

The word "access" is written in a white, lowercase, sans-serif font. It is centered within a horizontal rectangular bar that has a teal-to-blue gradient, with the teal on the left and blue on the right.

**Access Services  
(A Nonprofit Benefit Corporation)  
Audited Financial Report on the**

**Schedules of Revenues and Expenditures and  
Deferred Revenues and Support  
under MOU No. P000ASI22 and P000ASI21**

***As of and For the Years Ended June 30, 2018 and 2017***

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**FINANCIAL SECTION**

## **Report of Independent Auditors**

### **To the Board of Directors of Access Services and the Los Angeles County Metropolitan Transportation Authority**

#### **Report on the Schedules of Revenues and Expenditures and Deferred Revenues and Support**

We have audited the accompanying Schedules of Revenues and Expenditures of Access Services for the years ended June 30, 2018 and 2017 and Schedules of Deferred Revenues and Support as of June 30, 2018 and 2017 as defined by the Proposition C Program Guidelines and the Memorandum of Understanding (MOU Nos. P000AS122 and P000AS121) dated June 22, 2017 and June 23, 2016, respectively, between Access Services as grantee, and the Los Angeles County Metropolitan Transportation Authority (LACMTA), as grantor and the related notes to the Schedules of Revenues and Expenditures and Deferred Revenues and Support (collectively, the Schedules).

#### ***Management's Responsibility for the Schedules***

Management is responsible for the preparation and fair presentation of these Schedules 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 Schedules that are free from material misstatement, whether due to fraud or error.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these Schedules 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 from material misstatement.

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



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 Schedules of Revenues and Expenditures for the years ended June 30, 2018 and 2017 and the Schedules of Deferred Revenues and Support as of June 30, 2018 and 2017 referred to above present fairly, in all material respects, the revenues and expenditures and deferred revenues and support of Access Services under MOU Nos. P000ASI22 and P000ASI21 as of and for the years ended June 30, 2018 and 2017, in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matter***

As discussed in Note 3, the Schedules of Revenues and Expenditures and Deferred Revenues and Support present only the revenues, expenditures and deferred revenues and support of Access Services under MOU Nos. P000ASI22 and P000ASI21, and do not purport to, and do not present fairly the financial position of Access Services as of June 30, 2018 and 2017 and the changes in its financial position thereof for the years 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.

### ***Supplementary Information***

Our audits were conducted for the purpose of forming opinions on the Schedules of Revenues and Expenditures and Deferred Revenues and Support. The Schedule of Capital Assets and the Deferred Revenues and Support Rollforward Schedule – Operating and Capital Grants are presented for purposes of additional analysis and are not a required part of the Schedules. The Schedule of Capital Assets is presented for purposes of additional analysis and has not been subjected to the auditing procedures applied in the audits of the Schedules of Revenues and Expenditures and Deferred Revenues and Support. Accordingly, we do not express an opinion or provide any assurance on them.

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



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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 7, 2019 on our consideration of Access Services' internal control over financial reporting which includes preparation of the Schedules of Revenues and Expenditures and Deferred Revenues and Support 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 solely to describe the scope of our testing of internal control over financial reporting of the Schedules of Revenues and Expenditures and Deferred Revenues and Support and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Access Services' internal control over financial reporting of the Schedules of Revenues and Expenditures and Deferred Revenues and Support or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and in considering Access Services' internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Vasquez &amp; Company LLP". The signature is written in a cursive, flowing style.

**Glendale, California  
March 7, 2019**

**Access Services**  
**MOU No. P000ASI22**  
**Schedule of Revenues and Expenditures**  
**Year ended June 30, 2018**

	<u>Federal 5310</u>	<u>Proposition C</u>	<u>Total</u>
<b>Revenues</b>			
Revenues - Funding Source			
Operating	\$ 64,600,000	\$ 76,647,117	\$ 141,247,117
Capital	271,101	-	271,101
Passenger Fares	-	9,908,563	9,908,563
MTA Shuttle Reimbursement	-	62,824	62,824
MTA Tether Strap Reimbursement	-	2,849	2,849
Miscellaneous Income	-	1,174,716	1,174,716
Gain on Sale of Capital Assets	-	90,608	90,608
<b>Total Revenues</b>	<u>64,871,101</u>	<u>87,886,677</u>	<u>152,757,778</u>
<b>Expenditures</b>			
Paratransit Operations - Direct Cost			
Communications	-	1,837,791	1,837,791
Contracted Customer Service	-	2,243,122	2,243,122
Insurance	-	5,867,897	5,867,897
Telecom Maintenance	-	860,856	860,856
Office Rent	-	42,000	42,000
Office Supplies	-	6,645	6,645
Other Expense	-	2,270	2,270
Printed Materials	-	14,487	14,487
Professional Services	-	7,077	7,077
Promotions / Events	-	114,787	114,787
Purchased Transportation	63,986,661	58,482,014	122,468,675
Repair and Maintenance	-	433	433
Salaries and Related Expense	-	510,277	510,277
Security	-	200,000	200,000
Temporary Personnel	-	34,130	34,130
Vehicle Costs	-	46,981	46,981
Total Paratransit Operations Direct Cost	<u>63,986,661</u>	<u>70,270,767</u>	<u>134,257,428</u>
Paratransit Operations - Indirect Cost			
Business Meetings and Meals	-	870	870
Communications	-	60,472	60,472
Insurance	-	24,082	24,082
Telecom Maintenance	-	1,248	1,248
Office Rent	-	152,113	152,113
Office Supplies	-	7,720	7,720
Other Expense	-	2,147	2,147
Other Related Employee Expense	-	816	816
Postage / Mailing	-	19,644	19,644
Printed Materials	-	91,638	91,638
Professional Services	-	1,098	1,098
Promotions/Events	-	112,576	112,576
Salaries and Related Expense	-	1,613,012	1,613,012
Travel and Conference	-	29,467	29,467
Vehicle Costs	-	67,709	67,709
Total Paratransit Operations - Indirect Cost	<u>-</u>	<u>2,184,612</u>	<u>2,184,612</u>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000ASI22**  
**Schedule of Revenues and Expenditures (Continued)**  
**Year ended June 30, 2018**

	<u>Federal 5310</u>	<u>Proposition C</u>	<u>Total</u>
Eligibility Determination Expenses			
Business Meetings and Meals	\$ -	\$ 287	\$ 287
Communications	-	131,582	131,582
Eligibility and Appeals	-	4,754,953	4,754,953
Insurance	-	68,253	68,253
Telecom Maintenance	-	568	568
Office Rent	-	421,284	421,284
Office Supplies	-	5,804	5,804
Other Expense	-	1,124	1,124
Postage/Mailing	-	202,484	202,484
Printed Materials	-	459,810	459,810
Professional Services	-	17,779	17,779
Promotions / Events	-	32,050	32,050
Purchased Transportation	613,339	669,730	1,283,069
Repair and Maintenance	-	3,400	3,400
Salaries and Related Expense	-	467,772	467,772
Tether Pilot Program	-	74,498	74,498
Travel and Conference	-	560	560
Travel Training	-	617,465	617,465
Total Eligibility Determination Expenses	<u>613,339</u>	<u>7,929,403</u>	<u>8,542,742</u>
CTSA Function - Access Ride Information Expenses			
Business Meetings and Meals	-	590	590
Communications	-	3,713	3,713
Insurance	-	482	482
Office Rent	-	16,901	16,901
Office Supplies	-	1,787	1,787
Other Expense	-	7,377	7,377
Other Related Employee Expense	-	600	600
Postage / Mailing	-	3,929	3,929
Printed Materials	-	69	69
Promotions/Events	-	2,541	2,541
Salaries and Related Expense	-	52,725	52,725
Total CTSA Function - Access Ride information Expenses	<u>-</u>	<u>90,714</u>	<u>90,714</u>
Administrative Expenses			
Board Compensation	-	17,182	17,182
Business Meetings and Meals	-	28,410	28,410
Communications	-	77,174	77,174
Insurance	-	406,014	406,014
Telecom Maintenance	-	384,271	384,271
Office Rent	-	342,409	342,409
Office Supplies	-	27,019	27,019
Other Expense	-	55,871	55,871
Other Related Employee Expense	-	111,266	111,266
Postage/Mailing	-	45,875	45,875
Printed Materials	-	13,883	13,883
Professional Services	-	1,542,795	1,542,795
Promotions/Events	-	49,352	49,352
Provision for Income Tax	-	5,862	5,862
Repair and Maintenance	-	19,891	19,891
Salaries and Related Expense	-	4,097,408	4,097,408
Temporary Personnel	-	5,428	5,428
Travel and Conference	-	86,118	86,118
Total Administrative Expenses	<u>-</u>	<u>7,316,228</u>	<u>7,316,228</u>
<b>Total Operating Expenditures Before Depreciation and Other Expenses (Revenues)</b>	<u>64,600,000</u>	<u>87,791,724</u>	<u>152,391,724</u>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*



**Access Services**  
**MOU No. P000ASI22**  
**Schedule of Revenues and Expenditures (Continued)**  
**Year ended June 30, 2018**

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	<u>Federal 5310</u>	<u>Proposition C</u>	<u>Total</u>
Depreciation Expense	1,707,689	4,738,131	<b>6,445,820</b>
<b>Total Expenditures</b>	<u>66,307,689</u>	<u>92,529,855</u>	<b><u>158,837,544</u></b>
<b>Deficiency of Revenues over Expenditures</b>	<b>\$ <u>(1,436,588)</u></b>	<b>\$ <u>(4,643,178)</u></b>	<b>\$ <u>(6,079,766)</u></b>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000ASI21**  
**Schedule of Revenues and Expenditures**  
**Year ended June 30, 2017**

	<u>Federal 5310</u>	<u>Proposition C</u>	<u>Total</u>
<b>Revenues</b>			
Revenues - Funding Source			
Operating	\$ 63,300,000	\$ 81,793,808	\$ 145,093,808
Capital	6,899,484	-	6,899,484
Passenger Fares	-	9,956,441	9,956,441
MTA Shuttle Reimbursement	-	17,028	17,028
MTA Tether Strap Reimbursement	-	1,517	1,517
Miscellaneous Income	-	82,618	82,618
Gain on Sale of Capital Assets	44,057	552,939	596,996
<b>Total Revenues</b>	<u>70,243,541</u>	<u>92,404,351</u>	<u>162,647,892</u>
<b>Expenditures</b>			
Paratransit Operations - Direct Cost			
Communications	-	1,815,260	1,815,260
Contracted Customer Service	-	2,127,938	2,127,938
Insurance - Commercial	-	6,292,708	6,292,708
Office Rent	-	127,458	127,458
Office Supplies	-	6,627	6,627
Telecom Maintenance	-	803,628	803,628
Professional Services	-	13,551	13,551
Community Events and Materials	-	188,481	188,481
Purchased Transportation Services	62,543,419	54,113,795	116,657,214
Salaries and Related Benefits	-	731,032	731,032
Security Contract - Metro/LASD	-	200,000	200,000
Temporary Personnel	-	9,028	9,028
Travel and Conference	-	7,356	7,356
Vehicle Cost - Direct	-	73,803	73,803
Total Paratransit Operations Direct Cost	<u>62,543,419</u>	<u>66,510,665</u>	<u>129,054,084</u>
Paratransit Operations - Indirect Cost			
Communications - Telephone and Data Transmission	-	58,244	58,244
Insurance - Commercial	-	35,330	35,330
Office Rent	-	118,681	118,681
Office Supplies	-	7,039	7,039
Other Expenses	-	2,060	2,060
Postage / Mailing	-	26,996	26,996
Printed Materials	-	125,502	125,502
Promotions/Events	-	86,262	86,262
Salaries and Related Benefits	-	2,358,388	2,358,388
Travel and Conference	-	62,997	62,997
Vehicle Costs - Indirect	-	80,703	80,703
Total Paratransit Operations - Indirect Cost	<u>-</u>	<u>2,962,202</u>	<u>2,962,202</u>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000AS121**  
**Schedule of Revenues and Expenditures (Continued)**  
**Year ended June 30, 2017**

	<u>Federal 5310</u>	<u>Proposition C</u>	<u>Total</u>
Eligibility Determination Expenses			
Business Meetings and Meals	\$ -	\$ 432	\$ 432
Communications - Telephone / Data Transmission	-	165,106	165,106
Eligibility and Appeal Contracts	-	6,477,223	6,477,223
Insurance - Commercial	-	70,570	70,570
Office Rent	-	98,314	98,314
Office Supplies	-	5,493	5,493
Other Miscellaneous Expenses	-	2,655	2,655
Postage / Mailing	-	160,209	160,209
Professional Services	-	205,603	205,603
Promotions and events	-	22,531	22,531
Publications / Printed Materials	-	366,087	366,087
Purchased Transportation	756,581	530,531	1,287,112
Repair and Maintenance	-	34,526	34,526
Salaries and Related Benefits	-	452,279	452,279
Tether Pilot Program	-	173,367	173,367
Travel and Conference	-	726	726
Travel Training	-	588,569	588,569
Total Eligibility Determination Expenses	<u>756,581</u>	<u>9,354,221</u>	<u>10,110,802</u>
CTSA Function - Access Ride Information Expenses			
Business Meetings and Meals	-	416	416
Communications - Telephone	-	4,130	4,130
Insurance	-	707	707
Office Rent	-	13,187	13,187
Office Supplies	-	1,774	1,774
Other Expenses	-	30,043	30,043
Other Related Employee Expense	-	690	690
Postage / Mailing	-	5,399	5,399
Printed Materials	-	2,341	2,341
Promotions and Events	-	1,776	1,776
Salaries and Related Benefits - Ride Information	-	231,690	231,690
Temporary Personnel	-	8,904	8,904
Total CTSA Function - Access Ride information Expenses	<u>-</u>	<u>301,057</u>	<u>301,057</u>
Administrative Expenses			
Board and Advisory Committee Compensation	-	19,766	19,766
Business Meetings and Meals	-	21,576	21,576
Communications - Telephone and Data Transmission	-	70,555	70,555
Insurance - Commercial	-	193,232	193,232
Telecom Maintenance	-	976,516	976,516
Office Rent	-	279,360	279,360
Office Supplies	-	24,681	24,681
Other Expenses	-	87,055	87,055
Other Related Employee Expense	-	97,552	97,552
Postage / Mailing	-	63,395	63,395
Printed Materials	-	37,889	37,889
Professional Services	-	1,258,082	1,258,082
Promotions/Events	-	16,863	16,863
Vehicle Costs	-	1,047	1,047
Repair and Maintenance	-	17,827	17,827
Salaries and Related Benefits	-	4,900,334	4,900,334
Temporary Personnel	-	7,423	7,423
Travel and Conference	-	45,651	45,651
Total Administrative Expenses	<u>-</u>	<u>8,118,804</u>	<u>8,118,804</u>
<b>Total Expenditures Before Depreciation</b>	<u>63,300,000</u>	<u>87,246,949</u>	<u>150,546,949</u>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000ASI21**  
**Schedule of Revenues and Expenditures (Continued)**  
**Year ended June 30, 2017**

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	<u>Federal 5310</u>	<u>Proposition C</u>	<u>Total</u>
Depreciation Expense	1,309,564	5,658,005	<b>6,967,569</b>
<b>Total Expenditures</b>	<u>64,609,564</u>	<u>92,904,954</u>	<u><b>157,514,518</b></u>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 5,633,977</b>	<b>\$ (500,603)</b>	<b>\$ 5,133,374</b>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000ASI22**  
**Schedule of Deferred Revenues and Support**  
**June 30, 2018**

**Deferred revenues and supports**

**Proposition C advance funds, as of June 30, 2017** **\$ 8,139,953**

Additions:

Proposition C advance funds 87,700,000

Less:

Change in:

Prepaid insurance	\$	644,243	
Deferred rent		148,108	
Prepaid other operating expenses		165,098	
Other unidentified changes		<u>(314)</u>	
			957,135

Fixed asset purchases	\$	<u>(1,052,411)</u>	(1,052,411)
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Operating expenses less offsetting revenues:

Paratransit Operations - Direct Cost	\$	(70,270,767)	
Paratransit Operations - Indirect Cost		(2,184,612)	
Eligibility Determination Expenses		(7,929,403)	
CTSA Function - Access Ride Information Expenses		(90,714)	
Administrative Expenses		(7,316,228)	
Passenger Fares		9,908,563	
MTA Shuttle Reimbursement		62,824	
MTA Tether Strap Reimbursement		2,849	
Miscellaneous Income		1,174,716	
Gain on Sale of Capital Assets		<u>90,608</u>	
			<u>(76,552,164)</u>

**Proposition C advance funds, as of June 30, 2018** **\$ 19,192,513**

**Deferred revenue - coupon sales, as of June 30, 2017** **\$ 250,214**

Additions: Passenger Purchases 9,933,362

Less: Coupon Usage (9,926,430)

**Deferred revenue - coupon sales, as of June 30, 2018** **\$ 257,146**

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000ASI21**  
**Schedule of Deferred Revenues and Support**  
**June 30, 2017**

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<b>Deferred revenues and supports</b>	
<b>Proposition C advance funds, as of June 30, 2017</b>	<b>\$ <u>8,139,953</u></b>
<b>Deferred revenue - coupon sales, as of June 30, 2017</b>	<b>\$ <u>250,214</u></b>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000ASI21**

**Deferred Revenues and Support Rollforward Schedule – Operating and Capital Grants**  
**June 30, 2018**

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	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Beginning balance	\$ 14,617,490	\$ 18,957,284	\$ 18,561,992	\$ 18,786,393	\$ 8,139,953
Operating					
Inflow	65,172,267	61,939,834	82,077,993	71,147,360	87,700,000
Outflow	<u>(53,436,074)</u>	<u>(56,917,379)</u>	<u>(65,490,079)</u>	<u>(79,746,000)</u>	<u>(75,595,029)</u>
	<u>11,736,193</u>	<u>5,022,455</u>	<u>16,587,914</u>	<u>(8,598,640)</u>	<u>12,104,971</u>
Capital					
Inflow	-	6,573,638	-	-	-
Outflow					
FY 2013 Capital grant usage	(3,917,890)	-	-	-	-
FY 2014 Capital grant usage	(3,478,509)	(5,417,747)	-	-	-
FY 2015 Capital grant usage	-	(6,573,638)	(49,333)	-	-
FY 2016 Capital grant usage	-	-	(468,734)	-	-
FY 2017 Capital grant usage	-	-	-	(2,047,800)	-
FY 2018 Capital grant usage	-	-	-	-	(1,052,411)
Capital expense adjustment	-	-	<u>(15,845,446)</u>	-	-
	<u>(7,396,399)</u>	<u>(5,417,747)</u>	<u>(16,363,513)</u>	<u>(2,047,800)</u>	<u>(1,052,411)</u>
Net carryover	<u>4,339,794</u>	<u>(395,292)</u>	<u>224,401</u>	<u>(10,646,440)</u>	<u>11,052,560</u>
Ending balance	<u>\$ 18,957,284</u>	<u>\$ 18,561,992</u>	<u>\$ 18,786,393</u>	<u>\$ 8,139,953</u>	<u>\$ 19,192,513</u>

Details of deferred revenues and supports – Proposition C advance funds as of June 30, 2018 are as follows:

Encumbered funds related to:	
Open purchase orders	\$ 2,625,724
FY 2018 budgeted items invoiced and paid in FY 2019	801,178
Reserved funds related to:	
Self insurance reserve	4,689,341
Unfunded defined benefit plan liability	3,052,297
Accrued employee benefits	573,293
Budgeted capital projects	1,821,627
Start-up costs of budgeted capital projects	1,161,570
Unencumbered/available funds	<u>4,467,483</u>
	<u>\$ 19,192,513</u>

*See notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support.*

**Access Services**  
**MOU No. P000ASI22**  
**Supplementary Information**  
**Schedule of Capital Assets**  
**June 30, 2018**

Date Acquired	Description	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018
2008	Chevy Silverado	\$ 20,878	-	-	\$ 20,878
2009	Chevy Uplander (1)	39,764	-	39,764	-
2011	Chevy Malibu	18,307	-	-	18,307
2011	Dodge Caravan (8 of 47 disposed in current year)	714,949	-	336,594	378,355
2012	Chevy Malibu (6)	110,814	-	-	110,814
2012	Dodge Caravan (1 of 40 disposed in current year)	1,692,869	-	42,144	1,650,725
2012	Ford Aerolite (7)	429,072	-	-	429,072
2012	Ford Aerotech 220 (8)	589,829	-	-	589,829
2012	Ford Aerotech 240 (2)	155,732	-	155,732	-
2012	Ford Fusion Hybrid	35,491	-	-	35,491
2012	VPG MV1 (5)	280,180	-	-	280,180
2013	10 Smartdrive Units & Installation - GPI	4,250	-	4,250	-
2013	3 Smartdrive Units & Set Up	1,523	-	1,523	-
2013	Dodge Caravan	42,144	-	-	42,144
2013	Mnc/Shared Ride Modules	22,300	-	22,300	-
2013	Stratagen Ph 1 - Cr#14	36,000	-	-	36,000
2013	VPG MV1 (12)	668,086	-	-	668,086
2014	(1) Smartdrive; Controller; Primary & Dr Cam - CTI	1,054	-	1,054	-
2014	(1) Smartdrive; Controller; Primary & Dr Cam - DT	1,054	-	1,054	-
2014	(1) Smartdrive; Controller; Primary & Dr Cam - GPI	1,054	-	1,054	-
2014	(1) Smartdrive; Controller; Primary & Dr Cam - SGT	1,054	-	1,054	-
2014	(10) Gsp-1700 Satellite Phone	4,795	-	-	4,795
2014	(2) Controller; (2) Primary & (2) Driver Camera - MV	1,289	-	1,289	-
2014	(2) Graphics Card & (4) Compaq 19" LCD	1,163	-	1,163	-
2014	(2) Monitors; (2) Desktop & (2) Laserjet	2,545	-	-	2,545
2014	13 Smartdrive Units & Set Up Fee - MV	6,633	-	6,633	-
2014	4 Smartdrive Units -CTI	1,514	-	1,514	-
2014	13 Smartdrive Units -DT	5,295	-	5,295	-
2014	1 VPG Diagnostic Kit For MV1 Vehicles	1,183	-	1,183	-
2014	20 Smartdrive Units - GPI	8,983	-	8,983	-
2014	11 Smartdrive Units For MV1 Vehicles	5,584	-	5,584	-
2014	180 Smartdrive Units	125,390	-	125,390	-
2014	3 Smartdrive Unit & Set Up Fee - DTI	1,523	-	1,523	-
2014	12 Smartdrive Units - SGT	6,091	-	6,091	-
2014	AED With Extra Battery & Cabinet	2,628	-	-	2,628
2014	Apple Ipad Air	7,707	-	7,707	-
2014	Axiom SFP+Transceiver Module - Axiom	3,090	-	-	3,090
2014	Cisco Catalyst 3750X-48T S Layer 3 Switch	12,310	-	-	12,310
2014	Cisco Network Module-Catalyst 3K-X 10	2,808	-	-	2,808
2014	Cisco Smartnet-1 Yr Ext Svc Us	2,538	-	-	2,538
2014	Dodge Caravan (1 of 115 disposed in current year)	5,080,861	-	44,165	5,036,696
2014	Elite Desk G1 Desktop	2,948	-	2,948	-
2014	Ford Aerotech 220 (10)	762,868	-	-	762,868
2014	Good For Enterprise (Cal) & GI Server Perpetual Bundle	3,885	-	-	3,885
2014	HP Desktop	1,487	-	1,487	-
2014	HP Laptop (R. Streiff)	1,901	-	1,901	-
2014	May/14: Cisco Router And Cisco Hw Switch	7,107	-	-	7,107
2014	Misc Licenses For Windows/Citrix/HP Implementation	21,416	-	-	21,416
2014	New Call Accounting IP Buffer	1,495	-	-	1,495
2014	VPG MV1 (24)	1,255,245	-	-	1,255,245
2015	(1) Ergonomic Task Chair	208	-	-	208
2015	(1) Lenovo Thinkpad & (1) Memory	943	-	-	943
2015	(1) Smartdrive Recorder	486	-	-	486
2015	(1) Smartdrive Recorder for CTI	478	-	-	478
2015	(1) Smartdrive Recorder for DT	478	-	-	478
2015	(1) Smartdrive Recorder for DT	478	-	-	478

*See report of independent auditors.*



**Access Services**  
**MOU No. P000ASI22**  
**Supplementary Information**  
**Schedule of Capital Assets (Continued)**  
**June 30, 2018**

Date Acquired	Description	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018
2015	(1) Smartdrive Recorder for GPI	\$ 478	\$ -	\$ -	478
2015	(1) Smartdrive Recorder for GPI	478	-	-	478
2015	(1) Smartdrive Recorder for GPI	478	-	-	478
2015	(1) Smartdrive Recorder for GPI	478	-	-	478
2015	(1) Smartdrive Recorder for GPI	478	-	-	478
2015	(1) Smartdrive Recorder for SGT	478	-	-	478
2015	(1) Smartdrive Recorder for SGT	478	-	-	478
2015	(1) Smartdriver	271	-	-	271
2015	(1) Virtual Desktop Implementation	23,310	-	-	23,310
2015	(13) Smartdrive Camera for GPI	6,218	-	-	6,218
2015	(13) Smartdrive Units for SGT	6,218	-	-	6,218
2015	(14) Smartdrive Recorder for GPI	7,107	-	-	7,107
2015	(2) Desk; (4) Folding Table; (2) File Cabinet	505	-	-	505
2015	(2) Desks & (4) Folding Table	1,289	-	-	1,289
2015	(2) Desks & (4) Folding Table	213	-	-	213
2015	(2) Smartdrive Re-Cert Camera for SGT	315	-	-	315
2015	(2) Smartdrive Recorder for CTI	957	-	-	957
2015	(2) Smartdrive Recorder for DT	957	-	-	957
2015	(2) Smartdrive Recorder for GPI	957	-	-	957
2015	(2) Smartdrive Recorder for SGT	1,015	-	-	1,015
2015	(2) Smartdrive Recorder for SGT	957	-	-	957
2015	(2) Smartdrive Units for CTI	957	-	-	957
2015	(2) Smartdrive Units for Sgt	957	-	-	957
2015	(3) Microsoft Surface Pro 3 Tablet	2,805	-	-	2,805
2015	(3) Smartdrive Camera for DTI	1,525	-	-	1,525
2015	(3) Smartdrive Camera for GPI	1,435	-	-	1,435
2015	(3) Smartdrive Camera for GPI	1,435	-	-	1,435
2015	(3) Smartdrive Recorder for GPI	957	-	-	957
2015	(3) Smartdrive Recorder for GPI	1,435	-	-	1,435
2015	(3) Smartdrive Units for GPI	1,435	-	-	1,435
2015	(4) Smartdrive Units for GPI	1,913	-	-	1,913
2015	(5) Ergonomic Task Chair	1,224	-	-	1,224
2015	(5) Smartdrive Units for Staff Vehicles	3,665	-	-	3,665
2015	(5) Smartdriver Camera for GPI	2,391	-	-	2,391
2015	(6) Vsphere Ent 5.0 License	14,008	-	-	14,008
2015	(7) Smartdrive Recorder for SGT	3,553	-	-	3,553
2015	(8) Smartdrive Camera for SGT & MVT	4,081	-	-	4,081
2015	(8) Smartdrive Units for GPI	3,826	-	-	3,826
2015	1 Lot Of HP Servers & Storage Arrays	100,435	-	-	100,435
2015	1 Lot Of HP Servers & Storage Arrays System	236,486	-	-	236,486
2015	(1) Smartdrive Unit - SGT	414	-	-	414
2015	(13) Smartdrive Unit & Set Up Fee - GPI	6,599	-	-	6,599
2015	2016 Ford Fusion Hybrid	43,238	-	-	43,238
2015	(5) Smartdrive Unit & Set Up Fee - GPI	2,391	-	-	2,391
2015	Adobe Echosign Electronic Signature	2,700	-	-	2,700
2015	Apc Smart - UPS	1,825	-	-	1,825
2015	Apple Ipad Air	1,778	-	-	1,778
2015	Aug/14 Labor Costs for VD1 Project	7,640	-	-	7,640
2015	Automate Pro Software License	1,650	-	-	1,650
2015	Cisco Smartnet, Power Supply, Modem	30,928	-	-	30,928
2015	Computer Hardware for Implementation	44,857	-	-	44,857
2015	Dell Wyse D10D Thin Client	371	-	-	371
2015	(3) Dell Wyse Thin Client	7,397	-	-	7,397
2015	Dodge Caravan (2 of 147 disposed in current year)	6,415,657	-	-	6,415,657
2015	Ford Aerolite (1 of 33 disposed in current year)	2,120,775	-	-	2,120,775
2015	(12) Ford Aerotech 220	915,813	-	-	915,813
2015	Ford Aerotech 221	78,089	-	-	78,089
2015	Ford Aerotech 222	78,089	-	-	78,089
2015	(2) Ford Aerotech 223	156,178	-	-	156,178
2015	Ford Aerotech 240 (1 of 2 disposed in current year)	169,582	-	84,791	84,791
2015	(3) Honda Civic	86,958	-	-	86,958
2015	HP Desktop, Ddr 3 Memory, Monitors	2,424	-	-	2,424
2015	HP Proliant D1380 Server	2,391	-	-	2,391

*See report of independent auditors.*

**Access Services**  
**MOU No. P000ASI22**  
**Supplementary Information**  
**Schedule of Capital Assets (Continued)**  
**June 30, 2018**

Date Acquired	Description	Balance July 1, 2017	Additions	Deletions	Balance June 30, 2018
2015	HP Servers & Storage Arrays System	\$ 92,569	\$ -	\$ -	92,569
2015	Lenovo DDR Memory & HP Pavilion Monitor	742	-	-	742
2015	Lenovo Laptop	846	-	-	846
2015	Lenovo Thinkpad	2,568	-	-	2,568
2015	Oracle ERP Migration/Implementation	164,807	-	-	164,807
2015	Security System	5,050	-	-	5,050
2015	Sept/14 Labor Costs for Vd1 Project	5,396	-	-	5,396
2015	Sonic Dell Sra 4600	1,410	-	-	1,410
2015	Sonic Dell Sra 4600 Add 25U (License)	1,931	-	-	1,931
2015	(13) VPG MV1	799,874	-	-	799,874
2015	Websense Enterprise	7,013	-	-	7,013
2015	Wifi Infrastructure Equipment	3,481	-	-	3,481
2015	Windows Implementation	73,900	-	-	73,900
2015	(2) Wyse Thin Client	8,842	-	-	8,842
2016	(1) APC Netshelter and (1) APC Aircooling System	4,859	-	-	4,859
2016	(1) Ramp - ASI	1,194	-	-	1,194
2016	(3) Smartdrive Installation for DT	1,435	-	-	1,435
2016	(1) Smartdrive Installation for Staff Vehicle	195	-	-	195
2016	(1) Smartdrive Recorder & Set Up Fee for MV	515	-	-	515
2016	(1) Smartdrive Recorder for GPI	478	-	-	478
2016	(1) Smartdrive Recorder for Staff Vehicle	561	-	-	561
2016	(10) Smartdrive Recorder & Set Up Fee for SGT	4,783	-	-	4,783
2016	(10) Smartdrive Recorder for GPI	4,783	-	-	4,783
2016	(11) Smartdrive Installation for CTI	5,261	-	-	5,261
2016	(2) Kenwood Digital Radio, Battery, Charger and Antenna	1,803	-	-	1,803
2016	(2) Smartdrive Recorder & Sr Cont for DT	957	-	-	957
2016	(3) Smartdrive Recorder for GPI	1,435	-	-	1,435
2016	(4) Smartdrive Recorder & Set Up Fee for MV	2,030	-	-	2,030
2016	(4) Smartdrive Recorder for GPI	1,913	-	-	1,913
2016	(4) UPS Tower; (3) UPS Battery & (4) Remote Management Adapter	21,506	-	-	21,506
2016	(6) 48-Ports Ethernet Switch & (6) Hot-Swappable Stacking Module	22,239	-	-	22,239
2016	(6) Smartdrive Recorder for CTI	2,870	-	-	2,870
2016	(66) Desktops and (28) Monitors	55,637	-	-	55,637
2016	(14) Smartdrive Recorder for SGT	6,696	-	-	6,696
2016	(6) Smartdrive Recorder for MV-ATW	3,059	-	-	3,059
2016	(20) Smartdrive Recorder for SGT	10,148	-	-	10,148
2016	(22) Smartdrive Recorder for GPI	11,162	-	-	11,162
2016	(1) Smartdrive Recorder for CTI-ATW	507	-	-	507
2016	(8) Vehicles Toll Road Vehicle Equipment Installation - SGT	27,989	-	-	27,989
2016	(8) Vehicles Toll Road Vehicle Equipment Installation - GPI	27,989	-	-	27,989
2016	(4) NRE Deposits	87,400	-	-	87,400
2016	2014 VPG MV1	61,986	-	-	61,986
2016	27" LCD Monitor	2,382	-	-	2,382
2016	Information Technologies	12,937	-	-	12,937
2016	Accessla New Rider 360 Desktop Portal Development	16,985	-	-	16,985
2016	Cisco Smartnet	2,529	-	-	2,529
2016	Creative Wireless, Inc - Misc Network Equipments	36,643	-	-	36,643
2016	(1) Dell Latitude Laptop	915	-	-	915
2016	Double Sided Cut Sheet Braille Embosser	5,518	-	-	5,518
2016	Georb/Amazon - 02/29/16: Hp Laser Printer	329	-	-	329
2016	Georb/Amazon - 03/02/16: Hp Laser Printer	252	-	-	252
2016	HP Pro Desk 400 SRP Kmat	2,119	-	-	2,119
2016	HP Proliant M350 Server	2,847	-	-	2,847
2016	MacPro Desktop	4,778	-	-	4,778
2016	Microsoft Surface Pro 3 and Misc Accessories	1,080	-	-	1,080
2016	MS Surface Pro & Cover	2,287	-	-	2,287
2016	New Rider 360 Desktop Portal & Accessla New Rider 360 Desktop Portal Development	16,735	-	-	16,735

*See report of independent auditors.*

**Access Services**  
**MOU No. P000ASI22**  
**Supplementary Information**  
**Schedule of Capital Assets (Continued)**  
**June 30, 2018**

Date Acquired	Description	July 1, 2017	Additions	Deletions	June 30, 2018
2016	Portable Air Conditioner	\$ 2,529	\$ -	\$ -	2,529
2016	Rider Mobile Portal Application Development	14,990	-	-	14,990
2016	Ruckus Wireless Zoneflex Wireless Access Point	3,836	-	-	3,836
2016	Shredder	2,665	-	-	2,665
2016	Surface Pro	812	-	-	812
2016	Tableau Software License	12,798	-	-	12,798
2017	(7) Desktop computer	9,889	-	-	9,889
2017	(2) HP Laserjet	2,587	-	-	2,587
2017	(2) Sharp MX-M565N Workgroup Copier	18,331	-	-	18,331
2017	(1) 65" Television	1,100	-	-	1,100
2017	(7) Laptop	6,696	-	-	6,696
2017	(1) Audio and Video equipment	1,826	-	-	1,826
2017	(1) Came-TV Boltzen Fresnet light	603	-	-	603
2017	(1) Data Center Installzation	15,975	-	-	15,975
2017	(1) KACE K1100 Appliance	14,036	-	-	14,036
2017	(1) KACE K2100 Appliance	8,600	-	-	8,600
2017	(1) Closed Circuit Television	3,000	-	-	3,000
2017	(1) Microsoft Surface Pro 4	1,564	-	-	1,564
2017	(1) HP ML/DL Proliant ML 370 G6 Rackmount Server	986	-	-	986
2017	(1) Cisco router	4,589	-	-	4,589
2017	(1) Epson Printer	754	-	-	754
2017	Structured Cabling Services	1,102,901	-	-	1,102,901
2017	(1) File cabinet	4,701	-	-	4,701
2017	(1) Wheresmyride Application	2,925	-	-	2,925
2017	(1) Info Pass Server Software	12,819	-	-	12,819
2017	(1) CollectiveFleet 6.2 Software	24,999	-	-	24,999
2017	(10) Tableau Software	8,000	-	-	8,000
2017	(2) 2016 Chevrolet Impala	43,568	-	-	43,568
2017	(610) Smart Drive Dashboard Camera and Accessories	286,966	-	-	286,966
2017	(3) 2016 Class B StarCraft AllStar Cutaway 22	54,105	-	-	54,105
2017	(2) 2016 Class C StarCraft AllStar Cutaway 25	47,755	-	-	47,755
2017	(7) 2016 ELDORADO AMERIVAN WHITE	368,525	-	-	368,525
2018	Office equipment	-	12,537	-	12,537
2018	Office furniture	-	13,484	-	13,484
2018	Telecom equipment	-	58,617	-	58,617
2018	Computer equipment	-	72,515	-	72,515
2018	Computer software	-	209,807	-	209,807
2018	2017 Lone Star Promaster	-	75,081	-	75,081
2018	2018 Class C Starcraft Allstar Cutaway	-	92,583	-	92,583
2018	SR3 Controller with Mount for MVT (5)	-	4,823	-	4,823
2018	NVR Camera Kit and installation cost (2)	-	4,314	-	4,314
2018	SR3 64GB extended storage for SGT (36)	-	4,258	-	4,258
2018	Leasehold improvements- Commerce	-	428,079	-	428,079
2018	Leasehold improvements- El Monte	-	1,911	-	1,911
2018	2018 Class B Starcraft Allstar Cutaway (4)	-	74,402	-	74,402
		<u>\$ 26,561,244</u>	<u>\$ 1,052,411</u>	<u>\$ 914,170</u>	<u>\$ 26,699,485</u>

*See report of independent auditors.*

**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

Access Services was incorporated in the State of California as a nonprofit 501 (c )(3) public benefit corporation on March 31, 1994. Access Services is the designated Los Angeles County Consolidated Transportation Agency (CTSA) pursuant to Government Code §159759(a) and public entity pursuant to Government Code §15975(t). Access Services administers the Los Angeles County Coordinated Paratransit Plan on behalf of the Los Angeles (LA) County's 45 public fixed route operators (i.e., bus and rail). Access Services facilitates the provision of complementary American Disability Act (ADA) paratransit services to certain persons with disabilities as required by 42 U.S.C. §12143 under the name "Access Paratransit". Paratransit is an alternative mode of flexible passenger transportation that does not follow fixed routes or schedules. Access Paratransit system provides approximately 3.4 million trips per year to more than 171,000 qualified disabled riders in a service area of over 1,950 square miles.

Access Services is governed by a Board of Directors composed of the nine members of the LA County Board of Supervisors, the City Selection Committee's Corridor Transportation Representatives, the Mayor of the City of Los Angeles, the LA County municipal fixed-route operators, the LA County local fixed-route operators, the LA County Commission on Disabilities, the Coalition of LA County Independent Living, the LA County Metropolitan Transportation Authority (LACMTA), and an alternating appointment by the municipal and local fixed-route operators.

**Accounting and Reporting**

Proposition C funds represent 40% of the ½ cent Proposition C sales taxes which must be used exclusively for transportation related programs and projects. Regional Surface Transportation Program (RSTP) Funds were provided through Federal Section 5310 Program. The operations of the Proposition C Discretionary Incentive Grant and Federal Section 5310 Grant are accounted for in a separate set of self-balancing accounts that accounts for its revenues and expenditures.

**Basis of Accounting**

Revenues and expenditures are accounted for using the accrual basis of accounting. Revenues from grants are recognized when expenditures are incurred. Expenditures are generally recognized when the related liabilities are incurred.

**Use of Estimates**

The preparation of the Schedules in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of revenues and expenditures during the relevant period. Actual results could differ from the estimates.

**Access Services  
MOU Nos. P000AS122 and P000AS121  
Notes to Schedules of Revenues and Expenditures  
and Deferred Revenues and Support  
Years ended June 30, 2018 and 2017**

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**NOTE 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Revenue Recognition**

Access Services primarily receives revenue from FTA Section 5310 grants, Proposition C Discretionary funds through LACMTA, and passenger fares for the paratransit services provided. Revenues are deemed to be earned when allowable expenses are incurred or recognized by Access Services. Passenger revenues are recognized as services are provided to passengers.

**Expenses**

Salaries, benefits, and other related expenses are categorized to paratransit operations, eligibility determination, CTSA function and ride information, and management and general, primarily based on personnel job function. Other indirect costs are allocated based on either the number of employees located within a department, estimated asset usage, or the nature of services provided.

**NOTE 2      MEMORANDUM OF UNDERSTANDING**

Access Services (grantee) and the Los Angeles County Metropolitan Transportation Authority (LACMTA) (grantor) entered into a Memorandum of Understanding each year as follows, for the purpose of providing funding to Access Services during the fiscal years 2017/18 and 2016/17 for the provision of ADA mandated complementary paratransit service on behalf of member agencies, to provide shuttles or deviated route service and to carry out Access Services' role as the CTSA for Los Angeles County as required under §15950 of the California Government Code.

<u>MOU No.</u>	<u>MOU Date</u>	<u>Effective Date Through</u>
P000AS122	June 22, 2017	June 30, 2018
P000AS121	June 23, 2016	June 30, 2017

LACMTA made available to Access Services the following amounts for fiscal years ended June 30:

	<u>2018</u>	<u>2017</u>
Federal Section 5310 program	\$ 64,600,000	\$ 63,300,000
Proposition C 40% Discretionary - operating and capital	<u>87,700,000</u>	<u>82,000,000</u>
	<u>\$ 152,300,000</u>	<u>\$ 145,300,000</u>

LACMTA has authorized RSTP funds for Access Services in the amount of \$64,600,000 for FY2017/18. These funds have been flexed into Federal Section 5310 Program – Enhanced Mobility of Seniors and Individuals with Disabilities grant (Federal Award Identification Number (FAIN) 5830-2017-1), which was approved by the Federal Transit Administration (FTA) on June 28, 2017.

**NOTE 2            MEMORANDUM OF UNDERSTANDING (CONTINUED)**

LACMTA also authorized the Proposition C 40% funding totaling \$87,700,000 for operating funds payable in ten (10) equal monthly installments of \$8,770,000 beginning in July 2017, payable on the 1<sup>st</sup> of each month following receipt of a disbursement request and subject to the conditions set forth below:

- Proposition C 40% funds in the amount of \$2,000,000 is held by LACMTA in reserve for trips in excess of the budgeted amount if needed. Reserve funds may be disbursed upon request and written agreement between LACMTA and Access.
- Any unused FY 2016/17 Proposition C 40% operating funds identified as a result of the audit and not designated as grant match shall be deemed available and shall be applied against Access' unwithdrawn FY 2017/18 Proposition C 40% funding.
- Any unused FY 2016/17 Proposition C 40% capital funds not expended and/or encumbered as a result of the audit may be carried forward into the next fiscal year upon written request and approval from LACMTA.

In accordance with MOU Nos. P000ASI22 and P000ASI21, the Grantee must abide by the restrictions for the use of the funds as enumerated under Section 4 of the agreements.

**NOTE 3            SCHEDULES OF REVENUES AND EXPENDITURES AND DEFERRED REVENUES AND SUPPORT**

The Schedules are intended to reflect the revenues and expenditures and deferred revenues and support of FTA Section 5310 Program and Proposition C Discretionary funds only under MOU Nos. P000ASI22 and P000AS121. Accordingly, the Schedules do not purport to, and do not present fairly the financial position of Access Services and changes in financial position thereof as of and for the years ended June 30, 2018 and 2017 in conformity with generally accepted accounting principles in the United States of America.

**NOTE 4            RECLASSIFICATIONS**

Certain amounts in the 2017 financial statements have been reclassified to conform to the 2018 presentation.

**NOTE 5            SUBSEQUENT EVENTS**

Access Services has evaluated events or transactions that occurred subsequent to June 30, 2018 through March 7, 2019, the date the accompanying Schedules were available to be issued, for potential recognition or disclosure and determined no subsequent matters require disclosure or adjustment to the accompanying Schedules.

**Report of Independent Auditors 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 Board of Directors of Access Services and the  
Los Angeles County Metropolitan Transportation 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 accompanying Schedules of Revenues and Expenditures and Deferred Revenues and Support (Schedules) as defined by the Proposition C Program Guidelines and Memorandum of Understanding (MOU No. P000ASI22) dated June 22, 2017 between Access Services, as grantee, and the Los Angeles County Metropolitan Transportation Authority, as grantor as of and for the year ended June 30, 2018, and have issued our report thereon dated March 7, 2019.

**Internal Control over Financial Reporting**

In planning and performing our audit of the Schedules, we considered Access Services' 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 accompanying Schedules of Revenues and Expenditures and Deferred Revenues and Support, but not for the purpose of expressing an opinion on the effectiveness of Access Services' internal control. Accordingly, we do not express an opinion on the effectiveness of Access Services' 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 audits we did not identify any deficiencies in internal control over financial reporting 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 Access Services' Schedules 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*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control over the Schedules and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control over the Schedules 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 over the Schedules and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Vasquez &amp; Company LLP". The signature is written in a cursive, flowing style.

**Glendale, California**  
**March 7, 2019**



**COMPLIANCE SECTION**

## **Report of Independent Auditors on Compliance**

### **To the Board of Directors of Access Services and the Los Angeles County Metropolitan Transportation Authority**

#### **Report on Compliance**

We have audited the compliance of Access Services with the Proposition C Program Guidelines and Memorandum of Understanding (MOU No. P000ASI22) dated June 22, 2017 (collectively, the Guidelines) for the year ended June 30, 2018.

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

Management is responsible for Access Services' compliance with the Guidelines.

#### ***Auditors' Responsibility***

Our responsibility is to express an opinion on Access Services' compliance with the Guidelines 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 the Proposition C Grant program occurred. An audit includes examining, on a test basis, evidence about Access Services' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audits provide a reasonable basis for our opinion on compliance with the Guidelines. However, our audit does not provide a legal determination of Access Services' compliance with the Guidelines.

#### ***Opinion***

In our opinion, Access Services complied, in all material respects, with the compliance requirements of the Guidelines for the year ended June 30, 2018.



## Report on Internal Control over Compliance

Management of Access Services is responsible for establishing and maintaining effective internal control over compliance with the compliance requirements referred to above. In planning and performing our audit of compliance, we considered Access Services' 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Access Services' 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 a combination of deficiencies, in internal control over compliance with the requirements, such that there is a reasonable possibility that material noncompliance 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 requirements 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 might 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 or significant deficiencies 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 requirements of the Guidelines. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "Vasquez &amp; Company LLP".

**Glendale, California**  
**March 7, 2019**

**Access Services  
MOU No. P000ASI22  
Compliance Matrix  
Year ended June 30, 2018**

Compliance Requirement		In Compliance			Questioned Costs	If no, provided details and management response
		Yes	No	N/A		
<b>A. Memorandum of Understanding (MOU)</b>						
1.	Operate as an integrated countywide ADA complementary paratransit system on behalf of the Los Angeles County fixed route transit operators as required by the U.S. Code of Federal Regulations 49 CFR Part 37, Subpart F.	X				
2.	Operate shuttle services as projects for ADA and non-ADA eligible riders when such services can be provided at a lower cost than ADA complementary paratransit or fixed route transit services.	X				
3.	Prepare and submit the Annual Plan Update of the Los Angeles County Coordinated Paratransit Plan to the U.S. Department of Transportation as required on behalf of Access Services' member agencies, if required.	X				
4.	Provide emergency back-up transportation to individuals with disabilities as required.	X				
5.	Provide temporary shuttle services in cases where LACMTA has accessible pathways and elevator repairs underway at rail and bus stations, in accordance with MOU guidelines.	X				
6.	Submit demand and expense projections to LACMTA through a Five Year Strategic and Short Term Business Plan, including annual updates; at the time of submittal of a preliminary budget as referenced in the MOU.	X				
7.	Comply with the requirements of the Social Service Transportation Improvement Act, California Governmental Code §15950, et seq., and to carry out Access Services' role as the Consolidated Transportation Service Agency (CTSA) for Los Angeles County.	X				

**Access Services  
MOU No. P000ASI22  
Compliance Matrix  
Year ended June 30, 2018**

Compliance Requirement		In Compliance			Questioned Costs	If no, provided details and management response
		Yes	No	N/A		
<b>A. Memorandum of Understanding (MOU) (Continued)</b>						
8.	Provide LACMTA Security reimbursement for the Security Services in an amount not to exceed \$200,000 performed on behalf of Access Services.	X				
9.	Provide oversight and management of LACMTA's Safety Strap Program, to include scheduling appointments, transporting noneligible Los Angeles County paratransit rider to and from Access Services' Eligibility Center for wheelchair safety marking, and having eligibility center staff attend Los Angeles County disability events for wheelchair safety marking (collectively, the "Safety Strap Services").	X				
10.	Utilize the funds in accordance with all applicable federal, state and local statutes and regulations, including but not limited to the Proposition C Guidelines, FTA Section 5310 Program Guidelines, FTA Master Agreement, FTA Circular 5010.1 D, FTA Circular 4220.1 F, and in accordance with the LACMTA Board of Directors' actions at their May 28, 2015 meeting.	X				
11.	Funds are not used to substitute for any other funds, service, or project not specified in the MOU.	X				
12.	Administrative costs, as defined in the MOU, do not exceed ten percent (10%) of the total Operating and Capital expense for ADA Paratransit Operations and the CTSA activities.	X				

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**Access Services  
MOU No. P000ASI22  
Schedule of Findings and Questioned Costs  
Year ended June 30, 2018**

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There were no findings noted.

**EXIT CONFERENCE**



An exit conference was held on March 7, 2019 with Access Services' representatives. Those in attendance were:

Vasquez & Company representatives:

Cristy Canieda – Partner  
Marialyn Salvador – Audit Senior Manager  
Shweta Mehrotra – Audit Supervisor

Access Services representatives:

Hector Rodriguez – Deputy Executive Director  
Bruce Frink – Senior Manager, Finance, Planning and Analysis  
Rene Arrieta – General Accounting Supervisor

Matters discussed:

Results of the audit disclosed no instances of noncompliance with the Guidelines.

A copy of this report was forwarded to the following Access Services representatives for comments prior to the issuance of the final report.

Hector Rodriguez – Deputy Executive Director - Finance  
Bruce Frink – Senior Manager, Finance, Planning and Analysis  
Rene Arrieta – General Accounting Supervisor



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