

**SAN BERNARDINO COUNTY
DISTRICT ATTORNEY'S OFFICE
VICTIM/WITNESS ASSISTANCE
PROGRAM GRANT
Contract #VW17360360**

**Financial Statement
with
Independent Auditors' Reports
For the Year Ended September 30, 2018**

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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) *Victim/Witness Assistance Program* grant for the year ended September 30, 2018. 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 June 29, 2018. 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 *Victim/Witness Assistance 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 September 30, 2018. We noted no transactions entered into by the *Victim/Witness Assistance 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 *Victim/Witness Assistance Program* grant did not have any significant disclosures that are particularly sensitive for the year ended September 30, 2018.

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 March 21, 2019.

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 *Victim/Witness Assistance 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.

Our consideration of internal control was for the limited purpose described in the preceding paragraph 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 were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

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. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

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. We consider the deficiencies noted in the schedule of findings and responses section of the financial statement to be significant deficiencies.

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.

Powell, Spafford & Landry, Inc.

March 21, 2019



Independent Auditors' Report

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

Report on the Financial Statement

We have audited the accompanying statement of grant revenues and expenditures of the San Bernardino County District Attorney's Office (the Office) *Victim/Witness Assistance Program* grant in accordance with the State of California Governor's Office of Emergency Services Contract #VW17360360 for the year ended September 30, 2018.

Management's Responsibility for the Financial Statement

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.

Auditors' Responsibility

Our responsibility is to express opinions 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 auditors' 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, it is not intended to be a complete presentation of the Office's revenues and expenditures.

Auditor's Responsibility (Continued)

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statement referred to in the first paragraph of this report presents fairly, in all material respects, the grant revenues and expenditures of the San Bernardino County District Attorney's Office *Victim/Witness Assistance Program* grant in accordance with the State of California Governor's Office of Emergency Services Contract #VW17360360 for the year ended September 30, 2018, in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 21, 2019 on our consideration of Office's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of this report is to describe the scope of our testing of internal control over financial reporting and compliance, the results of that testing, and not to provide an opinion on the 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 Office's internal control over financial reporting and compliance.

Restriction on Use

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

Powell, Spafford & Landry, Inc.

March 21, 2019

SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S OFFICE
VICTIM/WITNESS ASSISTANCE PROGRAM GRANT
CONTRACT # VW17360360

Statement of Grant Revenues and Expenditures
For the Year Ended September 30, 2018

	<u>Total</u>
Revenues	
Reimbursements received/receivable	\$ 2,489,746
Expenditures	
Salaries and benefits	2,327,687
Services and supplies	<u>267,372</u>
Total expenditures	<u>2,595,059</u>
Match obligated	<u>\$ (105,313)</u>

The accompanying notes are an integral part of this statement.

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**SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S OFFICE
VICTIM/WITNESS ASSISTANCE PROGRAM GRANT
CONTRACT #VW17360360**

Notes 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) *Victim/Witness Assistance Program* grant contract #VW17360360 for the year ended September 30, 2018. 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 *Victim/Witness Assistance Program* grant contract #VW17360360 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 advise victims of their rights and to provide needed services such as crisis counseling, advocacy services and referral assistance to agencies serving victims of crime.

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 *Victim/Witness Assistance Program* grant contract #VW17360360 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.

2. Subsequent Events

Events or transactions that occurred after September 30, 2018 up through March 21, 2019, the date the statement was available for issuance, were reviewed for subsequent event accounting and disclosure. During this period the San Bernardino County District Attorney's Office does not believe it had any material subsequent events.

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POWELL, SPAFFORD & LANDRY, INC.

CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA
Patrick D. Spafford, CPA
Todd C. Landry, CPA

Licensed by the California Board of Accountancy
Member: American Institute of Certified Public Accountants

**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) *Victim/Witness Assistance Program* grant in accordance with the State of California Governor's Office of Emergency Services contract #VW17360360 for the year ended September 30, 2018, and the related notes to the financial statement, and have issued our report thereon dated March 21 2019.

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. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items (2018-001 and 2018-002) that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Office's financial statement is free of 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 determination of financial statement amounts. 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2018-001 and 2018-002.

Office's Response to Findings

The Office's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The Office's response was not subjected to the auditing procedures applied in the audit of the statement of revenues and grant expenditures and, accordingly, we express no opinion on it.

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

Powell, Spafford & Landry, Inc.

March 21, 2019

**SAN BERNARDINO COUNTY DISTRICT ATTORNEY'S OFFICE
VICTIM/WITNESS ASSISTANCE PROGRAM GRANT
CONTRACT #VW17360360**

Schedule of Findings and Responses

For the Year Ended September 30, 2018

2018-001 Functional Timesheets

Criteria: California Office of Emergency Services Subrecipient Handbook states all grant funded personnel who are directly charged to the grant either in whole or in part must maintain time cards/sheets that : 1) indicate the actual time worked on each Cal OES project and activity (on a daily basis); and 2) account for all the time worked by the employee during the pay period.

Condition: During the testing of expenditures charged to the program during the first two quarters it was noted that functional time cards/sheets were not being maintained by the Office's personnel in charge of the grant.

Cause: The Office's personnel were unaware of this requirement for personnel whom only work 100% on this particular program grant.

Effect: Disallowance of costs expended.

Known Questioned Costs: Unknown.

Recommendation: We recommend that the Office's personnel implement functional timesheets where each employee assigned to the grant indicates time and activity in meeting the objectives of the grant.

Views of Responsible Officials:

Response to Finding #1 – Functional Timesheets

In April 2018, the Office of the District Attorney (Office) received direction from the State of California Office of Emergency Services (CalOES) to implement the use of functional timesheets. The Office created a template functional timesheet and in July 2018, provided CalOES with a copy to review for the format and the work activities to which time should be tracked. The Office implemented the functional timesheets in October 2018 and corrected prior time sheets

2018-002 Requests for Funds

Criteria: California Office of Emergency Services Subrecipient Handbook states the subrecipient must have an accounting system that fully records the amount and disposition of all project funds. Accounting records must show receipt of funds and expenditures by source (eg, federal, state, or local). Match funds and related expenditures must be identified in the accounting record (i.e., general ledger) and reported on the Report of Expenditures and Requests for Funds (Cal OES Form 2-201).

Condition: During the testing of expenditures charged to the program it was noted that amounts reported on the Report of Expenditures and Request for Funds did not agree with accounting records used to prepare the report, primarily as it related to matching funds.

2018-002 Requests for Funds (Continued)

Cause: The Report of Expenditures and Request for Funds was not properly reconciled against the worksheets used to accumulate expenditures to ensure agreement and compliance within budgeted figures.

Effect: Disallowance of costs expended.

Known Questioned Costs: \$17,729.

Recommendation: We recommend that the Office's personnel reconcile the Report of Expenditures and Request for Funds against the worksheet used to prepare the report before submission to Cal OES, including budget vs. actual.

Views of Responsible Officials:

Response to Finding #2 -- Request for Funds

The Office recognizes that it is good business practice and follows internal controls to reconcile the Report of Expenditures and Request for Funds against the worksheets used to accumulate expenditures to ensure agreement and compliance to the grant budget. The Office is immediately implementing the Independent Auditors' recommendation. The result is that after each Report is prepared and submitted to CalOES, the Office will know the balance of available funds for upcoming allowable costs and avoid requesting reimbursement in excess of the approved funds.