

MEASURE A AUDIT REVIEW PROCESS

Following is a statement of responsibilities and a recommended sequence of audit and review activities to ensure the accuracy and timely reporting of Measure A Maintenance of Effort and Alternative Transportation compliance.

Responsibilities of Auditor

- To review and verify Maintenance of Effort and Alternative Transportation compliance.
- To verify that the expenditures of revenues was in accordance with the Measure A Investment Plan.
- To validate that Measure A funds and interest earned were deposited in a separate account for each city and county.

Responsibilities of City and County staff

- To ensure that all Measure A revenues have been expended in accordance with the Measure A Investment Plan.
- To ensure that all Measure A funds and interest have been deposited in a separate account.
- To ensure that all expenditures including those ineligible per the Street and Highways Code Section 2036 reporting to the State Controller's Office are considered in determining compliance with Maintenance of Effort and Alternative Transportation requirements have been properly coded and communicated to the appropriate finance staff of each entity receiving funds.

Audit Review Process

1. SBCAG notifies finance and public works staffs of the Measure A Audit timeline in advance of audit staff commencing audit. Jurisdiction staffs are to develop internal reporting systems to ensure proper coding of Alternative Transportation and Maintenance of Effort expenditures.
2. Auditor requests information from each local agency necessary to determine compliance with Measure A Ordinance requirements including Maintenance of Effort and Alternative Mode expenditures. Finance and public works staffs work with auditors to ensure accurate reporting.
3. SBCAG presents DRAFT Measure A Audits to TTAC for review. TTAC representatives review audited figures with their finance staff to validate accuracy. If errors are detected, SBCAG must be notified within 14 days of receipt. The auditors will then be notified. Cities and County must provide validation of error and correct data. Auditor will make revisions to the audit reports as appropriate.
4. DRAFT Measure A audits will be presented, with any necessary revisions, to TTAC for final approval.

5. SBCAG presents DRAFT Measure A Audits to the Citizen's Oversight Committee and solicits a letter to the SBCAG Board approving audits and discussing any findings.
6. SBCAG finalizes Measure A Audits with audit firm and receives FINAL MEASURE A AUDIT copies.
7. SBCAG presents FINAL MEASURE A AUDITS and CITIZENS' OVERSIGHT COMMITTEE LETTER to SBCAG Board.
8. SBCAG ensures non-compliance issues have been resolved according to the timeline stipulated by the Citizen's Oversight Committee. Non-compliance issues not resolved by the stipulated timeline will be reported to the Citizen's Oversight Committee and to the SBCAG board for follow-up action.