CITY OF BURBANK, CALIFORNIA SINGLE AUDIT OF FEDERAL AWARDS JUNE 30, 2021



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INDEPENDENT AUDITORS' 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

City Council City of Burbank Burbank, 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 governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Burbank, California (the City), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated November 23, 2021.

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) as a basis for designing 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 City'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 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2021-001 through 2021-003 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from 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 financial statements. 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 is described in the accompanying schedule of findings and questioned costs was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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 City'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 City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Clifton Larson Allen LLP

CliftonLarsonAllen LLP

Irvine, California November 23, 2021



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM, REPORT ON INTERNAL CONTROL OVER COMPLIANCE, AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

City Council City of Burbank Burbank, California

Report on Compliance for Each Major Federal Program

We have audited the City of Burbank's (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2021. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2021-004 and 2021-005. Our opinion on each major federal program is not modified with respect to these matters.

The City's responses to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiencies, in internal control over compliance with a type of compliance of deficiencies, in internal control over compliance with a type of deficiencies, in internal control over compliance with a type of deficiency, or a combination of deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as items 2021-004 and 2021-005 that we consider to be significant deficiencies.

The City's response to the internal control over compliance findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The City's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Burbank, as of and for the vear ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated November 23, 2021, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic 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 basic financial statements. The information 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 basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Clifton Larson Allen LLP

CliftonLarsonAllen LLP

Irvine, California July 13, 2022

CITY OF BURBANK SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2021

Federal Grantor/Pass-Through Grantor/Program/Cluster Title	Federal Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures	Passed Through to Subrecipients
U.S. Department of Housing and Urban Development				
Direct Assistance:				
Community Development Block Grant - Entitlement Grants Cluster:			• • • • • • • • • •	
Community Development Block Grants/Entitlement Grants	14.218 14.218	N/A	\$ 1,804,521 1,461,206	\$ 1,294,381
COVID-19 Community Development Block Grants/Entitlement Grants Subtotal U.S. Department of Housing and Urban Development	14.210		3,265,727	1,461,206
HOME Investment Partnerships Program	14.239	N/A	56,906	-
Continuum of Care Program	14.267	N/A	453,693	113,311
Housing Voucher Cluster:				
Section 8 Housing Choice Vouchers	14.871	N/A	11,853,334	-
Total U.S. Department of Housing and Urban Development			15,629,660	2,868,898
U.S. Department of Justice				
Direct Programs:				
Coronavirus Emergency Supplemental Funding Program	16.034	N/A	46,941	-
U.S. Department of Labor				
Passed Through the State of California:				
Employment Development Department:				
WIOA Cluster: WIA Adult Program	17.258	Catalog 417260	129,956	-
U.S. Department of Transportation				
U.S. Department of Transportation Passed Through the State of California Department of Transportation:				
Highway Planning and Construction Cluster:				
Highway Planning and Construction				
Burbank Channel Bikeway	20.205	CML-5200(046)	4,095,372	-
Passed Through the California Office of Traffic and Safety:				
Minimum Penalties for Repeat Offenders for Driving				
While Intoxicated	20.608	PT18015	46,866	
Total U.S. Department of Transportation			4,142,238	-
United States Department of the Treasury				
Direct Assistance: Asset Forfeiture	21.016	N/A	\$ 18,244	\$-
COVID-19 Coronavirus State and Local Fiscal Recovery Funds	21.010	N/A N/A	⁵ 12,773,541	φ -
Passed Through the State of California:	21.027	11/7	12,770,041	
COVID-19 Coronavirus Relief Funds	21.019	N/A	1,307,080	
Total U.S. Department of Treasury			14,098,865	-
National Endowment for the Humanities				
Passed Through the California State Library:				
Grants to States	45.310	LS-00-19-0005-19	24,293	-
U.S. Department of Health and Human Services				
Passed Through the Los Angeles County Workforce:				
Development, Aging, and Community Services: Aging Cluster:				
Title III, Part B - Grants for Supportive Services and Senior Centers	93.044	ENP-202102	998	_
Title III, Part C1 - Congregate Nutrition	93.045	ENP-202102	341,505	-
COVID-19 Title III, Part C1 - Congregate Nutrition	93.045	ENP-202102	42,231	-
Nutrition Services Incentive Program	93.053	ENP-202102	47,508	
Subtotal Aging Cluster			432,242	-
COVID-19 Provider Relief Fund and American Rescue Plan (ARP)				
Rural Distribution	93.498	ENP 202102	216,369	216,369
Total U.S. Department of Health and Human Services			648,611	-

See accompanying Notes to Schedule of Expenditures of Federal Awards.

CITY OF BURBANK NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2021

NOTE 1 BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal award activity of the City of Burbank (the City) under programs of the federal government, as well as federal financial assistance passed through other government agencies for the year ended June 30, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the City, it is not intended to, and does not, present the financial statements of the City's reporting entity is defined in Note 1 of the notes to the City's financial statements.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting for governmental funds and the accrual basis for proprietary funds, which is described in Note 1 of the notes to the City's financial statements. Such expenditures are recognized following the cost principles contained in the Uniform Guidance for all awards with the exception of Federal Assistance Listing Number 21.019, which follows criteria determined by the Department of Treasury for allowability of costs. Under these principles, certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 INDIRECT COST RATE

The City has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

Section I – Summary of Auditors' Results						
Finan	cial Statements					
1.	Type of auditors' report issued:	Unmodified				
2.	Internal control over financial reporting:					
	Material weakness(es) identified?	yes <u>x</u> no				
	Significant deficiency(ies) identified?	<u>x</u> yes none reported				
3.	Noncompliance material to financial statements noted?	yes <u>x</u> no				
Feder	al Awards					
1.	Internal control over major federal programs:					
	Material weakness(es) identified?	yes <u>x</u> no				
	Significant deficiency(ies) identified?	<u>x</u> yes none reported	d			
2.	Type of auditors' report issued on compliance for major federal programs:	Unmodified				
3.	Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	<u> x </u> yes <u> </u> no				
Identi	fication of Major Federal Programs					
CI	DA Number(s)	Name of Federal Program or Cluster				
	14.218 14.267 21.019 21.027	Community Development Block Grant - Entitlement Grants Cluster Continuum of Care Coronavirus Relief Fund Coronavirus State and Local Fiscal Recovery Funds				
	threshold used to distinguish between A and Type B programs:	\$1,041,617				

Auditee qualified as low-risk auditee?

<u>x</u> yes

no

Section II – Financial Statement Findings

<u> 2021 – 001</u>

Type of Finding: Significant Deficiency in Internal Control over Financial Reporting

Condition: Constructed capital assets had been put into use yet were still classified as construction in progress.

Criteria or specific requirement: An important element of internal controls over the reporting of capital assets is to identify constructed assets that have been put into use. Capital assets that have been put into use should be reclassified from construction in progress and depreciation started.

Effect: Within governmental funds of the financial statements there were improperly classified capital assets and depreciation expense was understated, which required a proposed audit entry to correct.

Cause: While having been put into use, project managers had a minor amount of work they desired to complete on the projects prior to closing them out.

Recommendation: We recommend that City management revisit its policies for closing out capital projects and communicate to project managers that reclassification from construction in progress must take place when a constructed asset is put into use.

Views of responsible officials and planned corrective actions: Financial Services staff will communicate to all project managers on a monthly basis to ensure that capital projects are closed in a timely manner. Additionally, Financial Services staff will update the current projects module training to further emphasize the importance of capitalizing assets as soon as they are put into use, and not waiting for final invoicing or lingering punch list items.

<u>2021 – 002</u>

Type of Finding: Significant Deficiency in Internal Control over Financial Reporting

Condition: Accounts receivable and deferred revenue had been recorded based on the filing of an insurance claim. We were unable to conclude that the claim was realizable.

Criteria or specific requirement: An estimated gain from a contingency should not be recorded until it is realized or realizable.

Effect: Accounts receivable and deferred revenue were overstated.

Cause: The City's filing of a material insurance claim is infrequent in occurrence. As such, management was not aware of the proper accounting treatment for a claim filed yet not realized.

Recommendation: We recommend that City management research and consult on the accounting treatment for transitions that are out of the ordinary.

Views of responsible officials and planned corrective actions: The City agrees with the finding and the recommendation. However, it should be noted that the intent of this entry was to book an insurance recovery. The insurance company has agreed to pay for the repair and replacement costs and management provided an amount based on our engineers' estimates.

Section II – Financial Statement Findings (Continued)

<u> 2021 – 003</u>

Type of Finding: Significant Deficiency in Internal Control over Financial Reporting

Condition: Street lighting in-lieu unbilled receivables had not been accrued for at year-end.

Criteria or specific requirement: Revenue that has been earn yet not yet billed should be accrued for.

Effect: Accounts receivable and street lighting in-lieu revenue were understated.

Cause: An analysis of account balances between the current year and the prior year was not conducted on the accounts receivable accounts in question.

Recommendation: We recommend that City management revisit its closing procedures and implement a formal review process of account balances, with those of the prior year, to determine if the current account balance meets management's expectations.

Views of responsible officials and planned corrective actions: Financial Services will create a master document of all monthly closing procedures and year end entries that need to be processed. This list will be reviewed monthly and at year end by a Finance Manager to ensure that no entries or procedures are missed.

Section III – Findings and Questioned Costs – Major Federal Programs

<u> 2021 – 004</u>

Federal agency: U.S. Department of Housing and Urban Development

Federal program title: Community Development Block Grants

Assistance Listings Number: 14.218

Award Period: July 1, 2020 through June 30, 2021

Type of Finding: Significant Deficiency in Internal Control over Compliance and Other Matter

Section III – Findings and Questioned Costs – Major Federal Programs (Continued)

Criteria or specific requirement: 2 CFR Part 200 *Uniform Administrative Requirements, Post Federal Award Requirements* requires that the financial management system of a non-Federal entity provide for accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with reporting requirements.

Condition: During our testing, we noted the City's submitted Consolidated Annual Performance and Evaluation Report (CAPER) for the year ended June 30, 2021 was incomplete and included inaccurate information.

Questioned costs: None

Context: PR03 and PR26 reports, included in the CAPER, did not reflect the actual results of activity that took place during the year. In addition, a PR26-CV report was not included in the CAPER, as required.

Cause: The City's controls for reconciling grant reporting to its accounting records has not be properly designed and implemented.

Effect: Reporting on the submitted CAPER was incomplete and inaccurate.

Repeat Finding: No.

Recommendation: We recommend that the City review its procedures for the preparation and review of reporting for Federal grants, whereby amounts included on reports are reconciled to the City's accounting records.

Views of responsible officials and planned corrective actions: As part of the Consolidated Annual Performance and Evaluation Report (CAPER) reporting, the prior year program funds that were expended during the current year were not included in Line 1 of the PR26-CDBG Financial Summary, resulting in an incorrect calculation of the total available remaining funds on the worksheet. Additionally, the PR26-CDBG-CV Financial Summary, which includes financial reporting for the supplemental CDBG COVID relief funds allocated to Burbank in 2020, was not included in the CAPER report, resulting in a discrepancy between the expenses listed on the report and the expenses shown on the City's general ledger. The City would like it noted that 2020 was the first year of the COVID relief funds, and though the PR26-CDBG-CV was not included with the CAPER, it was submitted through HUD's reporting system for review and the City received no corrections or comments.

Moving forward the CDBG staff will include the PR26-CDBG-CV as part of the CAPER package. Additionally, staff will forward all CAPER Financial reporting documentation to the City's Financial Services-Accounting Division for review and reconciliation prior to submission to HUD, to avoid future calculation errors or omissions.

Section III – Findings and Questioned Costs – Major Federal Programs (Continued)

<u> 2021 – 005</u>

Federal agency: U.S. Department of Housing and Urban Development

Federal program title: Community Development Block Grants

Assistance Listings Number: 14.218

Award Period: July 1, 2020 through June 30, 2021

Type of Finding: Significant Deficiency in Internal Control over Compliance and Other Matter

Criteria or specific requirement: Reporting: Prime recipients awarded a federal grant greater than or equal to \$30,000 are subject to Federal Funding Accountability and Transparency Act (FFATA) sub-award reporting requirements as outlined in the Office of Management and Budgets guidance issued August 13, 2020. The prime recipient is required to file a FFATA subaward report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$30,000.

Condition: The City is a prime recipient and provided subawards totaling \$2,755,587 to sixteen recipients, with seven subrecipients over the \$30,000 reporting threshold. No FFATA reports were filed for these seven recipients.

Questioned costs: None

Context: The City is a prime recipient and provided subawards totaling\$2,755,587 to sixteen recipients, with seven subrecipients over the \$30,000 reporting threshold. No FFATA reports were filed for these seven recipients.

Cause: The City was not aware that the FFATA reporting requirements applied to this Federal award.

Effect: The City was not in compliance with the FFATA reporting requirements.

Repeat Finding: No.

Recommendation: We recommend the City implement policies and procedures to ensure that FFATA reporting occurs for all subawards of \$30,000 or more for all federal awards.

Views of responsible officials and planned corrective actions: FFATA was a new reporting requirement that was issued by the Office of Management & Budget (OMB) in August of 2020. The City was not aware of this new requirement and did not file FFATA reports for the seven CDBG subrecipients over the \$30,000 threshold.

CDD staff will create an account in the FFATA reporting system and submit FFATA reports for subawards to subrecipients greater than \$30,000 for FY 2020-21 and in all future years as dictated by the OMB. City Finance will assign an individual to download the Office of Management and Budget (OMB) Compliance Supplement document yearly to review for new requirements and communicate with the appropriate departments to ensure compliance with future grant reporting requirements.

CITY OF BURBANK SUMMARY SCHEDULE OF PRIOR-YEAR AUDIT FINDINGS YEAR ENDED JUNE 30, 2021

Section I – Financial Statement Findings

<u> 2020 – 001</u>

Condition: The organization does not have a policy in place to provide reasonable assurance that financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP); therefore, the potential exists that a material misstatement of the annual financial statements could occur and not be prevented, or detected and corrected, by the organization's internal controls. As a result, a significant audit adjustment was required to adjust for utility receivables that were determined to be uncollectable.

Status: Corrective action was taken.

<u>2020 – 002</u>

Condition: The organization does not have a policy in place to provide reasonable assurance that financial statements are prepared in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP); therefore, the potential exists that a material misstatement of the annual financial statements could occur and not be prevented, or detected and corrected, by the organization's internal controls. As a result, significant audit adjustments were required to move completed construction projects to a completed capital asset category in the water fund and record accounts receivable in the correct fiscal year for the general liability insurance fund.

Status: Corrective action was taken.

Section II – Findings and Questioned Costs – Major Federal Programs

<u>2021 – 003</u>

Federal agency: U.S. Department of Transportation

Federal program title: Highway Planning and Construction

CFDA Number: 20.205

Pass-Through Agency: State of California Department of Transportation

Pass-Through Number(s): CML-5200(046)

Award Period: June 26, 2014 through March 31, 2021

Type of Finding: Significant Deficiency in Internal Control over Compliance

Condition: During our testing, we noted the City did not have adequate internal controls designed to ensure vendors were not suspended or debarred.

Status: Corrective action was taken.