencies	9
Budgetary Data	9
Supplemental Data:	
Schedule of Revenues, Expenditures and Changes in Fund Balance – 2019 Budget and Actual	11
Schedule of Status of Funds by Project	12
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 <i>Government Auditing Standards</i>	13



Board of Commissioners  
Ventura County Transportation Commission  
Ventura, California

## INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the State Transit Assistance Fund ("STA Fund") of the City of Thousand Oaks, California (the "City"), as of and for the fiscal year ended June 30, 2019, 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 STA Fund of the City and do not purport to, and do not present fairly, the financial position of the City as of June 30, 2019, 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 STA Fund of the City, as of June 30, 2019, and the change in financial position of the STA 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 STA Fund of the City. The *Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual, and 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 STA 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 November 8, 2019 on our consideration of the City's internal control over financial reporting for the STA 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.

*Conrad LLP*

Lake Forest, California  
November 8, 2019

**CITY OF THOUSAND OAKS, CALIFORNIA**

State Transit Assistance Fund

Balance Sheet

June 30, 2019

	<u>2019</u>
<u>Assets</u>	
Cash and investments (Note 3)	\$ <u>35,298</u>
Total assets	<u>\$ 35,298</u>
<u>Liabilities and fund balance</u>	
Unearned revenue (Note 4)	\$ <u>35,298</u>
Total liabilities	<u>35,298</u>
Fund balance - restricted	<u>-</u>
Total liabilities and fund balance	<u>\$ 35,298</u>

See accompanying notes to financial statements

**CITY OF THOUSAND OAKS, CALIFORNIA**

State Transit Assistance Fund

Statement of Revenues, Expenditures  
and Changes in Fund Balance

Fiscal Year Ended June 30, 2019

	<u>2019</u>
Revenues:	
State Transit Assistance allocation	\$ 406
Interest income*	<u>-</u>
Total revenues	<u>406</u>
Expenditures:	
Construction, maintenance, and engineering	<u>406</u>
Total expenditures	<u>406</u>
Excess (deficiency) of revenues over (under) expenditures	<u>-</u>
Fund balance at beginning of year	<u>-</u>
Fund balance at end of year	<u><u>\$ -</u></u>

\* Interest income is included in unearned revenue.

See accompanying notes to financial statements

# CITY OF THOUSAND OAKS, CALIFORNIA

State Transit Assistance Fund

Notes to Financial Statements

Fiscal Year Ended June 30, 2019

## (1) **General Information**

The financial statements are intended to reflect the financial position and changes in financial position for the State Transit Assistance Fund ("STA Fund") of the City of Thousand Oaks, California (the "City") only.

Pursuant to Public Utilities Code Section 99314 funds are provided for transit capital projects or services to maintain or repair a transit operator's existing vehicle fleet or transit facilities, including rehabilitation or modernization of existing vehicles or fleets; the design, acquisition, and construction of new vehicles or facilities that improve existing transit services; and transit services that complement local efforts for repair and improvement of local transportation infrastructure.

## (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 STA Fund as 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 180 days of the end of the fiscal period. Expenditures generally are 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 Public Utilities Code Section 99314 of the possess the characteristic of a voluntary nonexchange transaction similar



# CITY OF THOUSAND OAKS, CALIFORNIA

State Transit Assistance Fund

Notes to Financial Statements

Fiscal Year Ended June 30, 2019

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

to a grant. Revenues under Section 99314 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 moneys 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 Balance

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

- *Nonspendable Fund Balance* – Amounts that are (a) not in spendable form, or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, such as, inventories and prepaid amounts.
- *Restricted Fund Balance* – Amounts that are restricted for specific purposes by external resource providers, constitutionally, through enabling legislation, or restrictions may effectively be changed or lifted only with the consent of resource providers.
- *Committed Fund Balance* – Amounts that can only be used for the specific purposes determined by a formal adopted resolution of the City Council. Commitments may be changed or lifted only by a formal adopted resolution of the City.
- *Assigned Fund Balance* – Amounts intended to be used by the City for specific purposes that are neither restricted nor committed. Intent is expressed by the City Council to which the assigned amounts are to be used for specific purposes; such as, continued capital projects, capital improvement plan, and budget. The City Council did not delegate another body to assign fund balances. Assigned amounts also include all residual amounts in governmental funds (except negative amounts) other than the General Fund that are not classified as nonspendable, restricted, or committed.

# CITY OF THOUSAND OAKS, CALIFORNIA

State Transit Assistance Fund

Notes to Financial Statements

Fiscal Year Ended June 30, 2019

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

- *Unassigned Fund Balance* – Residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts also include any residual negative amounts in governmental funds.

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 STA Fund's cash and investments as of June 30, 2019 was \$35,298.

The STA 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 STA 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**

State Transit Assistance Fund

Notes to Financial Statements

Fiscal Year Ended June 30, 2019

**(4) Unearned Revenue**

State Transit Assistance funds allocated to the City by the Ventura County Transportation Commission (“VCTC”) for specific transportation infrastructure projects are considered earned when they are properly spent for the specific projects authorized. Allocations received but not used are recorded as unearned revenue. The balance of unearned revenue as of June 30, 2019 consists of the following:

Unearned revenue at July 1, 2018	\$ -
Grant receipts - STA	35,135
Interest income – transferred from VCTC	115
Interest income – FY 2019	454
Revenue recognized	<u>(406)</u>
Unearned revenue as of June 30, 2019	<u>\$ 35,298</u>

**(5) Restrictions**

Funds received pursuant to the California Public Utilities Code Section 99314 may only be used for public transportation and transit.

**(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 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**

State Transit Assistance Fund

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

Fiscal Year Ended June 30, 2019

	Budget		Actual	Variance From Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
State Transit Assistance allocation	\$ 35,250	\$ 35,250	\$ 406	\$ (34,844)
Interest income	-	-	-	-
Total revenues	<u>35,250</u>	<u>35,250</u>	<u>406</u>	<u>(34,844)</u>
Expenditures:				
Construction, maintenance, and engineering	<u>35,250</u>	<u>35,250</u>	<u>406</u>	<u>34,844</u>
Total expenditures	<u>35,250</u>	<u>35,250</u>	<u>406</u>	<u>34,844</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	-	<u>\$ -</u>
Fund balance at beginning of year			-	
Fund balance at end of year			<u>\$ -</u>	

**CITY OF THOUSAND OAKS, CALIFORNIA**

State Transit Assistance Fund

Schedule of Status of Funds by Project

Fiscal Year Ended June 30, 2019

<u>Project Name</u>	<u>Program Year</u>	<u>Allocation Received</u>	<u>Note</u>	<u>Approved Transfer</u>	<u>Current Interest Received</u>	<u>Prior Interest Received</u>	<u>Current Expenditures</u>	<u>Prior Expenditures</u>	<u>Unearned Revenue</u>	<u>Program Status</u>
Municipal Service Center (MSC) Fuel Station Upgrade CI 5372	2018-19	\$ 35,250	(1)	\$ -	\$ 454	\$ -	\$ 406	\$ -	\$ 35,298	Open
Totals		<u>\$ 35,250</u>		<u>\$ -</u>	<u>\$ 454</u>	<u>\$ -</u>	<u>\$ 406</u>	<u>\$ -</u>	<u>\$ 35,298</u>	

**Note:**

(1) : Allocation received consists of \$35,135 grant receipts and \$115 interest income transferred from VCTC.



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 State Transit Assistance Fund ("STA Fund") of the City of Thousand Oaks, California (the "City"), as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's STA Fund financial statements, and have issued our report thereon dated November 8, 2019.

**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 STA 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.

### **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.

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

Lake Forest, California  
November 8, 2019