



To the Board of Supervisors and the
San Bernardino County District Attorney's Office

We have audited the statement of grant revenues and expenditures of San Bernardino County District Attorney's Office (the Office) *Unserved/Underserved Victim Advocacy and Outreach Program* grant for the year ended March 31, 2017. Professional standards require that we provide you with information about our responsibilities under 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 as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated July 17, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the *Unserved/Underserved Victim Advocacy and Outreach Program* grant are described in Note 1 to the financial statement. No new accounting policies were adopted and the application of existing policies was not changed during the year ended March 31, 2017. We noted no transactions entered into by the *Unserved/Underserved Victim Advocacy and Outreach Program* grant during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statement prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statement and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statement is management's estimate for amounts due from granting agencies, including the State of California. We evaluated the key factors and assumptions used to determine the amounts due the Office from the State of California, in determining that it is reasonable in relation to the financial statement taken as a whole.

Certain financial statement disclosures may be particularly sensitive because of their significance to the financial statement users. However, the *Unserved/Underserved Victim Advocacy and Outreach Program* grant did not have any significant disclosures that are particularly sensitive for the year ended March 31, 2017.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No audit adjustments were proposed as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statement or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 18, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the *Unserved/Underserved Victim Advocacy and Outreach Program* grant's statement of grant revenues and expenditures or a determination of the type of auditor's opinion that may be expressed on this statement, our professional standards require the consulting accountant check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the Office's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We would like to take this opportunity to express our sincere appreciation to all personnel within the San Bernardino County District Attorney's Office for their cooperation and valuable assistance during the performance of this engagement.

Restriction on Use

This report is intended solely for the information and use of the San Bernardino County Board of Supervisors and management of the San Bernardino County District Attorney's Office, and is not intended to be, and should not be, used by anyone other than these specified parties.



December 18, 2017

**SAN BERNARDINO COUNTY
DISTRICT ATTORNEY'S OFFICE
UNSERVED/UNDERSERVED
VICTIM ADVOCACY AND OUTREACH
PROGRAM GRANT
Contract #UV15010360**

**Financial Statement
with
Independent Auditors' Reports
For the Year Ended March 31, 2017**

TABLE OF CONTENTS

	Page
Independent Auditors' Report	1
Financial Statement	
Statement of Grant Revenues and Expenditures	3
Note to Financial Statement	4
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	5



Independent Auditors' Report

To the Board of Supervisors and the
San Bernardino County District Attorney's Office

Report on the Financial Statements

We have audited the accompanying statement of grant revenues and expenditures of the San Bernardino County District Attorney's Office (the Office) *Unserviced/Underserved Victim Advocacy and Outreach Program* grant in accordance with the State of California Governor's Office of Emergency Services Contract #UV15010360 for the year ended March 31, 2017.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of this financial statement 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 the financial statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on this financial statement based on our audit. 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, and in accordance with the State of California Governor's Office of Emergency Services *Grant Recipient Handbook*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

The accompanying statement of grant revenues and expenditures was prepared for the purpose of complying with the audit requirements of the State of California Governor's Office of Emergency Services *Grant Recipient Handbook*. As described in Note 1, the statement is not intended to be a complete presentation of the Office's revenues and expenditures.

SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S OFFICE
 UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM GRANT
 CONTRACT # UV15010360

Statement of Grant Revenues and Expenditures

For the Year Ended March 31, 2017

	<u>Funds Requested</u>	<u>Matching Funds</u>	<u>Total</u>
Revenues			
Reimbursements received/receivable			\$ 153,809
Expenditures			
Salaries and benefits	\$ 153,809	\$ 43,750	\$ 197,559
Services and supplies	<u>-</u>	<u>-</u>	<u>-</u>
	<u>153,809</u>	<u>43,750</u>	<u>197,559</u>
Excess (deficiency) of revenues over expenditures - Office cash match			<u>\$ (43,750)</u>

The accompanying notes are an integral part of this statement.

**SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S OFFICE
UNSERVED/UNDERSERVED VICTIM ADVOCACY AND OUTREACH PROGRAM GRANT
CONTRACT #UV15010360**

Note to Financial Statement

1. Summary of Operations and Significant Accounting Policies

Description of the Reporting Entity

The statement represents the grant revenues and expenditures of the San Bernardino County District Attorney's Office (the Office), State of California Governor's Office of Emergency Services (Cal OES) *Unservd/Underserved Victim Advocacy and Outreach Program* grant contract #UV15010360 for the year ended March 31, 2017. The grant was funded by Cal OES and administered by the San Bernardino County District Attorney's Office. The accompanying statement of grant revenues and expenses presents only the activities of the *Unservd/Underserved Victim Advocacy and Outreach Program* grant contract #UV15010360 and is not intended to present the financial position of the San Bernardino County District Attorney's Office nor the County of San Bernardino itself in conformity with accounting principles generally accepted in the United States of America.

Description of Grant

The grant funds were made available to focus on service delivery to victims of violent crime within the underserved population due to race, socio-economic status, disability, or sexual orientation.

The preparation of this financial statement requires management to make estimates and assumptions. Those estimates and assumptions affect the reported amounts of revenues and expenditures, as well as the disclosure of contingent liabilities. Actual results could differ from those estimates. Management also determines the accounting principles to be used in the preparation of the statement. A description of the significant accounting policies employed in the preparation of this statement follows:

Statement of Grant Revenues and Expenditures

The statement of grant revenues and expenditures presents the eligible costs charged to the *Unservd/Underserved Victim Advocacy and Outreach Program* grant contract #UV15010360 by the San Bernardino County District Attorney's Office and the revenues received in reimbursement of those costs by Cal OES.

Basis of Accounting

Revenues and expenditures are presented on a modified accrual basis. Expenditures are recognized in the accounting period in which they are incurred, that is, when goods are received or services are provided. Revenues are recognized in the accounting period in which reimbursable expenditures are incurred.



**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***

Independent Auditors' Report

To the Board of Supervisors and the
San Bernardino County District Attorney's Office

We have audited, 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, and in accordance with the State of California Governor's Office of Emergency Services *Grant Recipient Handbook* the statement of grant revenues and expenditures of the San Bernardino County District Attorney's Office (the Office) *Unserved/Underserved Victim Advocacy and Outreach Program* grant in accordance with the State of California Governor's Office of Emergency Services Contract #UV15010360 for the year ended March 31, 2016, and the related notes to the financial statement, and have issued our report thereon dated December 18, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Office's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statement, but not for the purpose of expressing an opinion on the effectiveness of the Office's internal control. Accordingly, we do not express an opinion on the effectiveness of the Office'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Office's financial statement 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 the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.