# TOWN OF PORTOLA VALLEY

Audit Report

## SPECIAL GAS TAX STREET IMPROVEMENT FUND

*July 1, 2007, through June 30, 2013*

## TRAFFIC CONGESTION RELIEF FUND ALLOCATIONS

*July 1, 2007, through June 30, 2013*

## PROPOSITION 1B FUND ALLOCATIONS

*July 1, 2007, through June 30, 2013*


BETTY T. YEE

California State Controller



January 2016

# BETTY T. YEE
## California State Controller

January 19, 2016

The Honorable Jeff Aalfs
Mayor of the Town of Portola Valley
765 Portola Road
Portola Valley, CA 94028

Dear Mayor Aalfs:

The State Controller's Office audited the Town of Portola Valley's Special Gas Tax Street Improvement Fund for the period of July 1, 2007, through June 30, 2013. We also audited the Traffic Congestion Relief Fund allocations recorded in the Special Gas Tax Street Improvement Fund for the period of July 1, 2007, through June 30, 2013; and the Proposition 1B Fund allocations recorded in the Special Gas Tax Street Improvement Fund for the period of July 1, 2007, through June 30, 2013.

Our audit found that the town accounted for and expended its Special Gas Tax Street Improvement Fund in compliance with requirements, and that no adjustment to the fund is required.

If you have any questions, please contact Mike Spalj, Chief, Local Government Audits Bureau, by telephone at (916) 324-6984.

Sincerely,

*Original signed by*

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

JVB/rg

cc: Susan Cope, Administrative Services Manager
Town of Portola Valley

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# Audit Report

## Summary

The State Controller's Office (SCO) audited the Town of Portola Valley's:

- Special Gas Tax Street Improvement Fund for the period of July 1, 2007, through June 30, 2013;
- Traffic Congestion Relief Fund (TCRF) allocations recorded in the Special Gas Tax Street Improvement Fund for the period of July 1, 2007, through June 30, 2013; and
- Proposition 1B Fund allocations recorded in the Special Gas Tax Street Improvement Fund for the period of July 1, 2007, through June 30, 2013.

Our audit found that the town accounted for and expended its Special Gas Tax Street Improvement Fund in compliance with requirements, and that no adjustment to the fund is required.

## Background

The State apportions funds monthly from the Highway Users Tax Account in the Transportation Tax Fund to cities and counties for the construction, maintenance, and operation of local streets and roads. The highway users taxes derive from State taxes on the sale of motor vehicle fuels. In accordance with Article XIX of the California Constitution and Streets and Highways Code section 2101, a city must deposit all apportionments of highway users taxes in its Special Gas Tax Street Improvement Fund. A city must expend gas tax funds only for street-related purposes. We conducted our audit of the town's Special Gas Tax Street Improvement Fund under the authority of Government Code section 12410.

Chapter 91, Statutes of 2000, (Assembly Bill 2928) as amended by Chapter 636, Statutes of 2000, (Senate Bill 1662) and Government Code section 14556.5, created a Traffic Congestion Relief Fund in the State Treasury for allocating funds quarterly to cities and counties for street or road maintenance, reconstruction, and storm damage repair. Cities must deposit funds received into the city account designated for the receipt of State funds allocated for transportation purposes. The town recorded its TCRF allocations in the Special Gas Tax Street Improvement Fund. We conducted our audit of the town's TCRF allocations under the authority of Revenue and Taxation Code section 7104.

Senate Bill 1266, Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, was introduced as Proposition 1B and approved by the voters on November 7, 2006, for a variety of transportation priorities, including the maintenance and improvement of local transportation facilities. Proposition 1B funds transferred to cities and counties shall be deposited into an account that is designated for the receipt of State funds allocated for streets and roads. The town recorded its Proposition 1B Fund allocations in the Special Gas Tax Street Improvement Fund. A city also is required to expend its allocations within

four years following the end of the fiscal year in which the allocation was made and to expend the funds in compliance with Government Code section 8879.23. We conducted our audit of the town's Proposition 1B Fund allocations under the authority of Government Code section 12410.

## Objective, Scope, and Methodology

Our audit objective was to determine whether the town accounted for and expended its Special Gas Tax Street Improvement Fund in compliance with Article XIX of the California Constitution, the Streets and Highways Code, Revenue and Taxation Code section 7104, and Government Code section 8879.23.

To meet the audit objective, we performed the following procedures:

***Special Gas Tax Street Improvement Fund***

- Reconciled the fund revenue recorded in the town ledger to the balance reported in the SCO's apportionment schedule to determine whether Highway Users Tax Account (HUTA) funds received by the town were completely accounted for.
- Judgmentally selected a sample of expenditure transactions and verified proper documentation and eligibility to determine whether HUTA funds were expended in accordance with the criteria above.
- Analyzed and tested sample transactions to determine whether recoveries of prior HUTA fund expenditures were identified and credited to the Special Gas Tax Street Improvement Fund.
- Reviewed the fund cash and liabilities accounts for unauthorized borrowing to determine whether unexpended HUTA funds were available for future street-related expenditures.
- Interviewed town employees and reviewed policies and procedures to gain an understanding of the town's internal controls and accounting systems related to this audit.

***Traffic Congestion Relief Fund (TCRF) Allocations***

- Reconciled the TCRF revenue recorded in the town ledger to confirm that the TCRF allocations received by the town agreed with the SCO's apportionment schedule.
- Judgmentally selected a sample of expenditure transactions and verified proper documentation and eligibility to determine the town's compliance with the criteria above.
- Reconciled the Town's "Schedule of Expenditures as Reported in the Streets and Roads Annual Report" with the SCO's "Average Annual Expenditures Computation of Discretionary Funds" to determine compliance with the maintenance-of-effort (MOE) requirement.

***Proposition 1B Fund Allocations***

- Reconciled the Proposition 1B revenue recorded in the town ledger to confirm that the Proposition 1B Fund allocations received by the town agreed with the SCO's apportionment schedule.
- Judgmentally selected a sample of expenditure transactions and verified proper documentation and eligibility to determine the town's compliance with the criteria above.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We did not audit the town's financial statements. We limited our audit scope to planning and performing the audit procedures necessary to obtain reasonable assurance that the town accounted for and expended its Special Gas Tax Street Improvement Fund in accordance with the requirements of the Streets and Highways Code, Revenue and Taxation Code section 7104, and Government Code section 8879.23. Accordingly, we examined transactions, on a test basis, to determine whether the town expended funds for street-related purposes. We considered the town's internal controls only to the extent necessary to plan the audit.

## Conclusion

Our audit found that the Town of Portola Valley accounted for and expended its:

- Special Gas Tax Street Improvement Fund in compliance with Article XIX of the California Constitution and the Streets and Highways Code for the period of July 1, 2007, through June 30, 2013.
- TCRF allocations recorded in the Special Gas Tax Street Improvement Fund in compliance with Article XIX of the California Constitution, the Streets and Highways Code, and Revenue and Taxation Code section 7104 for the period of July 1, 2007, through June 30, 2013.
- Proposition 1B Fund allocations recorded in the Special Gas Tax Street Improvement Fund in compliance with Government Code section 8879.23 for the period of July 1, 2007, through June 30, 2013.

## Follow-Up on Prior Audit Findings

Our prior audit report, issued on March 17, 2004, disclosed no findings.

## Views of Responsible Officials

We discussed the audit results with town representatives during an exit conference on January 15, 2015. Stacie Nerdahl, Administrative Services Manager, agreed with the audit results. Ms. Nerdahl further agreed that a draft audit report was not necessary and that the audit report could be issued as final.

## Restricted Use

This report is intended for the information and use of the Town of Portola Valley and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not intended to limit distribution of this report, which is a matter of public record.

*Original signed by*

JEFFREY V. BROWNFIELD, CPA
Chief, Division of Audits

January 19, 2016

# Schedule 1—
# Reconciliation of Fund Balance
# July 1, 2012, through June 30, 2013

| | Special Gas Tax Street Improvement Fund<br>Highway Users Tax Allocations [1, 2, 3] |
|---|---|
| Beginning fund balance per town | $ 988 |
| Revenues | 191,043 |
| Total funds available | 192,031 |
| Expenditures | (192,031) |
| Ending fund balance per town | – |
| Timing adjustment: | |
| Accrual of June 2013 Highway Users Tax apportionment (Governmental Accounting Standards Board Statement No. 34) | 10,295 |
| Ending fund balance per audit | $ 10,295 |

[1] The town receives apportionments from the State Highway Users Tax Account, pursuant to Streets and Highways Code sections 2103, 2105, 2106, 2107, and 2107.5. The basis of the apportionments varies, but the money may be used for any street-related purpose. Streets and Highways Code section 2107.5 restricts apportionments to administration and engineering expenditures, except for cities with populations of fewer than 10,000 inhabitants. Those cities may use the funds for rights-of-way and for the construction of street systems. The audit period was July 1, 2007, through June 30, 2013; however, this schedule includes only the period of July 1, 2012, through June 30, 2013.

[2] Government Code section 14556.5 created a Traffic Congestion Relief Fund (TCRF) in the State Treasury for allocating funds quarterly to cities and counties for street and road maintenance, reconstruction, and storm damage repair. The TCRF allocations were recorded in the Special Gas Tax Street Improvement Fund. The audit period was July 1, 2007, through June 30, 2013. The town did not receive any TCRF revenues and did not incur any TCRF expenditures during FY 2012-13; therefore, it is not included in this schedule.

[3] Senate Bill 1266, Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, introduced as Proposition 1B, provided funds for a variety of transportation priorities. The audit period was July 1, 2007, through June 30, 2013. The town did not receive any Proposition 1B revenues and did not incur any Proposition 1B expenditures during FY 2012-13; therefore, it is not included in this schedule.

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