

**CITY OF VICTORVILLE, CALIFORNIA**

Measure I Fund

Financial Statements

Fiscal Year Ended June 30, 2023

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

Fiscal Year Ended June 30, 2023

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Board of Directors  
San Bernardino County Transportation Authority  
San Bernardino, California

## INDEPENDENT AUDITOR'S REPORT

### Opinion

We have audited the accompanying financial statements of the Measure I Fund of the City of Victorville, California ("City"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure I Fund of the City, as of June 30, 2023, and the respective changes in financial position of the Measure I Fund of the City for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities of the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Emphasis of Matters

As discussed in Note 1, the financial statements present only the Measure I Fund of the City and do not purport to, and do not present fairly, the financial position of the City as of June 30, 2023, the changes in its financial position, or, where applicable, its cash flows 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.

### Responsibilities of Management 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 Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Measure I Fund of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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. 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.

### **Other Information**

Our audit was conducted for the purpose of forming an opinion on financial statements of the Measure I Fund of the City. The *Program Status: Comparison of 5 Year Plan Project Budget to Current Year Expenditures* listed as Other Information in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements. The other information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2023 on our consideration of the City's internal control over financial reporting for the Measure I Fund and our tests of its compliance with certain provisions of laws, regulations, contracts, 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 City'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 City's internal control over financial reporting and compliance.



Lake Forest, California  
December 21, 2023

# CITY OF VICTORVILLE, CALIFORNIA

Measure I Fund

Balance Sheet

June 30, 2023

## Assets

Cash and investments (Note 3)	\$ 15,597,051
Receivables	
Taxes (Note 4)	1,865,972
Other	15,284
Deposits and prepaids	<u>1,133</u>
 Total assets	 <u>\$ 17,479,440</u>

## Liabilities, Deferred Inflows of Resources and Fund Balance

### Liabilities

Accounts payable	\$ 116,267
Retentions payable	<u>20,437</u>
 Total liabilities	 <u>136,704</u>

### Deferred Inflows of Resources

Unavailable revenue	<u>613,144</u>
 Fund balance - restricted	 <u>16,729,592</u>
 Liabilities, deferred inflows of resources, and fund balance	 <u>\$ 17,479,440</u>

See accompanying notes to financial statements

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Statement of Revenues, Expenditures, and Changes in Fund Balance

Fiscal Year Ended June 30, 2023

Revenues:	
Measure I sales tax	\$ 7,144,314
Reimbursements (Note 6)	46,545
Interest income	<u>395,074</u>
Total revenues	<u>7,585,933</u>
Expenditures:	
Construction, maintenance, and engineering (Note 7)	<u>4,148,818</u>
Total expenditures	<u>4,148,818</u>
Excess (deficiency) of revenues over (under) expenditures	<u>3,437,115</u>
Fund balance at beginning of year	<u>13,292,477</u>
Fund balance at end of year	<u>\$ 16,729,592</u>

See accompanying notes to financial statements

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Notes to Financial Statements

Fiscal Year Ended June 30, 2023

#### (1) **General Information**

##### **Reporting Entity**

The financial statements are intended to reflect the financial position and changes in financial position of the Measure I Fund of the City of Victorville, California (“City”) only. Accordingly, the financial statements do not purport to, and do not, present fairly the financial position of the City, as of June 30, 2023, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

##### **Measure I**

Measure I is the half-cent sales tax collected throughout San Bernardino County for transportation improvements. In 2004, San Bernardino County voters approved the extension of the Measure I sales tax through 2040. See Note 5 for a detailed description of the Measure.

#### (2) **Summary of Significant Accounting Policies**

The accounting policies of the Measure I Fund of the City conform to accounting policies generally accepted in the United States of America. The following is a summary of significant accounting policies.

##### **Fund Accounting**

The accounts of the City are organized on the basis of funds. A fund is defined as an independent fiscal and accounting entity wherein operations of each fund are accounted for in a separate set of self-balancing accounts that record resources, related benefits, and equity, segregated for the purpose of carrying out specific activities. The City accounts for the Measure I activities within its Measure I Special Revenue Fund.

Special revenue funds are used to account for the proceeds of revenue sources that are restricted or committed to expenditure for specified purposes.

##### **Measurement Focus and Basis of Accounting**

The special revenue funds of the City are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are available if they are collected within 60 days of the end of the fiscal period. Expenditures generally are recorded when a liability is incurred.

Operating statements of governmental funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current resources.



# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Notes to Financial Statements

Fiscal Year Ended June 30, 2023

## (2) **Summary of Significant Accounting Policies (Continued)**

### 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 that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

### Revenue Recognition

Recognition of revenues arising from nonexchange transactions, which include revenues from taxes, certain grants, and contributions, is based on the primary characteristic from which the revenues are received by the City. For the City, funds received under Measure I possess the characteristic of a voluntary nonexchange transaction similar to a grant. Revenues under Measure I are recognized in the period when all eligibility requirements have been met.

### Fund Balance

The components of the fund balances of governmental funds reflect the component classifications described below.

- *Nonspendable Fund Balance* – includes amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact.
- *Restricted Fund Balance* – includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- *Committed Fund Balance* – includes amounts that can be used only for the specific purposes determined by a formal action of the City.
- *Assigned Fund Balance* – includes amounts that are intended to be used by the City for specific purposes, but do not meet the criteria to be classified as restricted or committed.
- *Unassigned Fund Balance* – includes any deficit fund balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Notes to Financial Statements

Fiscal Year Ended June 30, 2023

#### (2) **Summary of Significant Accounting Policies (Continued)**

When restricted and unrestricted resources are available for expenditure for the same purpose, the City expends restricted resources before unrestricted resources. Within unrestricted resources, the fund balance is depleted in the order of committed, assigned, and unassigned.

##### Maintenance of Effort

In accordance with California Public Utilities Code 190300 and Ordinance No. 04-01 of the San Bernardino County Transportation Authority ("SBCTA"), Local Street Program funds shall not be used to supplant existing local discretionary funds being used for street and highway purposes. The maintenance of effort ("MOE") base year level was determined based upon the discretionary General Fund expenditures for transportation-related construction and maintenance activities in fiscal year 2008/2009. The MOE base year level as approved by the SBCTA Board of Directors shall remain in effect until the expiration of Measure I 2010-2040. General Fund expenditures in excess of the MOE base year level will carry over to subsequent fiscal years and can be applied in a future year to offset the amount the local agency may need to meet the MOE requirement. The City's determined MOE base level is \$0.

##### Deferred Inflows of Resources

Deferred inflows of resources-unavailable revenues represents revenues earned during the period but unavailable to liquidate current liabilities. These amounts are deferred and recognized in the period that the amounts become available. Deferred inflows of resources in the financial statements represent amounts due from other governments at year-end, and not collected with a timeframe to finance current year expenditures.

#### (3) **Cash and Investments**

Cash and investments are pooled by the City to facilitate cash management and maximize investment opportunities and yields. Investment income resulting from this pooling is allocated to the respective funds including the Measure I Fund based upon the average cash balance. The investment policies and the risks related to cash and investments, applicable to the Measure I Fund, are those of the City and are disclosed in the City's basic financial statements. The City's basic financial statements can be obtained at City Hall.

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Notes to Financial Statements

Fiscal Year Ended June 30, 2023

#### (3) **Cash and Investments (Continued)**

The Measure I Fund's cash and investments are reported at fair value. The fair value measurements are based on the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Measure I Fund's deposits and withdrawals in the City Investment Pool are made on the basis of \$1 and not fair value. Accordingly, the Measure I Fund's investment in the City Investment Pool is measured based on uncategorized inputs not defined as Level 1, Level 2, or Level 3.

The Measure I Fund's cash and investments as of June 30, 2023 was \$15,597,051.

#### (4) **Taxes Receivable**

Taxes receivable represents the Measure I sales tax revenues for the fiscal year received from SBCTA after June 30, 2023.

#### (5) **Measure I Fund**

The California State Legislature authorized county transportation authorities to enact local option sales tax measures for transportation improvements in the late 1980s, under provisions of Division 19 (commencing with Section 180000) of the Public Utilities Code. In November 1989, San Bernardino County voters approved passage of Measure I, authorizing SBCTA to impose a half-cent retail transactions and use tax applicable in the incorporated and unincorporated areas of the County of San Bernardino for the 20-year period between April 1, 1990 and March 31, 2010. SBCTA is authorized to administer the programs described in the Measure. Early in the second decade of Measure I, it became apparent that continuation of the half cent sales tax would be critical to maintaining funding for transportation in San Bernardino County. SBCTA member jurisdictions and transportation stakeholders worked to identify transportation needs, and an expenditure plan was developed to serve as a basis for the renewal of Measure I. Ordinance No. 04-01 was placed before voters in November 2004, and Measure I was renewed. The new Measure I extends the half cent sales tax for 30 years, from April 1, 2010 through March 31, 2040. The new Measure is referred to as Measure I 2010-2040 to distinguish it from the first Measure I.

Revenue from the tax can only be used for transportation improvement and traffic management programs authorized in the Expenditure Plan.

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Notes to Financial Statements

Fiscal Year Ended June 30, 2023

#### (5) **Measure I Fund (Continued)**

Measure I 2010-2040 has a return-to-source provision that states that funds shall be allocated to subareas in accordance with the actual revenue collected in each subarea. After deduction of required Board of Equalization fees and authorized administrative costs, revenues generated in each subarea are to be expended on projects of direct benefit to that subarea. Revenues are accounted for separately for each subarea and then allocated to specified project categories in each subarea. These project categories are termed “programs” in the Strategic Plan. Decisions on how revenues are expended within the subareas are made by the SBCTA Board of Directors based upon recommendations of local subarea representatives. Other than the projects identified in the Cajon Pass Expenditure Plan, revenues generated within a subarea can be expended outside of that subarea only upon approval of two-thirds (2/3) of the jurisdictions within the affected subarea. A proportional share of projected state and federal transportation funds is to be reserved for use solely within the Valley subarea and individual Mountain/Desert (Colorado River, Morongo Basin, Mountains, North Desert and Victor Valley) subareas. In the San Bernardino Valley subarea, Measure I 2010-2040 contains the following programs:

- Freeway Program
- Freeway Interchange Program
- Major Street Program
- Local Street Program
- Metrolink/Rail Program
- Express Bus/Bus Rapid Transit Program
- Senior and Disabled Transit Program
- Traffic Management Systems Program

In each of the Mountain/Desert subareas, Measure I 2010-2040 contains the following programs:

- Local Street Program
- Major Local Highway Program
- Senior and Disabled Transit Program

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Notes to Financial Statements

Fiscal Year Ended June 30, 2023

**(6) Reimbursements**

The City received \$46,545 of revenue related to traffic signal maintenance fees that the City charges to the City of Hesperia, the City of Adelanto, and the County of San Bernardino.

**(7) Allocated Costs**

In accordance with the City's cost allocation plan, \$470,970 of allocated costs have been charged to the Measure I Fund. These costs include allocations for departmental costs such as the city manager, risk management, city clerk, finance, information services, city attorney, human resources, fleet maintenance, and city facilities.

**(8) Restrictions**

Funds received pursuant to the Measure I Ordinance 04-01 and the Expenditure Plan, adopted by SBCTA relating to the expenditure of Measure I revenue may only be used for transportation improvement and traffic management programs authorized in the Measure I Five Year Capital Improvement Program.

**(9) Contingencies**

See the City's basic financial statements for disclosures related to contingencies including those relating to various legal actions, administrative proceedings, or claims in the ordinary course of operations.

**(10) Budgetary Data**

The City adopts an annual budget on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level.

## Required Supplementary Information

**CITY OF VICTORVILLE, CALIFORNIA**

Measure I Fund

Schedule of Revenues, Expenditures  
and Changes in Fund Balance - Budget and Actual

Fiscal Year Ended June 30, 2023

	Budget		Actual	Variance From Final Budget Favorable (Unfavorable)
	Original	Final		
Revenues:				
Measure I sales tax	\$ 6,794,032	\$ 6,794,032	\$ 7,144,314	\$ 350,282
Reimbursements	57,500	57,500	46,545	(10,955)
Interest income	<u>-</u>	<u>-</u>	<u>395,074</u>	<u>395,074</u>
Total revenues	<u>6,851,532</u>	<u>6,851,532</u>	<u>7,585,933</u>	<u>734,401</u>
Expenditures:				
Construction, maintenance, and engineering	<u>4,211,958</u>	<u>10,594,344</u>	<u>4,148,818</u>	<u>6,445,526</u>
Total expenditures	<u>4,211,958</u>	<u>10,594,344</u>	<u>4,148,818</u>	<u>6,445,526</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 2,639,574</u>	<u>\$ (3,742,812)</u>	3,437,115	<u>\$ 7,179,927</u>
Fund balance at beginning of year			<u>13,292,477</u>	
Fund balance at end of year			<u>\$ 16,729,592</u>	

Other Information



**CITY OF VICTORVILLE, CALIFORNIA**

Measure I Fund

Program Status: Comparison of 5 Year Plan Project Budget to Current Year Expenditures

Fiscal Year Ended June 30, 2023

The Measure I Five Year Capital Improvement Plan for local streets was adopted by Council Resolution No. 22-093. Of the funds allocated under the Measure I Five Year Capital Improvement Plan, the following programs were affected during the current fiscal year:

Local Projects	5-Year Plan Project Estimate	Current Fiscal Year Expenditures	(Over)/Under Estimate
7th St, Traffic Signal Modifications	\$ 22,500	\$ 15,317	\$ 7,183
Bear Valley Rd, Amethyst Rd to US-395, Pavement Rehabilitation	3,000,000	12,106	2,987,894
Civic Area Slurry Seal	1,296,000	1,539	1,294,461
Concrete Sidewalk, Install or Repair per location list	1,973,140	144,389	1,828,751
Curb Access Ramps - per Location List	584,005	61,269	522,736
Guardrail Replacement - Various Locations	175,000	5,653	169,347
Local Roadway Safety Plan	14,000	721	13,279
Mojave Dr at Condor Dr, Construct New Traffic Signal	42,000	22,465	19,535
Nisqualli Rd / I-15 Interchange, Environmental Monitoring & Reporting	60,000	44,358	15,642
Old Town Sidewalk Phase 1 - per location list	250,000	434,807	(184,807)
Seventh Ave. Nisqualli Rd. to Bear Valley Rd. Pavement Rehabilitation, Bike Lanes & Sidewalk	750,000	348,316	401,684
Village Dr. at Tawney Ridge Ln. Install new traffic Signals	30,000	25,443	4,557
Striping Truck	435,000	468,946	(33,946)
Bucket Truck for Traffic Signal Maintenance	193,000	67,302	125,698
Various Equipment for Traffic Signal Maintenance	85,000	88,123	(3,123)
Various Equipment for Traffic Control Maintenance	57,000	27,627	29,373
Cost Allocation	2,500,444	470,970	2,029,474
Engineering Services	911,664	71,341	840,323
Traffic Engineering	2,686,938	494,569	2,192,369
Traffic Signal Maintenance	1,246,819	200,023	1,046,796
Traffic Control - Signing & Striping	6,665,254	1,143,534	5,521,720
<b>Total expenditures at June 30, 2023</b>		<b>\$ 4,148,818</b>	



Board of Directors  
San Bernardino County Transportation Authority  
San Bernardino, California

**INDEPENDENT AUDITOR'S 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**

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 Measure I Fund of the City of Victorville, California ("City"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, and have issued our report thereon dated December 21, 2023. Our report included an emphasis of matter stating that the financial statements of the Measure I Funds do not purport to, and do not, present fairly the financial position of the City as of June 30, 2023.

**Report on 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 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. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as item 2023-01 that we consider to be a material weakness and item 2023-02 that we consider to be a significant deficiency.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the financial statements of the Measure I Fund of the City are free from material misstatement, we performed tests of its compliance with requirements described in Measure I Ordinance (“Ordinance”) as specified in the agreement between the City and San Bernardino County Transportation Authority (“SBCTA”) and 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*, including the requirements of the Ordinance as specified in the agreement between the City and SBCTA.

## **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.



Lake Forest, California  
December 21, 2023

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Schedule of Findings and Responses

Fiscal Year Ended June 30, 2023

#### **2023-01 Payroll Expenditures Not Supported Material Weakness**

***Criteria:***

The Victor Valley Local Street (VVLS) Program, Measure I 2010-2040 Strategic Plan, Section VVLS -18a requires that all expenditures charge to the Measure I Transportation Sales Tax Fund to be supported by a warrant or source document (invoice, requisition, time sheet, equipment rental charge, etc.) clearly identifying the project and other pertinent data to establish a clear audit trail.

***Condition:***

During testing over payroll expenditures, the distribution of salaries and wages charged to the Measure I Fund were not appropriately supported by personnel activity reports, detailed timesheets, or equivalent documentation. This is a repeated finding from fiscal year 2021-22. The City did not implement any corrective actions in fiscal year 2022-23, as the audit was not complete until May 2023.

***Cause:***

The City did not maintain source documents used to allocate salaries and benefits to the Measure I Fund.

***Effect:***

The City included costs for payroll related expenditures which were supported by budgeted amounts, and not actuals.

***Recommendation:***

We recommend the City enhance its procedures to ensure that salaries and benefits charged to the Measure I Fund are properly supported prior to charging amounts to the fund. This can be achieved through preparing and maintaining the personnel activity reports, detailed timesheets, or equivalent documentation used to allocate time to the Measure I Fund in a timely fashion.

***View of Responsible Officials:***

The corrective action moving forward for FY2024. The City plans to evaluate the current method of estimating the employee's allocation percentage to MSI and TDA and assess the work performed by each employee to correctly attribute the correct charge to TDA and MSI. The City plans to accomplish this by meeting with department heads to discover a method of tracking time spent on TDA and MSI eligible activities to prepare a true-up entry each quarter.

# CITY OF VICTORVILLE, CALIFORNIA

## Measure I Fund

### Schedule of Findings and Responses

Fiscal Year Ended June 30, 2023

#### **2023-02 Bank Reconciliations Significant Deficiency**

***Criteria:***

Management is responsible for ensuring financial activity is recorded accurately and on a timely basis. Bank reconciliations should be performed monthly, reviewed and approved in a timely manner.

***Condition:***

During procedures over cash and investments, we noted the City's bank reconciliation for June 2023 was not completed until November 2023.

***Cause:***

The City did not perform a timely bank reconciliation due to the departure of the accountant who prepared the monthly bank reconciliation and other unforeseen technical issues with the City's accounting systems.

***Effect:***

The bank reconciliation was not reviewed and approved until November 2023.

***Recommendation:***

We recommend that the City review the timing of its reconciliation procedures.

***View of Responsible Officials:***

The City is working towards streamlining the Bank Reconciliation process by implementing new methods of reconciling the different funding sources and cross-training Finance Technicians and Accountant on the accounting process. With additional help and with streamlining our reports and process, the City believes it will achieve a timely Bank Reconciliation.

**CITY OF VICTORVILLE, CALIFORNIA**

Measure I Fund

Summary Schedule of Prior Audit Findings

Fiscal Year Ended June 30, 2023

<u>Finding No.</u>	<u>Description</u>	<u>Status</u>
2022-001	Restatement of Beginning Fund Balance	Implemented
2022-002	Payroll Expenditures Not Supported	Not Implemented, See 2023-01