

***CITY OF BURBANK  
ANNUAL FINANCIAL REPORT OF THE  
PROPOSITION A GROWTH OVER INFLATION FUNDS  
  
FOR THE FISCAL YEARS ENDED  
JUNE 30, 2019 AND 2018***



Simpson & Simpson, LLP  
Certified Public Accountants

***CITY OF BURBANK***  
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*FINANCIAL SECTION*

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SIMPSON & SIMPSON

CERTIFIED PUBLIC ACCOUNTANTS

FOUNDING PARTNERS

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## **Independent Auditor's Report**

To the Honorable Members of the City Council of the  
City of Burbank, California and the  
Los Angeles County Metropolitan Transportation Authority

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Proposition A Growth Over Inflation (GOI) funds, which are accounted for in the Proposition C Local Return Fund (PCLRF), of the City of Burbank (the City) as of and for the years ended June 30, 2019 and 2018, and the related notes to the 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 an opinion on these financial statements based on our audits. We conducted our audits 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 of 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 opinion.



***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Proposition A GOI funds of the City of Burbank, California, as of June 30, 2019 and 2018, and the changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Emphasis of Matter***

As discussed in Note 2, the financial statements present only the Proposition A GOI funds and do not purport to, and do not, present fairly the financial position of the PCLRF or the City of Burbank, California, as of June 30, 2019 and 2018, and the changes in financial position thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements of the Proposition A GOI funds, which are accounted for in the PCLRF. The accompanying supplementary information as listed in the table of contents is presented for the purposes of additional analysis and is not a required part of the financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects, in relation to the financial statements as a whole.

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

In accordance with Government Auditing Standards, we have issued our report dated December 2, 2019, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 the Proposition A GOI funds' financial reporting and compliance.

A handwritten signature in cursive script that reads "Simpson &amp; Simpson".

Los Angeles, California  
December 2, 2019

**CITY OF BURBANK**  
**PROPOSITION A GROWTH OVER INFLATION**  
**BALANCE SHEETS**  
June 30

	2019	2018
<b>ASSETS</b>		
Cash and investments	\$ -	\$ -
Total assets	\$ -	\$ -
<b>LIABILITIES AND FUND BALANCE</b>		
<b>Liabilities</b>		
Accounts payable	\$ -	\$ -
Total liabilities	-	-
<b>Fund Balance</b>		
Restricted	-	-
Total fund balance	-	-
Total liabilities and fund balance	\$ -	\$ -

The accompanying notes are an integral part of the financial statements.

**CITY OF BURBANK**  
**PROPOSITION A GROWTH OVER INFLATION**  
**STATEMENTS OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
For the Fiscal Years Ended June 30

	2019	2018
<b>REVENUES</b>		
Proposition A Growth Over Inflation	\$ 139,512	\$ 87,454
Total revenues	139,512	87,454
<b>EXPENDITURES</b>		
Fixed Route Transit Services	139,512	87,454
Total expenditures	139,512	87,454
Excess of revenues over expenditures	-	-
Fund balance at beginning of year	-	-
Fund balance at end of year	\$ -	\$ -

The accompanying notes are an integral part of the financial statements.

**CITY OF BURBANK**  
**NOTES TO FINANCIAL STATEMENTS**  
For the Fiscal Year Ended June 30, 2019 and 2018

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Fund Accounting*

The operations of the Proposition A Growth Over Inflation (GOI) funds are accounted for in the Proposition C Local Return Fund (PCLRF), which is a separate set of self-balancing accounts that comprise their assets, liabilities, fund balance, revenues, and expenditures.

On April 22, 2010, the Los Angeles County Metropolitan Transportation Authority (Metro) elected to designate a portion of the Proposition A 40% Discretionary Funds to non-municipal, Tier II operators, to assist in the growth and development of those operators' fixed route transit services. The funds are awarded based on Metro formula allocation procedures, which is based on the Transit Performance Measurement Data that is reported by the operators at the end of each fiscal year.

*Basis of Accounting*

The PCLRF is accounted for using the modified accrual basis of accounting whereby revenues are recognized when they become both measurable and available to finance expenditures of the current period and expenditures are generally recognized when the related fund liabilities are incurred.

**NOTE 2 – ANNUAL FINANCIAL STATEMENTS**

The financial statements reflect only the financial position and results of operations of the Proposition A GOI funds, and do not purport to, and do not present fairly the financial position of the PCLRF or the City's financial position as of June 30, 2019 and 2018, and the changes in fund balance for the years then ended in conformity with accounting principles generally accepted in the United States of America.

**NOTE 3 - PROPOSITION A GROWTH OVER INFLATION COMPLIANCE REQUIREMENTS**

In accordance with Proposition A GOI Memorandum of Understanding (MOU) and Proposition A 40% Discretionary Guidelines, these funds are to be used exclusively for fixed route transit services. Expenditures to expand fixed route transit services or to maintain current level of effort are eligible uses of Proposition A GOI funds. Any funds that were not expended during the fiscal year, shall be returned to Metro. Such unexpended funds will be treated as carryover funds and held by Metro on behalf of the operator for a period of two years. Grantee may carryover for two years, one hundred percent (100%) of its annual funding mark minus any portion expended during the fiscal year.

**NOTE 4 – SUBSEQUENT EVENTS**

The City has evaluated events or transactions that occurred subsequent to June 30, 2019 through December 2, 2019, the date the accompanying financial statements were available to be issued, for potential recognition or disclosure in the financial statements and determined no subsequent matters require disclosure or adjustment to the accompanying financial statements.





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**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 Members of the City Council of the  
City of Burbank, California and the  
Los Angeles County Metropolitan Transit Authority

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, the financial statements of the Proposition A Growth Over Inflation (GOI) funds, which are accounted for in PCLRF of the City of Burbank, California (City), as of and for the year ended June 30, 2019, and the related notes to the financial statements, and have issued our report thereon dated December 2, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the Funds’ financial statements, we considered the City’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 Funds’ 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 City’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 City's Proposition A Growth Over Inflation (GOI) funds financial statements are 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **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 result 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 "Simpson &amp; Simpson".

Los Angeles, California  
December 2, 2019

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*COMPLIANCE SECTION*

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SIMPSON & SIMPSON

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## **Independent Auditor's Report On Compliance**

To the Honorable Members of the City Council of the  
City of Burbank, California and the  
Los Angeles County Metropolitan Transit Authority

### **Report on Compliance**

We have audited the compliance of the City of Burbank, California (City) with the Proposition A Growth Over Inflation (GOI) Memorandum of Understanding (the MOU) and the Proposition A 40% Discretionary Guidelines (collectively, the Guidelines), for the year ended June 30, 2019.

#### ***Management's Responsibility***

Management is responsible for the City's compliance with the Guidelines.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on the City'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, and the Guidelines referred to in the preceding paragraph. Those standards and the Guidelines 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 Proposition A GOI Program occurred. An audit includes examining, on a test basis, evidence about City'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 on compliance with the Guidelines. However, our audit does not provide a legal determination of the City's compliance with the Guidelines.

#### ***Opinion***

In our opinion, the City complied, in all material respects, with the compliance requirements of the Guidelines for the year ended June 30, 2019.



## Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the Guidelines referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance 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 combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance under the Guidelines will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with the Guidelines that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that we consider to be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirement of the Guidelines. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Simpson &amp; Simpson".

Los Angeles, California  
December 2, 2019

**CITY OF BURBANK**  
Proposition A Growth Over Inflation  
COMPLIANCE MATRIX  
Year Ended June 30, 2019

Compliance Requirement		In Compliance			Questioned Costs	If no, provide details and management response.
		Yes	No	N/A		
1.	Timely uses of funds.	X		None		
2.	Expenditures for capital assets and capital projects were approved before being incurred.	N/A		None		
3.	Expenditures were supported and allowable per the Guidelines.	X		None		
4.	Accounting procedures, record keeping, and documentation were adequate.	X		None		
5.	Only expenditures for Fixed Route Services were included in the Transit Performance Measurement (TPM).	X		None		
6.	By November 1 of each year, report TPM data to Metro.	N/A		None		
7.	Did not participate in any of the non-allowable funding programs (Section 4.1 of the MOU).	X		None		
8.	Maintained existing local commitment of Proposition A, Proposition C and Measure R for current transportation services.	X		None		
9.	Used Proposition A Growth Over Inflation (GOI) funds to augment, not supplant existing local revenues used for transportation services.	X		None		
10.	Complied with all National Transit Database (NTD) reporting requirements.	X		None		
11.	Committed all NTD subsidiaries prior to committing Proposition A GOI funds.	X		None		
12.	For each fiscal year, submit to Metro a Short-Range Transportation Plan (SRTP).	X		None		
13.	No later than 90 days after each fiscal year, submit to Metro a completed State Controller's Report.	N/A		None		
14.	Secured local support equivalent to the lesser of: 5% of the current fiscal year gross operating expenses, or 25% of the current fiscal year Local Return Funds received.	X		None		

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***SCHEDULE OF FINDINGS AND RECOMMENDATIONS***

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***CITY OF BURBANK***  
Proposition A Growth Over Inflation  
**SCHEDULE OF FINDINGS AND RECOMMENDATIONS**  
June 30, 2019

No findings were noted.



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***SUPPLEMENT INFORMATION***

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**CITY OF BURBANK**  
**PROPOSITION A GROWTH OVER INFLATION**  
**SUPPLEMENTARY INFORMATION**  
**EXHIBIT B - PROPOSITION A GROWTH OVER INFLATION WORKSHEET**  
**FY 2019**

**Claimant: City of Burbank**  
**Mode: System Total (Bus Only)**  
**(Bus, DAR, or System Total)**  
**SOURCE OF OPERATING FUNDS:**

**Date: December 4, 2019**  
**Contact: Beverly Wong**

<b>Maximum Annual Allocation</b>	<b>Estimated Monthly Payment</b>
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**FEDERAL CASH GRANTS AND REIMBURSEMENTS**

FTA Sec. 5307 Operating	\$ -	\$ -
CMAQ (Operating)	\$ -	\$ -

**STATE CASH GRANTS AND REIMBURSEMENTS**

Other State (Specify)	\$ -	\$ -
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**LOCAL CASH GRANTS AND REIMBURSEMENTS**

Passenger Fares	\$ 107,003	\$ 8,917
Special Transit Service	\$ -	\$ -
Charter Service Revenues	\$ -	\$ -
Auxiliary Transportation Revenues	\$ -	\$ -
Non-transportation Revenues	\$ -	\$ -
Prop. A Growth Over Inflation	\$ 139,512	\$ 11,626
Prop. A 25% Local Return	\$ 2,108,653	\$ 175,721
Prop. A Incentive fund	\$ -	\$ -
Prop. C 20% Local Return	\$ 1,749,068	\$ 145,756
Measure R 15% Local Return	\$ 1,312,178	\$ 109,348
Measure M 17% Local Return	\$ 1,477,837	\$ 123,153
Other Local (EZ Pass Reimbursement)	\$ 82,783	\$ 6,899
Other Local (NTD)	\$ 111,130	\$ 9,261

<b>TOTAL OPERATING REVENUES</b>	<b>\$ 7,088,164</b>	<b>\$ 590,680</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 1,886,044</b>	<b>\$ 157,170</b>

**Cost per VSH Calculation**

Vehicle Service Hours (VSH)	26,095
Costs per VSH	\$ 72.28
% Change/VSH	-1%

**Maintenance of Effort**

5% of Operating Expenses	\$ 94,302
25% of Local Return Funds	\$ 1,292,475

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***EXIT CONFERENCE***

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**CITY OF BURBANK**  
PROPOSITION A GROWTH OVER INFLATION  
EXIT CONFERENCE  
June 30, 2019

An exit conference was held on November 21, 2019 with the City of Burbank. Those in attendance were:

***Simpson & Simpson Representative:***

Steve Quon, Senior Auditor  
May Yi, Auditor

***City's Representative:***

Beverly Wong, Senior Administrative Analyst

***Matters Discussed:***

Results of the audit disclosed no significant control deficiencies or non-compliance issues with Metro Guidelines.

A copy of this report was forwarded to the following City representative(s) for their comments prior to the issuance of the final report:

Beverly Wong, Senior Administrative Analyst

Simpson & Simpson, LLP  
633 West 5<sup>th</sup> Street, Suite 3320  
Los Angeles, CA 90071

RE: CITY OF BURBANK ANNUAL FINANCIAL REPORT OF THE PROPOSITION A GROWTH  
OVER INFLATION FUNDS FOR THE FISCAL YEARS ENDED JUNE 30, 2019 AND 2018.

I have received the annual financial report of the Proposition A Growth Over Inflation Funds for the years ended June 30, 2019 and 2018, for the City of Burbank and agree with the contents of the report except as indicated below:

(Attach additional pages if necessary)

Very truly yours,

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Name

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Title

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Date