



Financial Report
June 30, 2019

City of Santa Clarita, California
Air Quality Improvement
Special Revenue Fund

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

Financial Report

For the Year Ended June 30, 2019

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Independent Auditor's Report

To the Honorable Mayor and Members of the City Council
of the City of Santa Clarita
Santa Clarita, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Air Quality Improvement Special Revenue Fund (Fund) of the City of Santa Clarita, California (City) as of and for the 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 an opinion 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Fund of the City as of June 30, 2019, and the changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the financial statements present only the Fund, and do not purport to, and do not, present fairly the financial position of the City, as of June 30, 2019, or the changes in financial position 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.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the schedule of revenues, expenditures, and changes in fund balance – budget and actual and related note on pages 8 and 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2019 on our consideration of the Fund's internal control over financial reporting and on our tests of the City's compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the Fund's 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 Fund's internal control over financial reporting and compliance, as it relates to the Fund of the City.



Rancho Cucamonga, California
December 20, 2019

BASIC FINANCIAL STATEMENTS

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**BALANCE SHEET
JUNE 30, 2019**

Assets

Pooled cash and investments	\$ 740,806
Interest receivable	2,944
Due from South Coast Air Quality Management District	72,831
Total assets	<u>\$ 816,581</u>

Liabilities and fund balance

Liabilities	
Accounts payable and accrued liabilities	<u>\$ 169,784</u>
Fund Balance	
Restricted	646,797
Total liabilities and fund balance	<u>\$ 816,581</u>

See accompanying notes to financial statements.

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2019**

Revenues	
Assembly Bill 2766 revenues	\$ 280,929
Investment income	31,176
Total revenues	<u>312,105</u>
Expenditures	
Administrative	5,164
Air quality improvement program	465,751
Total expenditures	<u>470,915</u>
Net change in fund balance	<u>(158,810)</u>
Fund balance, beginning of year	805,607
Fund balance, end of year	<u><u>\$ 646,797</u></u>

See accompanying notes to financial statements.

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation: The Air Quality Improvement Special Revenue Fund’s (“Fund”) financial statements are prepared in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). The financial statements reflect the financial position and changes in financial position of the Air Quality Improvement Special Revenue Fund (Fund) of the City of Santa Clarita, California (“City”) only. The Governmental Accounting Standards Board (GASB) is the acknowledged standard-setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States. The financial statements were prepared from only the accounts of the Fund. Accordingly, the financial statements do not purport to, and do not, present fairly the financial position of the City and changes in financial position thereof for the year then ended in conformity with generally accepted accounting principles in the United States of America.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity with a self-balancing set of accounts. Monies received under Assembly Bill 2766 (AB 2766) are recorded in the Fund. AB 2766 authorizes the South Coast Air Quality Management District (SCAQMD) to impose an annual vehicle registration fee and to distribute a portion of the collected revenues to all local jurisdictions within the South Coast Air Basin. These revenues are to be used solely to reduce air pollution from motor vehicles by implementing new programs and studies necessary for the implementation of the California Clean Air Act.

Fund financial statements: Governmental fund financial statements include a balance sheet and a statement of revenues, expenditures and changes in fund balance.

The Fund is accounted for on a spending or “current financial resources” measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The primary revenue sources are revenues associated with AB 2766 and interest revenue, which are measurable and considered to be available if they are collected within 90 days of the end of the current fiscal period.

The Fund recognizes assets of non-exchange transactions in the period when the underlying transaction occurs when all eligibility requirements are met. Non-exchange transactions occur when one government provides (or receives) value to (from) another party without receiving (or giving) equal or nearly equal value in return. The AB 2766 revenue is an example of a non-exchange transaction.

Expenditures are recorded in the accounting period in which the related fund liability is incurred.

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Pooled cash and investments: The Fund’s cash balance was pooled with various other City funds for deposit and investment purposes. The City’s treasury is responsible for the cash management of the Fund’s cash balance, which pools available cash for investment purposes. The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturity of three months or less from the date of acquisition. Each City fund owns a share of pooled cash and investments, which are separately maintained, and interest income was apportioned based on its average month-end cash balances to the total of the pooled cash and investments.

Fund balance and spending policy: In the Fund’s financial statements, fund balance is classified as follows:

Restricted: Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors, such as through debt covenants, grantors, contributors, laws or regulations of other governments, as well as restrictions imposed by law through constitutional provisions or enabling legislation. Expenditures as they are incurred are applied against these restricted net 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. These estimates and assumptions affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities. In addition, estimates affect the reported amount of expenses. Actual results could differ from these estimates and assumptions.

NOTE 2 – POOLED CASH AND INVESTMENTS

The Fund’s pooled cash and investments at June 30, 2019 is \$740,806.

The deposit and investment disclosures required by GASB Statement No. 40, Deposit and Investment Risk Disclosures, are reported in the annual report of the City. The City’s pooled cash and investments are unrated, and average maturity is 30 days or less.

The Fund recognizes its position in the City investment pool at fair value based on information provided by the City. Deposits and withdrawals to the pool are made on the basis of \$1 and not fair value. Accordingly, the inputs used to measure fair value are uncategorized and not defined as Level 1, Level 2, or Level 3. Additional information regarding interest rate risk, concentration of credit risk, custodial credit risk and fair value measurements of the City’s pooled cash and investments is presented in the City’s Comprehensive Annual Financial Report.

NOTE 3 – DUE FROM SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

The South Coast Air Quality Management District (SCAQMD) collects revenues from annual vehicle registration fees and allocates a percentage of the revenues collected to the City. As of June 30, 2019, the Fund’s due from SCAQMD balance totaled \$72,831.

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 4 – CONTINGENCIES

The Fund receives monies from the SCAQMD that are subject to review and audit by the SCAQMD. Although such audits could result in disallowed expenditures under terms of the program's guidelines, it is believed that any repayments resulting from disallowances will not be material. Any identified amounts as a result of these audits would be required to be remitted back to the SCAQMD or having future remittances from the SCAQMD deducted accordingly.

REQUIRED SUPPLEMENTARY INFORMATION

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCE – BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2019**

	Original	Final	Actual Amounts	Variance with Final Budget Positive (Negative)
Revenues				
Assembly Bill 2766 revenues	\$ 280,500	\$ 280,500	\$ 280,929	\$ 429
Investment income (loss)	5,100	5,100	31,176	26,076
Total revenues	<u>285,600</u>	<u>285,600</u>	<u>312,105</u>	<u>26,505</u>
Expenditures:				
Administrative	11,820	11,820	5,164	6,656
Air quality improvement program	327,803	911,552	465,751	445,801
Total Expenditures	<u>339,623</u>	<u>923,372</u>	<u>470,915</u>	<u>452,457</u>
Net Change in Fund Balance	<u>\$ (54,023)</u>	<u>\$ (637,772)</u>	<u>(158,810)</u>	<u>\$ (425,952)</u>
Fund Balance at Beginning of Year			<u>805,607</u>	
Fund Balance at End of Year			<u>\$ 646,797</u>	

See accompanying note to required supplementary information.

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2019**

Budgetary Information

Annual budgets are legally adopted on a basis consistent with generally accepted accounting principles in the United States of America for all governmental funds, except that encumbrances are shown in the year incurred for budgetary purposes.

On or before the last day in January of each year, all operational units submit requests for appropriations to the City Manager for budget preparation purposes. The proposed budget is presented to the City Council for review. The City Council holds public hearings, and a final budget must be adopted no later than June 30.

The appropriated budget is prepared by fund, function, and department at the category level. The City reports the following categories: personnel, operating and capital outlay. Additionally, the City separately prepares a capital improvement projects budget. The budgetary control for the Capital Improvement Program is at the program level.

The City's Department Heads, with approval of the City Manager, may make transfers of appropriations within certain line-items within a program, but may not exceed the total appropriated amounts for each category. City Manager may approve transfers that do not change the total appropriated amount within the fund. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the category level. The schedule does not present the legal level of budgetary control, which is at the category level. Refer to the City's CAFR for further information.

Under encumbrance accounting, purchase orders, contracts, and other commitments for expenditures are recorded to reserve that portion of the applicable appropriation. Encumbrance accounting is employed as an extension of formal budgetary accounting. Since encumbrances do not yet constitute expenditures or liabilities, encumbrances outstanding at year-end are classified as restricted fund balance. Unexpended appropriations lapse at year-end.



Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters, Including Applicable Provisions of Assembly Bill 2766 (AB 2766) Chapter 1705 (Health and Safety Code Sections 44220 Through 44247) Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Honorable Mayor and Members of the City Council
of the City of Santa Clarita
Santa Clarita, California

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 financial statements of the Air Quality Improvement Special Revenue Fund (“Fund”) of the City of Santa Clarita, California (“City”) as of and for the year ended June 30, 2019, and the related notes to the financial statements, and have issued our report thereon dated December 20, 2019. Our report included an emphasis of matter indicating that the financial statements present only the Fund and do not present the financial position or changes in financial position of the City. Our report also included an explanatory paragraph stating that the financial statements do not include Management’s Discussion and Analysis.

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 of the Fund (internal control) to determine the 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 Fund’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Fund’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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control of the Fund, described in the accompanying schedule of findings and responses as item 2019-001 that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Fund's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, including applicable provisions of AB 2766, Chapter 1705 (Health and Safety Code Sections 44220 through 44247), 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*.

City's Response to Findings

The City's response to the findings identified in our audit are described in the accompanying schedule of findings and responses. The 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 cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California
December 20, 2019

**CITY OF SANTA CLARITA, CALIFORNIA
AIR QUALITY IMPROVEMENT SPECIAL REVENUE FUND**

**SCHEDULE OF FINDING AND RESPONSE
JUNE 30, 2019**

Finding Number 2019-001

FINANCIAL REPORTING AND CLOSING

Criteria:

Management is responsible for the preparation of the Fund's basic financial statements and all accompanying information as well as all representations contained therein and the fair presentation in conformity with U.S. generally accepted accounting principles. This requires management to perform a year-end closing process to accumulate, reconcile, and summarize information for inclusion in the Fund financial statements.

Condition:

During the audit, we identified an adjustment to the Fund, which was corrected by management for the following:

- \$13 thousand accrual for services performed during year ended June 30, 2019 but paid for subsequent to year-end.

Context:

The condition was noted during our audit of the Fund for the year ended June 30, 2019.

Effect:

Journal entries were posted, and adjustments made to the financial statements, in order to fairly present the Fund financial statements.

Cause:

While the City has detailed closing procedures, the adjustment was identified and proposed during the audit. Management has posted the adjustments and they are reflected in the financial statements.

Recommendation:

We recommend that the City review its closing policies and procedures to ensure amounts are properly reconciled for year-end closing, including evaluating the thresholds used for accruals on standalone funds.

Views of Responsible Officials and Planned Corrective Actions:

The City concurs. Updates to the City's year-end closing checklist have been made. The Senior Financial Analyst responsible for oversight of the accrual and audit process will perform a review of all expenditures that occurred 90 days following the end of the fiscal year to ensure invoice payments, regardless of the amount, are accrued for the Air Quality Improvement Fund, and other standalone funds, as applicable.