

COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
GRANT AUDIT REPORTS FOR:
Victim Witness Assistance
Evidence Based Probation Supervision Recovery Act Program
FOR THE YEAR ENDED JUNE 30, 2013

THIS PAGE INTENTIONALLY LEFT BLANK

**COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

Table of Contents

Independent Auditor's Report	1
Statement of Costs Claimed and Accepted	3
Statement of Approved Budget and Cumulative Revenues, Expenditures and County Match	4
Notes to Financial Statements	5
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 <i>Government Auditing Standards</i>	7
Independent Auditor's Report on Compliance with Requirements Applicable to the Grants Awarded by the California Emergency Management Agency and on Internal Control Over Compliance.....	9
Schedule of Findings.....	11
Summary Schedule of Prior Year Findings.....	12

THIS PAGE INTENTIONALLY LEFT BLANK



INDEPENDENT AUDITOR'S REPORT

To the Honorable Board of Supervisors
County of El Dorado
Placerville, California

We have audited the accompanying Statement of Costs Claimed and Accepted and Statement of Approved Budget and Cumulative Revenues, Expenditures, and County Match of the California Emergency Management Agency Programs (financial statements) for the grants awarded to the County of El Dorado (County) by the California Emergency Management Agency (CalEMA) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the grant program's basic financial statements as listed in the table of contents.

Management's Responsibility 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 Responsibility

Our responsibility is to express opinions on these financial statements 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, 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 statements 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 statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the County's California Emergency Management Agency programs, as of June 30, 2013, in accordance with accounting principles generally accepted in the United States of America.

Roseville, California
April 3, 2014

THIS PAGE INTENTIONALLY LEFT BLANK

**COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

Statement of Costs Claimed and Accepted
For the Year Ended June 30, 2013

Grant Name and Number/ Grant Term/Audit Period	Expenditures Claimed and Accepted For Period Ended June 30, 2013			Share of Expenditures Current Year		
	Costs Claimed	Costs Accepted	Questioned Costs	Federal Share	State Share	County Share
<u>Victim Witness Assistance - VW12310090:</u>						
Grant Term: 07/01/12 - 06/30/13						
Audit Period: 07/01/12 - 06/30/13						
Personal services	\$ 165,172	\$ 165,172	\$ --	\$ 76,238	\$ 88,934	\$ --
Totals	<u>\$ 165,172</u>	<u>\$ 165,172</u>	<u>\$ --</u>	<u>\$ 76,238</u>	<u>\$ 88,934</u>	<u>\$ --</u>
<u>Evidence Based Probation Supervision Recovery Act Program - ZP09010090:</u>						
Grant Term: 10/01/09 - 09/30/12						
Audit Period: 07/01/12 - 09/30/12						
Personal services	\$ 19,720	\$ 19,720	\$ --	\$ 19,720	\$ --	\$ --
Totals	<u>\$ 19,720</u>	<u>\$ 19,720</u>	<u>\$ --</u>	<u>\$ 19,720</u>	<u>\$ --</u>	<u>\$ --</u>

See accompanying Notes to the Financial Statements

**COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

Statement of Approved Budget and Cumulative Revenues, Expenditures, and County Match
For the Period July 1, 2012 through June 30, 2013

Grant Name and Number/ Grant Term/Audit Period	Budget	Expenditures, Revenues, and Match			Budget to Actual Variance
		For the Period Through June 30, 2012	For the Period July 1, 2012 Through June 30, 2013	Cumulative as of June 30, 2013	
<u>Victim Witness Assistance - VW12310090:</u>					
Grant Term: 07/01/12 - 06/30/13					
Audit Period: 07/01/12 - 06/30/13					
Personal services	\$ 165,172	\$ --	\$ 165,172	\$ 165,172	\$ --
Total Expenditures	<u>165,172</u>	<u>--</u>	<u>165,172</u>	<u>165,172</u>	<u>--</u>
Revenues Earned	<u>\$ 165,172</u>	<u>\$ --</u>	<u>\$ 165,172</u>	<u>\$ 165,172</u>	<u>\$ --</u>
<u>Evidence Based Probation Supervision Recovery Act Program - ZP09010090:</u>					
Grant Term: 10/01/09 - 09/30/12					
Audit Period: 07/01/12 - 09/30/12					
Personal Services	\$ 214,117	\$ 194,397	\$ 19,720	\$ 214,117	\$ --
Operating Expenses	6,330	6,330	--	6,330	--
Total Expenditures	<u>220,447</u>	<u>200,727</u>	<u>19,720</u>	<u>220,447</u>	<u>--</u>
Revenues Earned	<u>\$ 220,447</u>	<u>\$ 200,727</u>	<u>\$ 19,720</u>	<u>\$ 220,447</u>	<u>\$ --</u>

See accompanying Notes to the Financial Statements

**COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

Notes to Financial Statements
For the Year Ended June 30, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Schedule Presentation

The schedules present only the financial activities of the County of El Dorado's California Emergency Management Agency (Cal EMA) grants for the period from July 1, 2012 through June 30, 2013 and are not intended to present fairly the financial position or changes in financial position of the County of El Dorado in accordance with accounting principles generally accepted in the United States of America.

Basis of Accounting

The accompanying Financial Statements are prepared in accordance with the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available and expenditures are recognized when the related liability is incurred.

NOTE 2: USE OF ESTIMATES

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of revenues and expenditures. Actual results could differ from these estimates.

NOTE 3: CONTINGENCIES

The grants are awarded by Cal EMA and are subject to audit by Cal EMA. It is uncertain whether an audit of the grants by Cal EMA could produce deficiencies in costs claimed under the grants and, therefore, could result in funds being returned to Cal EMA.

THIS PAGE INTENTIONALLY LEFT BLANK



**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**

To the Honorable Board of Supervisors
County of El Dorado
Placerville, 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 accompanying Statement of Costs Claimed and Accepted and Statement of Approved Budget and Cumulative Revenues, Expenditures, and County Match of the California Emergency Management Agency Programs (financial statements) for the grants awarded by the California Emergency Management Agency (Cal EMA) to the County of El Dorado (County) as of and for the year ended June 30, 2013, and the related notes to the financial statements and have issued our report thereon dated April 3, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County'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. 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.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County'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 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Honorable Board of Supervisors
County of El Dorado
Placerville, California

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.

A handwritten signature in cursive script that reads "Gallina LLP".

Roseville, California
April 3, 2014

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO THE GRANTS AWARDED BY
THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY AND
ON INTERNAL CONTROL OVER COMPLIANCE**

To the Board of Supervisors
County of El Dorado
Placerville, California

Compliance

We have audited the compliance of the County of El Dorado (County) with the types of compliance requirements described in the California Emergency Management Agency *Recipient Handbook* that are applicable to programs listed in the accompanying financial statements of the California Emergency Management Agency Programs (programs) for the year ended June 30, 2013. Compliance with the requirements of laws, regulations, contracts, and grants applicable to these Programs is the responsibility of the County's management. Our responsibility is to express an opinion on the County's compliance based on our audit.

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, the California Emergency Management Agency *Recipient Handbook*. Those standards 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 the Programs occurred. An audit includes examining, on a test basis, evidence about the County'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. Our audit does not provide a legal determination of the County's compliance with those requirements.

In our opinion, the County complied, in all material respects, with the requirements referred to above that are applicable to the Programs for the year ended June 30, 2013. However, the results of our auditing procedures disclosed an instance of noncompliance with those requirements, which are required to be reported in accordance with California Emergency Management Agency *Recipient Handbook* and which is described in the accompanying schedule of findings as item 2013-001.

Internal Control Over Compliance

The management of the County is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to these Programs. In planning and performing our audit, we considered the County's internal control over compliance with the requirements that could have a direct and material effect on the California Emergency Management Agency Programs in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, 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 County's internal control over compliance with the California Emergency Management Agency *Recipient Handbook*.

To the Board of Supervisors
County of El Dorado
Placerville, California

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified a certain deficiency in internal control over compliance that we consider to be a material weakness.

A deficiency in internal control over compliance 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 noncompliance 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 reasonable possibility that material noncompliance with a compliance requirement will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying schedule of findings as item 2013-001 to be a material weakness.

The County's response to the finding identified in our audit is described in the accompanying schedule of findings. We did not audit the County's response and, accordingly, we express no opinion on the response.

This report is intended solely for the information and use of the California Emergency Management Agency and El Dorado County's management and is not intended to be, and should not be, used by anyone other than these specified parties.



Roseville, California
April 3, 2014

**COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

**SCHEDULE OF FINDINGS
AND
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**

THIS PAGE INTENTIONALLY LEFT BLANK

**COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

Schedule of Findings
For the Year Ended June 30, 2013

Finding	2013-001
Program Title:	Victim Witness Assistance
Award Number:	VW12310090
Type	Reporting and Compliance

Criteria

Under section 6320.2 of the 2013 Recipient Handbook issued by the California Emergency Management Agency (the "CalEMA"), the grantee is required to submit a Report of Expenditures and Requests for Funds (CalEMA 2-201) within 30 calendar days of the end of the report period, whether or not funds are being requested.

Condition

During the performance of our audit, we noted that the Department did not submit the quarterly Report of Expenditures and Request for Funds (CalEMA 2-201) within 30 calendar days of the end of the reporting period, whether or not funds were being requested for the 1st, 2nd and 3rd quarters for the Victim Witness Assistance Program Grant.

Questioned Costs

No costs are questioned.

Cause

The Department did not have proper oversight to ensure this report's submittal within 30 days of the end of the quarter, whether or not funds are being requested.

Effect of Condition

Late submission of quarterly Report of Expenditures and Request for Funds (CalEMA 2-201) may result in the withholding or disallowance of grant payments, the reduction or termination of grant funds, and/or the denial of future grant funding.

Recommendation

We recommend the Department implement procedures to monitor the preparation, review and submittal of reports within 30 days of the end of the reporting period.

Management Response

The El Dorado County District Attorney's office concurs with finding 2013-001 and recommendations.

Corrective Action Plan

The Fiscal Staff will establish a grant calendar to track important reporting requirement deadlines. The staff will also develop a time sheet policy to ensure accurate and timely preparation of time sheets.

Contact: Steve Miller, Accounting Systems Administrator, Phone: 530-621-5536

**COUNTY OF EL DORADO
CALIFORNIA EMERGENCY MANAGEMENT AGENCY**

Summary Schedule of Prior Year Findings
For the Year Ended June 30, 2013

Reference Number	2012-01
Program Title	Vertical Prosecution Block Grants
Award Number(s)	VB08060090
Compliance Requirement	Reporting and Compliance

Recommendation

We recommend the Department implement procedures to monitor the preparation, review and submittal of reports within 30 days of the end of the reporting period.

Status

Unable to determine as there was no grant activity during fiscal year 2012/2013.