

CONTRA COSTA COUNTY

Audit Report

ROAD FUND

July 1, 2002, through June 30, 2009



JOHN CHIANG
California State Controller

April 2011



JOHN CHIANG
California State Controller

April 29, 2011

The Honorable John M. Gioia, Chair
Board of Supervisors
Contra Costa County
651 Pine Street, Room 106
Martinez, CA 94553

Dear Mr. Gioia:

The State Controller's Office (SCO) audited Contra Costa County's Road Fund for the period of July 1, 2002, through June 30, 2009.

The county accounted for and expended Road Fund moneys in compliance with Article XIX of the California Constitution, the Streets and Highways Code, and the SCO's Accounting Standards and Procedures for Counties manual.

The county accounted for and expended fiscal year (FY) 2002-03 through FY 2008-09 Transportation Equity Act of the 21st Century Matching and Exchange moneys in compliance with Article XIX of the California Constitution and Streets and Highways Code section 182.6.

If you have any questions, please contact Steven Mar, Chief, Local Government Audits Bureau, at (916) 324-7226.

Sincerely,

Original signed by

JEFFREY V. BROWNFIELD
Chief, Division of Audits

JVB/vb

cc: Stephen J. Ybarra, Auditor-Controller
Contra Costa County
Julia R. Bueren, Director of Public Works
Contra Costa County
Gilbert Petrissans, Chief
Local Program Accounting Branch
Department of Transportation

Contents

Audit Report

Summary	1
Background	1
Objectives, Scope, and Methodology	1
Conclusion	3
Follow-Up on Prior Audit Findings	3
Views of Responsible Official	3
Restricted Use	3
Schedule 1—Reconciliation of Road Fund Balance	4
Schedule 2—Reconciliation of TEA-21 Balance	5

Audit Report

Summary

The State Controller's Office (SCO) audited Contra Costa County's Road Fund for the period of July 1, 2002, through June 30, 2009 (fiscal year [FY] 2002-03 through FY 2008-09).

Our audit disclosed that the county accounted for and expended Road Fund moneys in compliance with Article XIX of the California Constitution, the Streets and Highways Code, and the SCO's Accounting Standards and Procedures for Counties manual.

In addition, we audited Transportation Equity Act of the 21st Century (TEA-21) Matching and Exchange moneys for FY 2002-03 through FY 2008-09 at the request of the California Department of Transportation (Caltrans). The TEA-21-funded projects have been verified to be for road-related purposes and are eligible expenditures. The TEA-21 moneys received by the county were accounted for and expended in compliance with Article XIX of the California Constitution.

Background

We conducted an audit of the county's Road Fund in accordance with Government Code section 12410. The Road Fund was established by the county boards of supervisors in 1935, in accordance with Streets and Highways Code section 1622, for all amounts paid to the county out of moneys derived from the highway users tax fund. A portion of the Federal Forest Reserve revenue received by the county is also required to be deposited into the Road Fund (Government Code section 29484). In addition, the county board of supervisors may authorize the deposit of other sources of revenue into the Road Fund. Once moneys are deposited into the Road Fund, it is restricted to expenditures made in compliance with Article XIX of the California Constitution and Streets and Highways Code Sections 2101 and 2150.

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 created a federal program designed to increase flexibility in federal funding for transportation purposes by shifting the funding responsibility to state and local agencies. The TEA-21 is a continuation of this program. The funds are restricted to expenditures made in compliance with Article XIX of the California Constitution. Caltrans requested that we audit these expenditures to ensure the county's compliance.

Objectives, Scope, and Methodology

The objectives of our audit of the Road Fund and TEA-21 Matching and Exchange moneys were to determine whether:

- Highway users tax apportionments and TEA-21 Matching and Exchange moneys received by the county were accounted for in the Road Fund, a special revenue fund;
- Expenditures were made exclusively for authorized purposes or safeguarded for future expenditure;

- Reimbursements of prior Road Fund expenditures were identified and properly credited to the Road Fund;
- Non-road-related expenditures were reimbursed in a timely manner;
- The Road Fund cost accounting is in conformance with the SCO's Accounting Standards and Procedures for Counties manual, Chapter 9, Appendix A; and
- Expenditures for indirect overhead support service costs were within the limits formally approved in the Countywide Cost Allocation Plan.

Our audit objectives were derived from the requirements of Article XIX of the California Constitution, the Streets and Highways Code, the Government Code, and the SCO's Accounting Standards and Procedures for Counties manual. To meet the objectives, we:

- Gained a basic understanding of the management controls that would have an effect on the reliability of the accounting records of the Road Fund, by interviewing key personnel and testing the operating effectiveness of the controls;
- Verified whether all highway users tax apportionments and TEA-21 Matching and Exchange moneys received were properly accounted for in the Road Fund, by reconciling the county's records to the State Controller's and Caltrans' payment records;
- Analyzed the system used to allocate interest and determined whether the interest revenue allocated to the Road Fund was fair and equitable, by interviewing key personnel and testing a sample of interest calculations;
- Verified that unauthorized borrowing of Road Fund cash had not occurred, by interviewing key personnel and examining the Road Fund cash account entries; and
- Determined, through testing, whether Road Fund expenditures were in compliance with Article XIX of the California Constitution and with the Streets and Highways Code, and whether indirect cost allocation plan charges to the Road Fund were within the limits approved by the SCO's Division of Accounting and Reporting, County Cost Plan Unit.

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 county's financial statements. Our scope was limited to planning and performing audit procedures necessary to obtain reasonable assurance concerning the allowability of expenditures claimed for reimbursement. Accordingly, we examined transactions on a test basis to determine whether they complied with applicable laws and regulations and were properly supported by accounting records. We considered the county's internal controls only to the extent necessary to plan the audit.

Conclusion

Our audit disclosed that the county accounted for and expended Road Fund moneys in compliance with Article XIX of the California Constitution, the Streets and Highways Code, and the SCO's Accounting Standards and Procedures for Counties manual.

We verified that the TEA-21-funded projects were for road-related purposes, and are eligible expenditures. The TEA-21 moneys received by the county were accounted for and expended in compliance with Article XIX of the California Constitution and the Streets and Highways Code.

Follow-up on Prior Audit Findings

Findings noted in our prior audit report, issued on June 2003, have been satisfactorily resolved by the county.

Views of Responsible Official

We discussed the audit results with county representatives during an exit conference on February 18, 2010. Wanda Quever, Chief of Administrative Services, Public Works Department, agreed with the audit results. Ms. Quever 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 solely for the information and use of Contra Costa County, the Contra Costa County Board of Supervisors, 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
Chief, Division of Audits

April 29, 2011

**Schedule 1—
Reconciliation of Road Fund Balance
July 1, 2008, through June 30, 2009**

	<u>Amount</u>
Beginning fund balance per county	\$ 13,366,425
Revenues	<u>37,616,502</u>
Total funds available	50,982,927
Expenditures	<u>(44,997,311)</u>
Ending fund balance per county	5,985,616
SCO audit adjustment	<u>—</u>
Ending fund balance per audit	<u><u>\$ 5,985,616</u></u>

**Schedule 2—
Reconciliation of TEA-21 Balance
July 1, 2002, through June 30, 2009**

	Amount
Beginning balance per county	\$ 253,280
Revenues:	
TEA-21 Matching and Exchange funds	902,190
Total funds available	1,155,470
Expenditures:	
Maintenance	(1,055,470)
Ending balance per county	100,000
SCO adjustment	—
Ending balance per audit	\$ 100,000

NOTE: The TEA-21 moneys have been accounted for and expended within the Road Fund.

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<http://www.sco.ca.gov>