### **VENTURA COUNTY**

REPORT ON
AUDIT OF FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION
INCLUDING REPORTS ON COMPLIANCE
June 30, 2000

## AUDIT REPORT June 30, 2000

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#### INDEPENDENT AUDITORS' REPORT

Board of Education Ventura Unified School District 295 South Arcade Drive Ventura, California 93003

We have audited the accompanying combined general purpose financial statements of the Ventura Unified School District, as of and for the year ended June 30, 2000 as listed in the table of contents. These general purpose financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits and 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the combined general purpose financial statements listed in the aforementioned table of contents present fairly, in all material respects, the financial position of the Ventura Unified School District as of June 30, 2000, and the results of its operations for the fiscal year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued a report dated September 21, 2000 on our consideration of the Ventura Unified School District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

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Board of Education Ventura Unified School District

Our audit was made for the purpose of forming an opinion on the combined general purpose financial statements taken as a whole. The combining and individual fund and account group financial statements listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Ventura Unified School District. Such information has been subjected to the auditing procedures applied in the audit of the combined general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the combined general purpose financial statements taken as a whole.

The column on the accompanying combined financial statements captioned "Totals-Memorandum Only" is not necessary for a fair presentation of the financial statements, but is presented as additional analytical data.

Vicente, Stoyd + Statzman, LLP

VICENTI, LLOYD & STUTZMAN LLP

September 21, 2000

## COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS June 30, 2000

**Fiduciary Fund** Governmental Fund Types Types Account Groups Total (Memorandum Only) Debt Special Capital General Service Long-Term General Revenue **Projects** Agency and General Fund Fund Funds Funds **Trust Funds** Debt Fixed Assets Current Year Prior Year ASSETS Cash in County Treasury \$ 9,441,421 \$ 1,850,636 \$ 3,618,982 \$ 30,401,750 \$ 5.167.387 \$ \$ 50,480,176 \$ 38,433,086 Cash on Hand & in Banks 293,998 670,524 964,522 635,693 Cash in Revolving Fund 50,000 50,000 20,000 Cash with Fiscal Agent 429,884 429,884 445.967 Cash Collections Awaiting Deposit 162,905 116.286 68.584 22,882 370,657 255,811 Accounts Receivable: Federal and State Governments 3.100.399 1,170,832 168,961 4,440,192 7.099.058 Local Governments 255,500 618 256,118 600,623 Miscellaneous 877,382 31,098 623,358 498,835 122,561 2,153,234 11.820.473 Due from Other Funds 1,450,000 451,116 895,794 522 2,797,432 6,178,415 Stores Inventory 275,120 218,432 40,995 534,547 615.363 General Fixed Assets 99,565,712 99,565,712 75,870,188 Amount Available in Debt Service Fund 1.881.734 1,881,734 1,216,827 Amount Available in Other Funds 835,809 835,809 866,931 Amount Available with Administrator 429,884 429,884 430,298 Amount to be Provided for: Accrued Vacation 115,114 115,114 117,470 **Bond Principal** 40,228,266 40,228,266 28,658,173 Capital Leases 113,857 113,857 237,246 Certificates of Participation 2,515,116 2,515,116 2,759,702 TOTAL ASSETS \$ 15,612,727 \$ 1,881,734 6,493,622 32,463,808 6,024,871 46,119,780 99,565,712 208,162,254 176,261,324 LIABILITIES AND FUND EQUITY Liabilities Accounts Pavable \$ 3,351,135 \$ 566,079 \$ 3,714,341 S 25,266 \$ S 7,656,821 S 4,794,930 Due to Other Funds 455,815 1,413,293 928,133 191 2,797,432 6,178,415 Deferred Revenue 2.193.801 147,620 2,341,421 2,570,691 Accrued Vacation 511.279 50,653 115,114 677,046 670,326 Retiree Benefits 835,809 835,809 866,931 Unmature Bonds Pavable 42,110,000 42.110.000 29,875,000 Funds Held in Trust 475,758 475,758 355,064 Certificates of Participation 2,945,000 2,945,000 3,190,000 Capital Leases 113,857 237,246 113,857 TOTAL LIABILITIES 6,512,030 2,177,645 4,642,474 501,215 46,119,780 59,953,144 48,738,603 **Fund Equity** Reserved for Special Purposes 325,120 218,432 40,995 584,547 635,363 Restricted for Special Purposes 2,610,793 125,061 2,735,854 1,811,071 Reserved for Debt Service 1,881,734 1,881,734 1,216,827 Designated for Special Purpose 6,164,784 27,821,334 3,112,406 5,301,556 42,400,080 44,853,546 Undesignated 860,078 181,105 1,041,183 3,135,726 Investment in General Fixed Assets 99,565,712 99,565,712 75,870,188 TOTAL FUND EQUITY 9,100,697 1,881,734 4,315,977 27,821,334 5,523,656 99,565,712 148,209,110 127,522,721 TOTAL LIABILITIES AND FUND EQUITY \$ 15,612,727 \$ 1,881,734 6,493,622 32,463,808 6,024,871 \$ 46,119,780 99,565,712 208,162,254 \$ 176,261,324

# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS For the Fiscal Year Ended June 30, 2000

	<del> </del>	Governmental Fund Types				Total (Memorandum Only)		
	General Fund	Debt Service Fund	Special Revenue Funds	Capital Projects Funds	Agency And Trust Funds	Current Year	Prior Year	
REVENUES  Revenue from Revenue Limit Sources Revenue from Federal Sources Revenue from Other State Sources Revenue from Local Sources School Facilities Apportionment Other Sources	\$ 65,871,328 4,087,218 17,804,807 7,865,620	\$ 49,561 2,219,838	\$ 4,159,390 3,018,864 2,050,609 4,906,375	\$ 2,907,904 1,149,364	\$ 1,470,983 14,949	\$ 70,030,718 7,106,082 19,904,977 19,370,720 1,149,364 14,949	\$ 67,191,233 8,121,590 16,378,774 18,976,194 4,477,269 14,900	
TOTAL REVENUES	95,628,973	2,269,399	14,135,238	4,057,268	1,485,932	117,576,810	115,159,960	
EXPENDITURES								
Certificated Salaries Classified Salaries Employee Benefits Books and Supplies Services and Other Operating Expenses Capital Outlay Outgoing Tuition Other Transfers Out Direct Support/Indirect Costs Debt Service	47,175,171 15,251,016 13,917,508 4,911,698 5,857,269 4,838,068 1,041,611 1,728,774 (807,516)	1,604,492	1,744,724 3,377,682 1,082,415 2,946,539 1,641,850 1,849,498 113,681 807,516	980 492,525 17,845,691	130 3,227,574 13,573 1,847,402 1,900	48,919,895 18,628,828 18,227,497 7,872,790 9,839,046 24,535,157 1,041,611 1,842,455	47,675,330 18,106,984 16,885,958 6,787,845 9,322,201 22,718,608 406,266 1,777,294	
TOTAL EXPENDITURES	93,913,599	1,604,492	13,563,905	18,339,196	5,090,579	132,511,771	124,649,497	
Excess (deficiency) of revenues over expenditures	1,715,374	664,907	571,333	(14,281,928)	(3,604,647)	(14,934,961)	(9,489,537)	
OTHER FINANCING SOURCES (USES) Interfund Transfers In Proceeds from Capital Leases Proceeds from Bonds Interfund Transfers Out Debt Service	619,325 (4,569,855) (117,700)		250,000 (1,018,364) (20,674)	1,981,509 12,500,000 (1,042,615) (435,800)	3,780,000	6,630,834 - 12,500,000 (6,630,834) (574,174)	6,753,661 86,352 10,000,000 (6,753,661) (937,646)	
TOTAL OTHER FINANCING SOURCES (USES)	(4,068,230)		(789,038)	13,003,094	3,780,000	11,925,826	9,148,706	
Excess (deficiency) of revenues over expenditures and other sources (uses)	(2,352,856)	664,907	(217,705)	(1,278,834)	175,353	(3,009,135)	(340,831)	
Fund Balances at Beginning of Year	11,453,553	1,216,827	4,533,682	29,100,168	5,348,303	51,652,533	51,993,364	
Fund Balances at End of Year	\$ 9,100,697	\$ 1,881,734	\$ 4,315,977	\$ 27,821,334	\$ 5,523,656	\$ 48,643,398	\$ 51,652,533	

## COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL ALL GOVERNMENTAL FUND TYPES

For the Fiscal Year Ended June 30, 2000

	General Fund				Debt Service Fund			Special Revenue Funds				
	Budget	Actual	Fa	ariance vorable avorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actua		Fa	riance vorable avorable)
REVENUES												
Revenue from Revenue Limit Sources												
Principal Apportionment	\$ 32,713,256	\$ 32,101,338	\$	(611,918)	\$	\$	\$	\$ 3,202,640	\$ 3,205	966	S	3,326
Tax Relief Subventions	438,670	445,027		6,357								
County and District Taxes	31,939,293	32,435,932		496,639								
Revenue Limit Transfers	951,644	889,031		(62,613)				985,062	953	424		(31,638)
Total Revenue from Revenue Limit Sources	66,042,863	65,871,328		(171,535)	<u> </u>		-	4,187,702	4,159	390		(28,312)
Revenue from Federal Sources												
ECIA/ESEA	2,210,043	1,788,674		(421,369)								
Special Education	1,171,051	1,150,504		(20,547)								
EESA	127,500	45,053		(82,447)								
Drug/Alcohol/Tobacco Funds	102,442	91,372		(11,070)								(2.5.4)
Child Nutrition Programs								2,235,107	2,234	733		(374)
Vocational Education Act	84,660	73,837		(10,823)								
Interagency Contracts Other Federal Revenue	507 675,021	507 937,271		262,250				726,471	784	131		57,660
Total Revenue from Federal Sources	4,371,224	4,087,218		(284,006)			-	2,961,578	3,018	864		57,286
Revenue from Other State Sources												
Special Education Master Plan	153,112	226,808		73,696								
GATE	· -	153,112		153,112								
Special Purpose Apportionments	3,937,367	3,274,725		(662,642)								
Special Instructional Allowance	7,883,669	7,600,264		(283,405)								
State Preschool								530,168	518			(11,203)
Child Nutrition Programs								171,604	169			(2,367)
Deferred Maintenance Allowance								521,000	763	997		242,997
Mandated Costs	275,000	418,155		143,155								
State Lottery	2,022,260	2,083,198		60,938	20 155	40.561	21.406	158,082	158	082		-
Tax Relief Subventions	202 000	202 745		(01.055)	28,155	49,561	21,406					
Healthy Start Drug/Alcohol/Tobacco Funds	283,800 196,816	202,745 136,196		(81,055) (60,620)								
Class Size Reduction Facilities	960.000	960,000		(00,020)								
Other State Revenues	3,346,219	2,749,604		(596,615)				518,192	440.	328		(77,864)
Total Revenue from Other State Sources	19,058,243	17,804,807		(1,253,436)	28,155	49,561	21,406	1,899,046	2,050			151,563
Revenue from Local Sources	<del></del>			<del>```</del>		<del></del>		<del></del>				<del>_</del>
Restricted Tax Levies					1,590,766	2,158,057	567,291					
Non Ad Valorem Taxes	_	27,617		27,617	.,,	_,,,	307,271					
Sales	3,000	1,329		(1,671)				2,037,872	2,038	277		405
Leases and Rentals	185,000	206,975		21,975				2,,	_,			
Interest	2,411,880	1,337,389		(1,074,491)	5,000	61,781	56,781	208,466	203	539		(4,927)
Fees and Contracts								2,362,780	2,275	759		(87,021)
Tuition	221,000	255,500		34,500								
Other Transfers In	5,447,789	5,420,579		(27,210)								
Other Local Revenue	783,104	616,231		(166,873)				368,161	388	800		20,639
Total Revenue from Local Sources	9,051,773	7,865,620		(1,186,153)	1,595,766	2,219,838	624,072	4,977,279	4,906	375		(70,904)
School Facilities Apportionment												
TOTAL REVENUES	98,524,103	95,628,973		(2,895,130)	1,623,921	2,269,399	645,478	14,025,605	14,135	238		109,633
		<del></del>				<del></del>		<del></del>				

## COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL ALL GOVERNMENTAL FUND TYPES

For the Fiscal Year Ended June 30, 2000

		Capital Projects Funds		Total (Memorandum Only)				
REVENUES	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)		
Revenue from Revenue Limit Sources Principal Apportionment Tax Relief Subventions County and District Taxes Revenue Limit Transfers	\$	S	\$	\$ 35,915,896 438,670 31,939,293 1,936,706	\$ 35,307,304 445,027 32,435,932 1,842,455	\$ (608,592) 6,357 496,639 (94,251)		
Total Revenue from Revenue Limit Sources	•		•	70,230,565	70,030,718	(199,847)		
Revenue from Federal Sources ECIA/ESEA Special Education EESA Drug/Alcohol/Tobacco Funds Child Nutrition Programs Vocational Education Act				2,210,043 1,171,051 127,500 102,442 2,235,107 84,660	1,788,674 1,150,504 45,053 91,372 2,234,733 73,837	(421,369) (20,547) (82,447) (11,070) (374) (10,823)		
Interagency Contracts Other Federal Revenue				507	507	210.010		
				1,401,492	1,721,402	319,910		
Total Revenue from Federal Sources	-		<u> </u>	7,332,802	7,106,082	(226,720)		
Revenue from Other State Sources Special Education Master Plan				153,112	226,808	73,696		
GATE Special Purpose Apportionments Special Instructional Allowance State Preschool				3,937,367 7,883,669 530,168	153,112 3,274,725 7,600,264 518,965	153,112 (662,642) (283,405) (11,203)		
Child Nutrition Programs Deferred Maintenance Allowance Mandated Costs State Lottery				171,604 521,000 275,000 2,180,342	169,237 763,997 418,155 2,241,280	(2,367) 242,997 143,155 60,938		
Tax Relief Subventions Healthy Start Drug/Alcohol/Tobacco Funds				28,155 283,800 196,816	49,561 202,745 136,196	21,406 (81,055) (60,620)		
Class Size Reduction Facilities Other State Revenues				960,000 3,864,411	960,000 3,189,932	(674,479)		
Total Revenue from Other State Sources		-	<del></del>	20,985,444	19,904,977	(1,080,467)		
Revenue from Local Sources Restricted Tax Levies				1,590,766	2,158,057	567,291		
Non Ad Valorem Taxes Sales Leases and Rentals	424.000	426 207	2 207	2,040,872	27,617 2,039,606	27,617 (1,266)		
Interest Fees and Contracts	424,000 1,504,024 1,273,000	426,287 1,256,251 1,225,366	2,287 (247,773) (47,634)	609,000 4,129,370 3,635,780	633,262 2,858,960 3,501,125	24,262 (1,270,410) (134,655)		
Tuition Other Transfers In Other Local Revenue				221,000 5,447,789 1,151,265	255,500 5,420,579 1,005,031	34,500 (27,210) (146,234)		
Total Revenue from Local Sources	3,201,024	2,907,904	(293,120)	18,825,842	17,899,737	(926,105)		
School Facilities Apportionment	6,916,883	1,149,364	(5,767,519)	6,916,883	1,149,364	(5,767,519)		
TOTAL REVENUES	10,117,907	4,057,268	(6,060,639)	124,291,536	116,090,878	(8,200,658)		

# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL ALL GOVERNMENTAL FUND TYPES For the Fiscal Year Ended June 30, 2000

		General Fund			Debt Service Fu	ınd		Special Revenue Fu	nds
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
EXPENDITURES				_					
Certificated Salaries Classified Salaries	\$ 47,320,609	\$ 47,175,171	\$ 145,438	\$	\$	\$	\$ 1,825,062	\$ 1,744,724	\$ 80,338
Employee Benefits	15,843,053	15,251,016	592,037				3,434,325	3,377,682	56,643
Books and Supplies	14,057,054	13,917,508	139,546				1,093,933	1,082,415	11,518
	8,885,660	4,911,698	3,973,962				3,020,393	2,946,539	73,854
Services and Other Operating Expenses Capital Outlay	5,909,100	5,857,269	51,831				1,752,065	1,641,850	110,215
Outgoing Tuition	6,391,291 1,050,000	4,838,068 1,041,611	1,553,223				2,204,909	1,849,498	355,411
Other Transfers Out	1,798,583	1,728,774	8,389				120 122	112 (01	24.442
Direct Support/Indirect Costs	(811,935)	(807,516)	69,809 (4,419)				138,123	113,681	24,442
Debt Service	(011,933)	(807,310)	(4,419)	1,606,378	1,604,492	1,886	811,935	807,516	4,419
	<del></del>			1,000,376	1,004,492	1,000			
TOTAL EXPENDITURES	100,443,415	93,913,599	6,529,816	1,606,378	1,604,492	1,886	14,280,745	13,563,905	716,840
Excess (deficiency) of revenues over expenditures	(1,919,312)	1,715,374	3,634,686	17,543	664,907	647,364	(255,140)	571,333	826,473
OTHER FINANCING SOURCES (USES)									
Interfund Transfers In	622,800	619,325	(3,475)				250,000	250,000	· _
Proceeds from Bonds	<b>,</b>	,	(=,)				250,000	250,000	
Interfund Transfers Out	(4,569,858)	(4,569,855)	3				(1,018,800)	(1,018,364)	436
Debt Service	(81,588)	(117,700)	(36,112)				(20,674)	(20,674)	_
	<del></del>						(20,074)	(20,074)	
TOTAL OTHER FINANCING SOURCES (USES)	(4,028,646)	(4,068,230)	(39,584)				(789,474)	(789,038)	436
Excess (deficiency) of revenues over									
expenditures and other sources (uses)	\$ (5,947,958)	(2,352,856)	\$ 3,595,102	\$ 17,543	664,907	\$ 647,364	\$ (1,044,614)	(217,705)	\$ 826,909
		•		——————————————————————————————————————	•			(=,)	
Fund Balances at Beginning of Year		11,453,553			1,216,827			4,533,682	
Fund Balances at End of Year		\$ 9,100,697			\$ 1,881,734			\$ 4,315,977	

# COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL ALL GOVERNMENTAL FUND TYPES For the Fiscal Year Ended June 30, 2000

		Capital Projects Fund	ls	Total (Memorandum Only)			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	
EXPENDITURES			_				
Certificated Salaries	\$	\$	\$	\$ 49,145,671	\$ 48,919,895	\$ 225,776	
Classified Salaries				19,277,378	18,628,698	648,680	
Employee Benefits				15,150,987	14,999,923	151,064	
Books and Supplies	8,300	980	7,320	11,914,353	7,859,217	4,055,136	
Services and Other Operating Expenses	596,200	492,525	103,675	8,257,365	7,991,644	265,721	
Capital Outlay	46,723,974	17,845,691	28,878,283	55,320,174	24,533,257	30,786,917	
Outgoing Tuition				1,050,000	1,041,611	8,389	
Other Transfers Out				1,936,706	1,842,455	94,251	
Direct Support/Indirect Costs Debt Service						-	
Deut Service				1,606,378	1,604,492	1,886	
TOTAL EXPENDITURES	47,328,474	18,339,196	28,989,278	163,659,012	127,421,192	36,237,820	
Excess (deficiency) of revenues over expenditures	(37,210,567)	(14,281,928)	22,928,639	(39,367,476)	(11,330,314)	28,037,162	
OTHER FINANCING SOURCES (USES)							
Interfund Transfers In	9,375,103	1,981,509	(7,393,594)	10,247,903	2,850,834	(7,397,069)	
Proceeds from Bonds	10,000,000	12,500,000	2,500,000	10,000,000	12,500,000	2,500,000	
Interfund Transfers Out	(8,439,248)	(1,042,615)	7,396,633	(14,027,906)	(6,630,834)	7,397,072	
Debt Service	(435,800)	(435,800)	-	(538,062)	(574,174)	(36,112)	
TOTAL OTHER FINANCING SOURCES (USES)	10,500,055	13,003,094	2,503,039	5,681,935	8,145,826	2,463,891	
Europe (deficiency) of management				<del></del>			
Excess (deficiency) of revenues over expenditures and other sources (uses)	¢ (26.710.512)	(1 270 024)	e 25.421.670	\$ (22.605.641)	(2.104.400)	£ 20.501.050	
experiences and onier sources (uses)	\$ (26,710,512)	(1,278,834)	\$ 25,431,678	\$ (33,685,541)	(3,184,488)	\$ 30,501,053	
Fund Balances at Beginning of Year		29,100,168			46,304,230		
Fund Balances at End of Year		\$ 27,821,334			\$ 43,119,742		

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

## **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The District accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's <u>California School Accounting Manual</u>, updated to conform to the new financial and reporting requirements promulgated by the California Department of Education. The accounting policies of the District conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants.

The significant accounting policies applicable to the District are described below.

#### A. FUND ACCOUNTING:

To ensure compliance with the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources and all related liabilities, obligations and equities.

The statements of revenue, expenditures and changes in fund balance are statements of financial activities of the particular fund related to the current reporting period. Expenditures of the various funds frequently include amounts for land, buildings, equipment, retirement of indebtedness, transfers to other funds, etc. Consequently, these statements do not purport to present the result of operations or the net income or loss for the period as would a statement of income for a profit-type organization. The modified accrual basis of accounting is used for all funds including the fiduciary funds. The District's accounts are organized into three broad categories which in aggregate include two fund types and two account groups as indicated.

#### **GOVERNMENTAL FUNDS**

<u>General Fund</u> - the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

<u>Debt Service Fund</u> - the Bond Interest and Redemption Fund is used to collect taxes and pay for debt service associated with General Obligation Bonds.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

#### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

## A. FUND ACCOUNTING: (continued)

<u>Special Revenue Funds</u> - used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The District maintains five special revenue funds:

- 1. Adult Education Fund used to account for resources committed to adult education programs maintained by the District.
- 2. Cafeteria Fund used to account for revenues received and expenditures made to operate the District's cafeterias.
- 3. Child Development Fund used to account for resources committed to child development programs.
- 4. Deferred Maintenance Fund used for the purpose of major repair or replacement of District property.
- 5. Special Reserve Fund Premium Deposits used to account for financial transactions of the Pacific Mutual Premium Deposit Fund.

<u>Capital Projects Funds</u> - used to account for the acquisition and/or construction of major governmental general fixed assets. The District maintains sixteen capital projects funds:

- 1. Building Fund Bond Proceeds (Fund #63) used to account for repairs and construction of facilities.
- 2. Building Fund Series A (Fund #61) used to account for the acquisition, retro-fitting and operation of real property.
- 3. Building Fund Series B (Fund #62) used to account for the acquisition and operation of real property.
- 4. Building Fund (Fund #60) used to account for the construction and/or acquisition of major capital facilities. Income is from rental of unused sites.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

#### (Continued)

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

## A. FUND ACCOUNTING: (continued)

#### **GOVERNMENTAL FUNDS (continued)**

- 5. Capital Facilities Fund (Residential) used to account for resources received from residential developer impact fees.
- 6. Capital Facilities Fund (Commercial) used to account for resources received from commercial developer impact fees.
- 7. State School Building Lease-Purchase Fund (Fund #40) used to account for Anacapa Middle School modernization funds.
- 8. State School Building Lease-Purchase Fund (Fund #41) used to account for Cabrillo Middle School modernization funds.
- 9. State School Building Lease-Purchase Fund (Fund #42) used to account for new construction funds for Citrus Glen Elementary School.
- 10. State School Lease-Purchase Fund (#43) used to account for DeAnza Middle School modernization funds.
- 11. State School Lease-Purchase Fund (#44) used to account for Buena High School modernization funds.
- 12. State School Lease-Purchase Fund (#45) used to account for Ventura High School modernization funds.
- 13. County Schools Facilities Fund (#83) used to account for the School Facility Program grants awarded for modernization of Buena High School.
- 14. County Schools Facilities Fund (#84) used to account for the School Facility Program grants awarded for modernization of Ventura High School.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

### A. FUND ACCOUNTING: (continued)

### GOVERNMENTAL FUNDS (continued)

- 15. County Schools Facilities Fund (#85) used to account for the School Facility Program grants awarded for modernization of elementary school sites.
- 16. Special Reserve Fund (Disasters) used to account for resources received to repair damages caused by natural disasters.

<u>FIDUCIARY FUNDS</u> - used to account for monies received and expenditures made for specific purposes in each fund.

- 1. Retiree Benefit Fund used to account for future payments of health and welfare benefits.
- 2. Alternative Retiree Benefit Fund used to account for future payments of the exempt governmental deferred compensation plan.
- 3. Foundation Fund used to account for donations of funds from private individuals and organizations.
- 4. Associated Student Body Funds used to account for raising and expending money to promote the general welfare, morale and educational experiences of the student body organizations. The District operates eight Student Body Funds.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

### A. FUND ACCOUNTING: (continued)

#### **ACCOUNT GROUPS**

The accounting and reporting treatment applied to the fixed assets and long-term liabilities associated with a fund are determined by its measurement focus. All Governmental Funds and Expendable Trust Funds are accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on their balance sheet. Their reported fund balance is considered a measure of "available spendable resources". Thus, the fixed assets and long-term liabilities associated with Governmental and Expendable Trust Funds are accounted for in the Account Groups of the District.

General Fixed Assets Account Group - accounts for fixed assets used in governmental fund type operations.

<u>General Long-Term Debt Account Group</u> - accounts for long-term liabilities expected to be financed from governmental funds.

#### **B.** ACCOUNTING METHOD:

All governmental funds and fiduciary funds are maintained on the modified accrual basis of accounting. As such, revenues are recognized when they become susceptible to accrual, which is to say, when they become both measurable and available to finance expenditures of the current period with the exceptions noted below.

 Secured property taxes attach as an enforceable lien on property as of March 1. Taxes are payable in two installments on November 15 and March 15. Unsecured property taxes are payable in one installment on or before August 31.

Real and personal property tax revenues are reported in the same manner in which the County auditor records and reports actual property tax receipts to the California Department of Education. This is generally on a cash basis.

### NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

### B. ACCOUNTING METHOD: (continued)

2. Certain current year apportionments from the state are based upon various financial and statistical information of the previous year. Second period to annual corrections for revenue limits and other state apportionments (either positive or negative) are accrued at the end of the fiscal year.

The District has estimated the expected deficit to the revenue limit with the most current information available. When recertified in February, this may be revised and if so, the adjustment will be recorded in the year received.

3. Certain revenues are accounted for on an accrual basis and receivables are accrued at year-end for amounts earned but not yet received. Interest income is accrued such that the amount earned during the four quarters of the given fiscal year is reflected as revenue in that fiscal year.

The estimated third and fourth quarter payments of state lottery revenue are accrued at the end of the fiscal year. The adjusting payment of lottery revenues from prior year to current ADA is reflected as income in the year in which the adjusting payment is received.

The District has estimated the receivable for the State match of deferred maintenance funds based on the most recent estimate of the available funds. Any difference will be recorded in the year received and is not expected to be a material difference.

- 4. Cash in the County treasury is recorded at cost, which approximates fair value, in accordance with GASB Statement No. 31.
- 5. Fixed assets used in governmental fund types of the District are recorded in the general fixed assets account group at cost or estimated historical cost if purchased or constructed. Donated fixed assets are recorded at their estimated fair value at the date of donation. Assets in the general fixed assets account group are not depreciated. Interest incurred during construction is not capitalized on general fixed assets.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

### B. ACCOUNTING METHOD: (continued)

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life is not included in the general fixed assets account group.

- 6. Inventory is valued at average cost.
- 7. In accordance with GASB Statement No. 16 accumulated unpaid employee vacation benefits are recognized as liabilities of the District. The salary portion of the liability is recognized in the applicable funds at year end. The benefit portion of the liability is recorded in the General Long-Term Debt Account Group.

Sick leave benefits are accumulated without limit for each employee. The employees do not gain a vested right to accumulated sick leave.

Accumulated employee sick leave benefits are not recognized as liabilities of the District since payment of such benefits is not probable. Therefore, sick leave benefits are recorded as expenditures in the period that sick leaves are taken.

- 8. Reservations of the ending fund balance indicate the portions of the fund balance not appropriable for expenditure.
- 9. Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.
- 10. The District reports long-term debt of governmental funds at face value in the general long-term debt account group.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

### NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

## B. ACCOUNTING METHOD: (continued)

11. GASB Statement No. 24 requires that direct on-behalf payments for fringe benefits and salaries made by one entity to a third party recipient for the employees of another, legally separate entity be recognized as revenue and expenditures by the employer government. The State of California makes direct on-behalf payments for retirement benefits to the State Teachers Retirement System on behalf of all school districts in California. However, a fiscal advisory was issued by the California Department of Education instructing districts not to record revenue and expenditures for these on-behalf payments. The amount of on-behalf payments made for the District is estimated at \$2,098,000.

#### C. REPORTING ENTITY:

In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in generally accepted accounting principles (GAAP) and GASB Statement No. 14. The basic, but not the only, criterion for including a potential component unit within the reporting entity is the Board of Education's ability to exercise oversight responsibility. A second criterion used in evaluating potential component units is the scope of public service. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities.

Based upon the application of the criteria listed above, the following potential unit has been included in the District's reporting entity:

Ventura County Schools Public Facilities Financing Corporation – The Corporation is a legally separate entity formed for the purpose of acquiring equipment and capital outlay and then leasing such items to the Ventura Unified School District and other participating districts.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)

## C. REPORTING ENTITY: (continued)

Based upon the application of the criteria listed above, the following potential component unit has been excluded from the District's reporting entity:

Ventura Unified School District Education Foundation - The Foundation is a separate not-for-profit corporation. The Foundation Board of Directors are elected independent of any District Governing Board appointments. The Foundation Board is responsible for approving its own budget and accounting and finance related activities.

Separate financial statements for the Foundation can be obtained through the District.

#### **NOTE 2 - BUDGETS:**

By state law, the District's Governing Board must adopt a final budget no later than July 1. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. It is this final revised budget that is presented in the financial statements in a column entitled "Budget."

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. Expenditures cannot legally exceed appropriations by major object account.

Budgets for all funds were adopted on a basis which materially conforms to generally accepted accounting principles (GAAP).

## NOTE 3 - EXCESS OF EXPENDITURES OVER APPROPRIATIONS:

There were no excesses of expenditures over appropriations in individual funds by major object.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

#### **NOTE 4 - DEPOSITS:**

Cash at June 30, 2000 consisted of the following:

#### Deposits:

Cash on Hand and in Banks	\$ 964,522
Cash in Revolving Fund	50,000
Cash with Fiscal Agent	429,884
Cash Collections Awaiting Deposit	370,654

#### Pooled Funds:

Cash in County Treasury

50,480,176

Cash balances held in banks and in revolving funds are insured up to \$100,000 by the Federal Depository Insurance Corporation. Not all cash held by the financial institutions is insured or collateralized as presented in the schedule below.

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Ventura County Treasury. The county pools these funds with those of other districts in the county and invests the cash. These pooled funds are carried at cost which approximates fair value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et. seq. The funds maintained by the County are either secured by federal depository insurance or are collateralized.

		Category*	Bank	Carrying	
	1	2	3	Balance	Amount
Cash on Hand and in Banks	\$172,299	\$ 853,982	\$3,434	\$1,029,715	\$ 964,522
Cash in Revolving Fund	45,397			45,397	50,000
Cash with Fiscal Agent		429,883		429,883	429,884
Cash Collections Awaiting Deposit	100,000	270,644		370,644	370,657
Total Deposits	\$3 <u>17,696</u>	\$ <u>1,554,509</u>	\$3,434	\$1,875,639	\$1,815,063

<sup>\*</sup> Category 1 includes deposits that are insured or collateralized. Category 2 includes deposits that are insured or collateralized by the pledging financial institution's trust department or agent in the District's name. Category 3 includes deposits that are not insured or collateralized.

# NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## **NOTE 5 - INTERFUND TRANSACTIONS:**

## A. Interfund Receivables/Payables

Individual interfund receivable and payable balances at June 30, 2000 are as follows:

Fund	Interfund <u>Receivables</u>	Interfund Payables
General Fund	\$1,450,000	\$ 455,815
Special Revenue Funds:		
Adult Education Fund	169,003	252,112
Cafeteria Fund	282,113	553,933
Child Development Fund	•	24,684
Special Reserve Fund (Premium Deposits)		582,564
Capital Projects Funds:		
Building Fund Bond Proceeds (Fund #63)	81,674	648,307
Building Fund A (Fund #61)	,	1,202
Building Fund B (Fund #62)	1,202	131,440
Building Fund (Fund #60)	4,577	155
Capital Facilities (Residential)	149,860	32,725
Capital Facilities (Commercial)	•	4,036
State School Building Lease-Purchase Fund		,,
(Fund #40)	109,183	
State School Building Lease-Purchase Fund	,	
(Fund #41)	274,451	
State School Building Lease-Purchase Fund	,	
(Fund #42)		1,148
State School Building Lease-Purchase Fund		,
(Fund #43)	264,673	
State School Building Lease-Purchase Fund	,	
(Fund #44)	10,092	24,434
State School Building Lease-Purchase Fund	,	<b>,</b> •
(Fund #45)	82	70,646
•		· · ·

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## NOTE 5 - INTERFUND TRANSACTIONS: (continued)

## A. Interfund Receivables/Payables (continued)

Fund	Interfund <u>Receivables</u>	Interfund <u>Payables</u>
Capital Projects Funds: (continued)		
County Schools Facility Fund (Fund #83)		10,092
County Schools Facility Fund (Fund #84)		82
County Schools Facility Fund (Fund #85)		3,866
Agency and Trust Funds		
Foundation		168
Retiree Benefit Fund	522	23
Totals	\$ <u>2,797,432</u>	\$ <u>2,797,432</u>

## B. Interfund Transfers

Interfund transfers consist of operating transfers from funds receiving revenue to funds through which the resources are to be expended.

Interfund transfers for the 1999-2000 fiscal year are as follows:

Transfer from General Fund to Deferred Maintenance Fund for State matching funds	\$ 250,000
Transfer from Capital Facilities Funds (Residential and Commercial) to General Fund to pay for developer's fees	
administration	36,761
Transfer from General Fund to Retiree Benefit Funds for expenditures and prefunding	3,755,000
Transfer from Special Reserve Fund (Premium Deposits) to the General Fund to partially fund health and welfare benefits	
over cap	582,564

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

## (Continued)

## NOTE 5 - INTERFUND TRANSACTIONS: (continued)

## B. Interfund Transfers (continued)

Transfer from Adult Education Fund to the Building Fund Series A (Fund #61) to pay for Certificates of Participation	
debt service	435,800
Transfer from the General Fund to State School Building Lease-Purchase Fund (Various) for required District match	539,855
Transfer from State School Building Lease-Purchase Fund (Fund #41) to State School Building Lease-Purchase Fund (Various) to recognize expenditures in the correct fund	121,972
, , , , , , , , , , , , , , , , , , ,	121,772
Transfer from Building Fund (Fund #62) to Capital Facilities Fund (Residential) for repayment of a previous transfer	131,440
Transfer from Building Fund Bond Proceeds (Fund #63) to State School Building Lease-Purchase Funds (Various) for	
required District match	752,442
Transfer from General Fund to Foundation Fund to contribute to foundation efforts	25,000
Total	\$ <u>6,630,834</u>

## NOTE 6 - FUND BALANCES - RESERVED/RESTRICTED/DESIGNATED:

The following amounts were reserved by the Board of Education for the special purposes below:

	General Fund	Cafeteria <u>Fund</u>	Student Body Funds
Revolving Cash Stores Inventory	\$ 50,000 <u>275,120</u>	\$ 218,432	\$ 40,995
Total	\$ <u>325,120</u>	\$ <u>218,432</u>	\$ <u>40,995</u>

# NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## NOTE 6 - FUND BALANCES - RESERVED/RESTRICTED/DESIGNATED: (continued)

The following amounts were restricted for the special purposes below:

	General Fund	Child Development Fund	Total
Restricted for:			
Gifted and Talented Education	\$ 82,569	\$	\$ 82,569
K-8 Instructional Materials	132,916		132,916
9-12 Instructional Materials	89,489		89,489
K-8 Math Instructional Materials	170,007		170,007
9-12 Math Instructional Materials	409,168		409,168
Tenth Grade Counseling	21,694		21,694
Science Materials	88,220		88,220
Supplemental Grants	26,162		26,162
School Site AB 3488	33,215		33,215
Gray Family Trust	198,633		198,633
Medi-Cal	331,843		331,843
Library Grant	568,898		568,898
AB 115	348,754		348,754
Restricted Lottery	109,225		109,225
State Preschool	,	85,393	85,393
SAPID		39,668	39,668
Total	\$ <u>2,610,793</u>	\$ <u>125,061</u>	\$ <u>2,735,854</u>

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

## (Continued)

## NOTE 6 - FUND BALANCES - RESERVED/RESTRICTED/DESIGNATED: (continued)

The following amounts were designated by the Board:

General Fund:	
Economic Uncertainty	\$ 2,958,000
One Time	1,837,331
Board Priorities	1,369,453
	1,505,155
Total	\$ <u>6,164,784</u>
Special Revenue Funds:	
Adult Education Fund:	
Economic Uncertainty	\$ 165,800
Loan Payment	437,570
Cafeteria Fund:	
Economic Uncertainty	140,000
Equipment Purchases	15,000
Child Development Fund:	
Child Care	47,028
Deferred Maintenance Fund:	
Future Projects	968,448
Special Reserve Premium Deposits:	•
Future Payments	1,338,560
T . 1	
Total	\$ <u>3,112,406</u>
Capital Projects Funds:	
Building Fund Bond Proceeds (Fund #63):	
Bond Projects	\$24,023,647
Building Fund Series A (Fund #61):	Ψ24,023,047
Certificate of Participation Reserve	429,885
Operating Expenses	444,228
Building Fund Series B (Fund #62):	444,220
Operating Expenses	35,286
Capital Facilities (Residential):	33,200
Future Projects	961,605
Buena High Modernization	391,750
Electrical	2,000
Foothill High Phase 1 and 2	1,001,000
	1,001,000

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

## (Continued)

## NOTE 6 - FUND BALANCES - RESERVED/RESTRICTED/DESIGNATED: (continued)

Capital Facilities (Commercial): Foothill High School	000
Foothill High School 2.0	
	61
Future Projects 200,6	1U+
Building Fund (Fund #60):	
Building Projects 95,8	56
State School Building Lease-Purchase Fund (Fund #40):	
Anacapa Modernization 17,1	57
State School Building Lease-Purchase Fund (Fund #41):	
Cabrillo Modernization 18,5	06
State School Building Lease-Purchase Fund (Fund #43):	
DeAnza Modernization 14,1	89
State School Building Lease-Purchase Fund (Fund #44):	
Buena High School Modernization 119,8	24
State School Building Lease-Purchase Fund (Fund #45):	
Ventura High School Modernization 49,4	63
Special Reserve Fund (Disaster):	
Disaster Costs14,2	74
Total \$27,821,3	<u>34</u>
Agency and Trust Funds:	
Foundation Fund:	
	<i>1</i> 1
Expired Grants 1,0	
Other Grants 3,9	
Retiree Benefit Fund:	31
Future Health Premiums 3,389,0	61
Alternative Retiree Benefit Fund:	O1
Future Payments 1,897,8	30
1,077,0	<u> </u>
Total \$_5,301,5	<u>56</u>

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

### **NOTE 7 - TAX REVENUE ANTICIPATION NOTES:**

The District issued \$4,975,000 of Tax Revenue Anticipation Notes dated July 2, 1999. The notes included interest at a rate of 4% and matured on July 3, 2000. The notes were sold by the District to supplement its cash flow.

Repayment requirements were that \$1,990,000 plus interest in January 2000, \$497,500 plus interest in both March 2000 and April 2000, and \$1,990,000 plus interest in May 2000 be deposited with U.S. Bank Trust N.A., (the "Trustee"). The total amount of interest paid was \$199,553. All deposits were made with the Trustee on a timely basis and, therefore, the liability is not shown on the financial statements at June 30, 2000.

#### **NOTE 8 - LEASES:**

#### Capital Leases

The District leases equipment valued at \$391,828 under agreements which provide for title to pass upon expiration of the lease period. Future minimum lease payments are as follows:

Year EndingJune 30,	Lease Payment
2001	\$ 90,663
2002	22,287
2003	7,397
2004	3,299
Total	123,646
Less Amount Representing Interest	(9,789)
Present Value of Net Minimum Lease Payments	\$ <u>113,857</u>

The District will receive no sublease rental revenues nor pay any contingent rentals for this equipment.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## **NOTE 9 - BONDED DEBT - GENERAL OBLIGATION BONDS:**

In June, 1997 the voters approved the issuance of bonds, not to exceed \$81 million, for the purpose of raising money to finance the acquisition, construction and modernization of school facilities and paying related costs.

The outstanding bonded debt of the Ventura Unified School District at June 30, 2000 is:

Date of Issue	Interest Rate %	Maturity <u>Date</u>	Amount of Original Issue	Outstanding July 1, 1999	Issued Current Year	Redeemed Current Year	Outstanding June 30, 2000
8/15/97 A	Various	8/1/2027	\$10,000,000	\$ 9,875,000	\$	\$135,000	\$ 9,740,000
6/23/98 B	Various	8/1/2028	10,000,000	10,000,000		130,000	9,870,000
6/29/99 C	Various	2/1/2030	10,000,000	10,000,000			10,000,000
6/1/00 D	Various	2/1/2031	12,500,000		12,500,000		12,500,000
			\$42,500,000	\$2 <u>9,875,000</u>	\$12,500,000	\$265, <u>000</u>	\$ <u>42,110,000</u>

The annual requirements to amortize all bonds payable, outstanding as of June 30, 2000, are as follows:

Year Ended June 30,	Principal	Interest	Total
2001	\$ 415,000	\$ 1,584,855	\$ 1,999,855
2002	520,000	2,304,927	2,824,927
2003	670,000	2,259,616	2,929,616
2004	720,000	2,204,145	2,924,145
2005	755,000	2,146,308	2,901,308
Thereafter	39,030,000	31,823,225	70,853,225
Totals	\$ <u>42,110,000</u>	\$ <u>42,323,076</u>	\$ <u>84,433,076</u>

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## **NOTE 10 - CERTIFICATES OF PARTICIPATION:**

The District issued two series of certificates of participation on August 1, 1994. The proceeds of Series A (\$4,230,000), after payment of costs and establishment of reserves, were used to finance the acquisition and subsequent improvement of a building to be used as an adult education facility. The proceeds of Series B (\$1,450,000), after payment of costs and establishment of reserves, have been used to finance the acquisition of a building ultimately to be used as an administration facility.

The certificates of participation were sold by Sutro Company. The Ventura County Schools Public Facilities Financing Corporation acts as a purchaser and lessor of the property and U.S. Trust Company acts as trustee and disbursing agent. At June 30, 2000, the District had \$429,884 available with the Trustee for repayment. The principal amount due at June 30, 2000 for Series A is \$2,945,000 and Series B is \$0.

<u>Lease Payments</u> - Lease payments are required to be made by the District under the lease each April 1 for use and possession of the property for the period commencing April 1, 1995 and terminating July 1, 2009. Lease payments will be funded in part from the proceeds of the Certificates.

The lease requires that lease payments be deposited in the related lease payment fund maintained by the trustee. Pursuant to the trust agreement, on July 1 of each year, commencing July 1, 1995, the trustee will pay from the lease payment fund the required principal and interest payments (twice per year) with respect to Ventura Unified School District as indicated below:

#### Series A Certificates

Year Ending April 1	Principal	Interest	Total
2001	\$ 260,000	\$ 177,570	\$ 437,570
2002	270,000	163,270	433,270
2003	290,000	147,880	437,880
2004	305,000	131,060	436,060
2005	320,000	113,065	433,065
Thereafter	<u>1,500,000</u>	_243,725	1,743,725
	\$ <u>2,945,000</u>	\$ <u>976,570</u>	\$ <u>3,921,570</u>

The interest ranges from 5.7% to 6.4%.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## **NOTE 11 - OTHER ACCOUNTING DISCLOSURES:**

A. General fixed assets - A schedule of changes in general fixed assets for the year ended June 30, 2000 is shown below:

	Balance <u>July 1, 1999</u>	Additions	<u>Deletions</u>	Balance June 30, 2000
Land and improvements Buildings and improvements Equipment	\$ 8,206,724 48,523,711 19,139,753	\$ 3,015,188 17,452,315 4,028,426	\$ 800,405	\$11,221,912 65,976,026 22,367,774
Totals	\$ <u>75,870,188</u>	\$ <u>24,495,929</u>	\$ <u>800,405</u>	\$ <u>99,565,712</u>

B. Long-term Debt - A schedule of changes in long-term debt for the year ended June 30, 2000 is shown below.

	Balance <u>July 1, 1999</u>	Additions	<b>Deductions</b>	Balance <u>June 30, 2000</u>
General Obligation Bonds	\$29,875,000	\$12,500,000	\$ 265,000	\$42,110,000
Certificates of Participation	3,190,000		245,000	2,945,000
Capital leases	237,246		123,389	113,857
Accrued Vacation	117,470		2,356	115,114
Alternative Retiree Benefits	866,931	657,000	688,122	835,809
Totals	\$34,286,647	\$13,157,000	\$1,323,867	\$46,119,780

## **NOTE 12 - EMPLOYEE RETIREMENT PLANS:**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS) and classified employees are members of the Public Employees' Retirement System (PERS).

### NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

#### NOTE 12 - EMPLOYEE RETIREMENT PLANS: (continued)

## State Teachers' Retirement System (STRS)

### **Plan Description**

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826.

#### **Funding Policy**

Active plan members are required to contribute 8.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 1999-2000 was 8.25% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

#### Public Employees' Retirement System (PERS)

#### **Plan Description**

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate and required supplementary information. Copies of the CalPERS' annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

#### NOTE 12 - EMPLOYEE RETIREMENT PLANS: (continued)

## Public Employees' Retirement System (PERS) (continued)

## **Funding Policy**

Active plan members are required to contribute 7.0% of their salary (7.0% of monthly salary over \$133.33 if the member participates in Social Security) and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. There was no required employer contribution rate for fiscal year 1999-2000. The contribution requirements of the plan members are established and may be amended by State statute.

#### **Contributions to STRS and PERS**

The District's contributions to STRS and PERS for each of the last three fiscal years is as follows:

	$\underline{\hspace{1cm}}$ ST	STRS		ERS
Year Ended June 30,	Required Contribution	Percent Contributed	Required Contribution	Percent Contributed
1998	\$3,454,801	100%	\$884,140	100%
1999	3,761,709	100%	0	100%
2000	3,846,199	100%	0	100%

## **NOTE 13 - RETIREE BENEFITS:**

## Retirement Plan Prior to June 30, 1993:

Ventura Unified School District Certificated and Classified employees, retired from the District as of June 30, 1993, have Health and Welfare benefits based on status at time of retirement. As of June 30, 2000, the District had 630 retired employees covered under the plan at a cost of \$3,227,563 for the fiscal year 1999-2000, which is included in the Retiree Benefit Fund expenditures. The cost for 2000-01 is expected to be \$3,554,000. An actuarial study was conducted to estimate the liability of the revised retirement plan. The estimated present value as of July 1, 1999 is \$51,579,403. There is no amount included in the long term debt account group.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## **NOTE 13 - RETIREE BENEFITS: (continued)**

### **Deferred Compensation Plan:**

A deferred compensation plan was established effective July 1, 1993. Eligible employees, employed as of April 28, 1993, may receive \$1,500 per year of service (plus one year) as of June 30, 1993 to a maximum of 30 years. The employee must retire under PERS or STRS with Ventura Unified School District to be eligible. This amount is payable in five equal annual installments. New employees are not eligible for the program. At June 30, 2000 the District had 74 retired employees covered under the plan. The cost attributable to this program in 1999-2000 was \$688,122, and \$723,000 is expected to be the cost in 2000-01. An actuarial study was conducted to estimate the liability of the deferred compensation plan. The estimated present value as of July 1, 1999 was \$8,968,457 for all eligible employees of this plan. The total estimated liability for known eligible employees at June 30, 2000, for the next four years of \$835,809 is reflected in these financial statements in the Long-Term Debt Group of accounts.

#### **NOTE 14 - JOINT POWERS AGREEMENTS:**

The Ventura Unified School District participates in two joint powers agreement (JPA) entities: the Ventura County Schools Self-Funding Authority (the Authority) and the Gold Coast Joint Benefits Trust (the Trust). The Authority provides workers' compensation, property and liability insurance, boiler and machinery and fidelity bond coverages among other types of insurance. The member districts are subject to various deductible amounts in addition to payment of premiums assessed by the Authority. The Authority pools responsibility for claims up to certain limits and provides high level umbrella type coverage above its retention limits. The Trust arranges for health and welfare benefits for employees and retirees of participating school districts and their eligible dependents. Member districts pay a monthly premium per eligible participant.

Each JPA is independently accountable for its fiscal matters and is governed by a board consisting of representatives from each member District. Budgets are not subject to any approval other than that of the respective governing boards. Member districts share surpluses and deficits proportionately to their participation in the JPAs.

The relationships between the Ventura Unified School District and the JPAs are such that none of the JPAs is a component unit of the Ventura Unified School District for financial reporting purposes.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

#### NOTE 14 - JOINT POWERS AGREEMENTS: (continued)

Condensed financial information for the most current year ended is as follows:

	The Authority (Audited) June 30, 1999	The Trust (Unaudited) June 30, 2000
Total Assets	\$27,834,680	\$ 4,540,472
Total Liabilities	20,459,162	10,174
Total Fund Balance	\$ <u>7,375,518</u>	\$ <u>4,530,298</u>
Total Revenues	\$ <u>10,954,638</u>	\$ <u>24,443,077</u>
Total Expenditures	\$ <u>13,420,889</u>	\$ <u>26,331,558</u>

#### **NOTE 15 - COMMITMENTS AND CONTINGENCIES:**

#### A. State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

#### B. State School Building Lease-Purchase Fund and County Facilities Fund

The District is currently involved in several construction and modernization projects funded through the Office of Public School Construction. These projects are subject to future audits by the State, which may result in other adjustments to the fund.

#### C. Purchase Commitments

As of June 30, 2000, the District was committed under various capital expenditure purchase agreements for construction and modernization projects totaling approximately \$11,906,400. Projects will be funded through Bond Proceeds, State School Building Lease-Purchase Grants, State Deferred Maintenance Allocations, Capital Facilities Funds and General Funds.

## NOTES TO FINANCIAL STATEMENTS June 30, 2000

(Continued)

## **NOTE 16 - SUBSEQUENT EVENT**

The District issued \$2,965,000 of Tax Revenue Anticipation Notes dated July 3, 2000. The notes include interest at a rate of 5.25% and mature on July 3, 2001. The notes were sold by the District to supplement its cash flow.

The District is required to deposit \$1,186,000 plus interest in February 2001, \$296,500 plus interest in both March 2001 and April 2001 and \$1,186,000 plus interest in May 2001 with the Trustee.

#### SPECIAL REVENUE FUNDS COMBINING BALANCE SHEET June 30, 2000

	Adult Education Fund	Adult Education Fund Cafeteria Fund C		Deferred Maintenance Fund	Special Reserve Fund Premium Deposits	Total (Memorandum Only)
ASSETS						
Cash in County Treasury Cash on Hand and in Banks Cash Collections Awaiting Deposit	\$ 609,184 81,132	\$ 309,888 293,998 34,869	\$ 263,427 285	\$ 555,624	\$ 1,880,859	\$ 3,618,982 293,998 116,286
Accounts Receivable: Federal and State Governments Local Governments	219,769	460,070 618	31,547	459,446		1,170,832
Miscellaneous	523,304	39,149	8,110	12,530	40,265	623,358
Due from Other Funds Stores Inventory	169,003	282,113 218,432				451,116 218,432
TOTAL ASSETS	\$ 1.602.392	<u>\$ 1.639.137</u>	<u>\$ 303.369</u>	\$ 1,027,600	<u>\$ 1.921.124</u>	\$ 6,493,622
LIABILITIES AND FUND BALANCE						
LIABILITIES						
Accounts Payable Due to Other Funds Deferred Revenue Accrued Vacation	\$ 163,615 252,112 143,806 18,172	\$ 240,530 553,933 32,481	\$ 102,782 24,684 3,814	\$ 59,152	582,564	\$ 566,079 1,413,293 147,620 50,653
TOTAL LIABILITIES	577,705	826,944	131,280	59,152	582,564	2,177,645
FUND BALANCE Reserved for Special Purposes Restricted for Special Purposes		218,432	125,061			218,432 125,061
Designated for Special Purposes Undesignated	603,370 421,317	155,000 438,761	47,028	968,448	1,338,560	3,112,406 860,078
TOTAL FUND BALANCE	1,024,687	812,193	172,089	968,448	1,338,560	4,315,977
TOTAL LIABILITIES AND FUND BALANCE	\$ 1.602.392	<u>\$ 1.639.137</u>	\$ 303,369	<u>\$ 1.027.600</u>	\$ 1.921.124	\$ 6.493.622

# SPECIAL REVENUE FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL For the Fiscal Year Ended June 30, 2000

		Adult Education Fu	nd		Cafeteria Fund	<u> </u>	Child Development Fund			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	
REVENUES										
Revenue from Revenue Limit Sources										
Principal Apportionment	\$ 3,202,640	\$ 3,205,966	\$ 3,326	\$	\$	S	\$	\$	S	
Revenue Limit Transfers				985,062	953,424	(31,638)				
Revenue from Federal Sources				2 225 107	2 224 722	(274)				
Child Nutrition Programs	623,664	685,564	61,900	2,235,107 102,807	2,234,733 9 <b>8,</b> 567	(374) (4,240)				
Other Federal Revenue Revenue from Other State Sources	023,004	063,204	01,900	102,807	70,307	(4,240)				
State Preschool							530,168	518,965	(11,203)	
Child Nutrition Programs				171,604	169,237	(2,367)	550,100	310,903	(11,203)	
Deferred Maintenance Allowance						(2,507)				
State Lottery	158,082	158,082	-							
Other State Revenues	263,741	191,387	(72,354)				254,451	248,941	(5,510)	
Revenue from Local Sources									, ,	
Sales				2,037,872	2,038,277	405				
Interest	40,000	22,253	(17,747)	23,466	25,847	2,381	8,000	19,099	11,099	
Fees and Contracts	2,343,100	2,254,587	(88,513)				19,680	21,172	1,492	
Other Local Revenue	7,992	12,484	4,492	360,169	376,316	16,147				
TOTAL REVENUES	6,639,219	6,530,323	(108,896)	5,916,087	5,896,401	(19,686)	812,299	808,177	(4,122)	
EXPENDITURES										
Certificated Salaries	1.805.062	1,727,643	77,419				20,000	17.081	2,919	
Classified Salaries	920,635	918,961	1,674	2,134,062	2,132,297	1,765	379,628	326,424	53,204	
Employee Benefits	557,540	552,981	4,559	461,709	456,481	5,228	74,684	72,953	1,731	
Books and Supplies	546,608	493,068	53,540	2,403,119	2,401,136	1,983	45,666	44,073	1,593	
Services and Other Operating Expenses	1,194,726	1,190,528	4,198	205,446	171,094	34,352	276,893	241,916	34,977	
Capital Outlay	825,150	800,970	24,180	151,374	102,284	49,090	18,128	16,176	1,952	
Other Transfers Out	123,047	105,590	17,457				15,076	8,091	6,985	
Direct Support/Indirect Costs	236,551	235,346	1,205	551,560	549,720	1,840	23,824	22,450	1,374	
TOTAL EXPENDITURES	6.209.319	6.025.087	184.232	5.907.270	5.813.012	94.258	<u>853,899</u>	749.164	104.735	
Excess (deficiency) of revenues over expenditures	429,900	505,236	75,336	8,817	83,389	74,572	(41,600)	59,013	100,613	
OTHER FINANCING SOURCES (USES)										
Interfund Transfers In										
Interfund Transfers Out	(435,800)	(435,800)	-							
Debt Service				(20,674)	(20,674)	•				
TOTAL OTHER FINANCING SOURCES (USES)	(435,800)	(435,800)		(20,674)	(20,674)			-	-	
Excess (deficiency) of revenues over		<del> </del>	<del>,</del>					-		
expenditures and other sources (uses)	\$ (5,900)	69,436	\$ 75,336	\$ (11,857)	62,715	\$ 74,572	\$ (41,600)	59,013	\$ 100,613	
• • • • • • • • • • • • • • • • • • • •	(5,50)			(,557)		- 1,9074	(,550)		100,013	
Fund Balances at beginning of year		955,251			749,478			113,076		
Fund Balances at end of year		\$ 1,024,687	*		\$ 812,193			\$ 172,089		

# SPECIAL REVENUE FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL For the Fiscal Year Ended June 30, 2000

**Deferred Maintenance Fund** Special Reserve Fund Premium Deposits Total (Memorandum Only) Variance Variance Variance Favorable Favorable Favorable Budget Actual (Unfavorable) Budget Actual (Unfavorable) Budget (Unfavorable) Actual REVENUES Revenue from Revenue Limit Sources Principal Apportionment \$ S S S \$ \$ 3,202,640 3.205.966 3,326 Revenue Limit Transfers 985,062 953,424 (31,638)Revenue from Federal Sources **Child Nutrition Programs** 2,235,107 2,234,733 (374) Other Federal Revenue 726,471 784,131 57,660 Revenue from Other State Sources State Preschool 530,168 518,965 (11,203)Child Nutrition Programs 171.604 169,237 . (2,367) 242,997 Deferred Maintenance Allowance 521,000 763,997 521,000 763,997 242,997 State Lottery 158.082 158.082 Other State Revenues 518,192 440,328 (77,864)Revenue from Local Sources Sales 2,037,872 2,038,277 405 7,149 Interest 22,000 29,149 115,000 107,191 (7,809)208,466 203,539 (4.927)Fees and Contracts 2,362,780 2,275,759 (87,021)Other Local Revenue 368,161 388,800 20,639 **TOTAL REVENUES** 543,000 793,146 250,146 115,000 107,191 (7,809)14,025,605 14,135,238 109.633 **EXPENDITURES** Certificated Salaries 1,744,724 80,338 1,825,062 Classified Salaries 3,434,325 3,377,682 56,643 **Employee Benefits** 1,082,415 11,518 1,093,933 **Books and Supplies** 25,000 8,262 16,738 3,020,393 2,946,539 73,854 Services and Other Operating Expenses 75,000 38,312 36,688 1,641,850 110,215 1,752,065 Capital Outlay 1,210,257 930,068 280,189 1,849,498 355,411 2,204,909 Other Transfers Out 138,123 113,681 24,442 Direct Support/Indirect Costs 811.935 807,516 4,419 TOTAL EXPENDITURES 1,310,257 976,642 333,615 14.280,745 13,563,905 716,840 Excess (deficiency) of revenues over expenditures (767, 257)(183,496)583,761 115,000 107,191 (7,809)(255,140)571,333 826,473 OTHER FINANCING SOURCES (USES) Interfund Transfers In 250,000 250,000 250,000 250,000 Interfund Transfers Out (583,000)(582,564) 436 (1,018,800)(1,018,364)436 Debt Service (20,674)(20,674)TOTAL OTHER FINANCING SOURCES (USES) 250,000 250,000 (583,000)(582,564)436 (789,474)(789,038)436 Excess (deficiency) of revenues over expenditures and other sources (uses) \$ (517,257) 66,504 583,761 (468,000)(475,373)(7,373)\$ (1,044,614) (217,705)826,909 Fund Balances at beginning of year 901,944 1,813,933 4,533,682 Fund Balances at end of year 968,448 1.338.560 4,315,977

#### CAPITAL PROJECTS FUNDS COMBINING BALANCE SHEET June 30, 2000

		ing Fund Bond Proceeds (Fund #63)	Building Fund Series A (Fund #61)		Building Fund Series B (Fund #62)		Building Fund (Fund #60)		Capital Facilities Fund (Residential)			Capital cilities Fund Commercial)
ASSETS												
Cash in County Treasury Cash with Fiscal Agent Cash Collections Awaiting Deposit Accounts Receivable:	\$	26,723,134	\$	434,015 429,884	\$	167,642	S	92,958	\$	2,146,800 55,074	\$	173,205 13,510
Federal and State Governments Miscellaneous Due from Other Funds		363,894 81,674		11,416		21,646 1,202		7,730 4,577		45,482 149,860		19,985
TOTAL ASSETS	<u>s</u>	27,168,702	\$	875,315	<u>s</u>	190,490	<u>s</u>	105,265	\$	2,397,216	<u>\$</u>	206,700
LIABILITIES AND FUND BALANCE												
LIABILITIES Accounts Payable Due to Other Funds	<u>s</u>	2,496,748 648,307	\$ ——	1,202	s 	23,764 131,440	s	9,254 155	s 	8,136 32,725	s 	4,036
TOTAL LIABILITIES		3,145,055		1,202		155,204		9,409		40,861		4,036
FUND BALANCE Designated for Special Purpose		24,023,647		874,113		35,286		95,856		2,356,355		202,664
TOTAL FUND BALANCE		24,023,647		874,113	_	35,286		95,856		2,356,355		202,664
TOTAL LIABILITIES AND FUND BALANCE	s	27,168,702	s	875,315	\$	190,490	s	105,265	\$	2,397,216	\$	206,700

# CAPITAL PROJECTS FUNDS COMBINING BALANCE SHEET

June 30, 2000

	Build Purc	te School ling Lease- hase Fund und #40)	Build Purc	State School Building Lease- Purchase Fund (Fund #41)		State School Building Lease- Purchase Fund (Fund #42)		State School Building Lease- Purchase Fund (Fund #43)		State School Building Lease- Purchase Fund (Fund #44)		tate School Iding Lease- rchase Fund Fund #45)
ASSETS												
Cash in County Treasury Cash with Fiscal Agent Cash Collections Awaiting Deposit Accounts Receivable:	\$	206,959	S	95,327	\$	306	s	83,928	\$	131,729	\$	117,900
Federal and State Governments		84,572		84,389								
Miscellaneous		10,391		6,685		842		5,733		2,437		2,127
Due from Other Funds		109,183		274,451		V.2		264,673		10,092		82
but nom cales a dida												
TOTAL ASSETS	\$	411,105	<u>s</u>	460,852	\$	1,148	<u>\$</u>	354,334	\$	144,258	\$	120,109
LIABILITIES AND FUND BALANCE												
LIABILITIES												
Accounts Payable	s	393,948	\$	442,346	s		\$	340,145			\$	
Due to Other Funds						1,148				24,434		70,646
TOTAL LIABILITIES		393,948		442,346		1,148		340,145		24,434		70,646
		<u> </u>		<del></del>		<u> </u>		, , , , , , , , , , , , , , , , , , , ,				
FUND BALANCE												
Designated for Special Purpose		17,157		18,506		<del></del>		14,189		119,824		49,463
TOTAL FUND BALANCE		17,157		18,506		<u>-</u>		14,189		119,824		49,463
TOTAL LIABILITIES AND FUND BALANCE	\$	411,105	<u>s</u>	460,852	\$	1,148	<u>s</u>	354,334	\$	144,258	<u>\$</u>	120,109

#### CAPITAL PROJECTS FUNDS COMBINING BALANCE SHEET June 30, 2000

	County School Facilities Fund (Fund #83)		County School Facilities Fund (Fund #84)		Faci	nty School lities Fund und #85)	F	Special Reserve (Disasters)	Total (Memorandum Only)		
ASSETS											
Cash in County Treasury Cash with Fiscal Agent Cash Collections Awaiting Deposit Accounts Receivable:	\$	9,978	\$	65	S	3,815	\$	13,989	\$	30,401,750 429,884 68,584	
Federal and State Governments Miscellaneous Due from Other Funds		114		17		51		285		168,961 498,835 895,794	
TOTAL ASSETS	\$	10,092	\$	82	\$	3,866	\$	14,274	<u>s</u>	32,463,808	
LIABILITIES AND FUND BALANCE											
LIABILITIES											
Accounts Payable Due to Other Funds	\$	10,092	\$	82	\$ 	3,866	\$		\$ 	3,714,341 928,133	
TOTAL LIABILITIES		10,092		82		3,866		<u>.</u>		4,642,474	
FUND BALANCE Designated for Special Purpose		<u>.</u>		<u>-</u>		<del>_</del>		14,274		27,821,334	
TOTAL FUND BALANCE		•						14,274		27,821,334	
TOTAL LIABILITIES AND FUND BALANCE	S	10,092	<u>\$</u>	82	\$	3,866	<u>s</u>	14,274	\$	32,463,808	

# CAPITAL PROJECTS FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL For the Fiscal Year Ended June 30, 2000

	Buildin	g Fund Bond Proceeds	(Fund # 63)	Buil	ding Fund Series A	(Fund #61)	Building Fund Series B (Fund #62)				
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)		
REVENUES			•								
Revenue from Local Sources Leases and Rentals	s	S	<b>S</b>	s	\$	\$	\$ 324,000	\$ 328,494	<b>\$</b> 4,494		
Interest	1,249,000	944,896	(304,104)	40,000	49,849	9,849	64,000	6,312	(57,688)		
Fees and Contracts	1,217,000	71,070	(50,1,20,1)	,	,	7,4.7	2.,	-,	(5.,550)		
Total Revenue from Local Sources	1,249,000	944,896	(304,104)	40,000	49,849	9,849	388,000	334,806	(53,194)		
School Facilities Apportionments	-	-			<u> </u>		<u>.</u>	<u>-</u>	-		
TOTAL REVENUES	1,249,000	944,896	(304,104)	40,000	49,849	9,849	388,000	334,806	(53,194)		
EXPENDITURES  Books and Supplies  Services and Other Operating Expenses  Capital Outlay	295,000 27,374,672	293,588 13,121,879	1,412 14,252,793	27,500	22,018	5,482	2,300 147,200 62,000	682 133,681 60,548	1,618 13,519 1,452		
TOTAL EXPENDITURES	27.669.672	13,415,467	14.254.205	27,500	22.018	5,482	211.500	194.911	16,589		
Excess (deficiency) of revenues over expenditures	(26,420,672)	(12,470,571)	13,950,101	12,500	27,831	15,331	176,500	139,895	(36,605)		
OTHER FINANCING SOURCES (USES) Interfund Transfers In	10.000.000	12 500 000	2,500,000	435,800	435,800	•					
Proceeds from Bonds Interfund Transfers Out	10,000,000 (8,146,036)	12,500,000 (752,442)	7,393,594				(131,440)	(131,440)	_		
Debt Service	(0,140,050)	(102,112)	,,5,5,5,1	(435,800)	(435,800)	•	(101,110)	(131,440)	_		
TOTAL OTHER FINANCING SOURCES (USES)	1,853,964	11,747,558	9,893,594		•	-	(131,440)	(131,440)	-		
Excess (deficiency) of revenues over expenditures and other sources (uses)	\$ (24,566,708)	(723,013)	\$ 23,843,695	\$ 12,500	27,831	\$ 15,331	\$ 45,060	8,455	\$ (36,605)		
Fund Balances at beginning of year		24,746,660			846,282			26,831			
Fund Balances at end of year		\$ 24,023,647			\$ 874,113			\$ 35,286			

# CAPITAL PROJECTS FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL For the Fiscal Year Ended June 30, 2000

		Building Fund (Fund	1 #60)	Capit	tal Facilities Fund (Resid	lential)	Capital Facilities Fund (Commercial)			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	
REVENUES						· · · · · · · · · · · · · · · · · · ·				
Revenue from Local Sources				_	_	_			_	
Leases and Rentals	\$ 100,000	\$ 97,793	\$ (2,207)	\$	\$	\$	\$	S	\$	
Interest	23,000	4,882	(18,118)	80,000	117,855	37,855	29,000	55,046	26,046	
Fees and Contracts				1,180,000	1,090,840	(89,160)	93,000	134,526	41,526	
Total Revenue from Local Sources	123,000	102,675	(20,325)	1,260,000	1,208,695	(51,305)	122,000	189,572	67,572	
School Facilities Apportionments			-	<u> </u>	•	-			<u> </u>	
TOTAL REVENUES	123,000	102,675	(20,325)	1,260,000	1,208,695	(51,305)	122,000	189,572	67,572	
EXPENDITURES										
Books and Supplies	1,000	298	702	5,000	-	5,000				
Services and Other Operating Expenses	100,000	36,015	63,985	26,500	7,223	19,277				
Capital Outlay	40,000	38,030	1,970	2,462,552	1,152,200	1,310,352	1,000,000	998,000	2,000	
TOTAL EXPENDITURES	141,000	74.343	66,657	2,494,052	1.159,423	1,334,629	1.000,000	998,000	2.000	
Excess (deficiency) of revenues over expenditures	(18,000)	28,332	46,332	(1,234,052)	49,272	1,283,324	(878,000)	(808,428)	69,572	
OTHER FINANCING SOURCES (USES)										
Interfund Transfers In				131,440	131,440	-				
Proceeds from Bonds										
Interfund Transfers Out				(35,400)	(32,725)	2,675	(4,400)	(4,036)	364	
Debt Service										
TOTAL OTHER FINANCING SOURCES (USES)	<u> </u>	-	•	96,040	98,715	2,675	(4,400)	(4,036)	364	
Excess (deficiency) of revenues over										
expenditures and other sources (uses)	\$ (18,000)	28,332	\$ 46,332	\$ (1,138,012)	147,987	\$ 1,285,999	\$ (882,400)	(812,464)	\$ 69,936	
Fund Balances at beginning of year		67,524			2,208,368			1,015,128		
Fund Balances at end of year		\$ 95,856			\$ 2,356,355			\$ 202,664		

# CAPITAL PROJECTS FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

For the Fiscal Year Ended June 30, 2000

**State School Building** State School Building State School Building Lease-Purchase Fund (Fund # 40) Lease-Purchase Fund (Fund # 41) Lease-Purchase Fund (Fund # 42) Variance Variance Variance Favorable Favorable Favorable Budget (Unfavorable) Actual Budget Actual (Unfavorable) Budget Actual (Unfavorable) REVENUES Revenue from Local Sources S Leases and Rentals \$ S S \$ \$ \$ \$ S Interest 17,158 17,158 18,465 18,465 13,824 12,973 (851) Fees and Contracts Total Revenue from Local Sources 17,158 17,158 18,465 18,465 13,824 12,973 (851) **School Facilities Apportionments** 1,894,711 84,572 (1,810,139)2,145,440 84,389 (2,061,051)TOTAL REVENUES 1,894,711 101,730 (1,792,981)2,145,440 102,854 (2,042,586)13,824 12,973 (851)**EXPENDITURES Books and Supplies** Services and Other Operating Expenses Capital Outlay 4,775,198 547,171 4,228,027 5,357,596 574,145 4,783,451 60,213 59,362 851 TOTAL EXPENDITURES 4.775.198 547,171 4,228,027 5.357.596 574,145 4.783.451 60.213 59,362 851 Excess (deficiency) of revenues over expenditures (2,880,487)(445,441)2,435,046 (3,212,156)(471,291)2,740,865 (46,389)(46,389)OTHER FINANCING SOURCES (USES) Interfund Transfers In 2,880,487 462,598 (2,737,705)(2,417,889)3,212,156 474,451 4,209 4,209 Proceeds from Bonds Interfund Transfers Out (121,972)(121,972)Debt Service TOTAL OTHER FINANCING SOURCES (USES) 2,880,487 462,598 (2,417,889)3,090,184 352,479 (2,737,705)4,209 4,209 Excess (deficiency) of revenues over expenditures and other sources (uses) 17,157 17,157 (121,972)(118,812)3,160 (42,180)(42,180)Fund Balances at beginning of year 137,318 42,180 Fund Balances at end of year 17,157 18,506

# CAPITAL PROJECTS FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES

AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL For the Fiscal Year Ended June 30, 2000

State School Building State School Building State School Building Lease-Purchase Fund (Fund # 43) Lease-Purchase Fund (Fund # 44) Lease-Purchase Fund (Fund # 45) Variance Variance Variance Favorable Favorable Favorable (Unfavorable) (Unfavorable) Budget Actual Budget Actual Budget Actual (Unfavorable) REVENUES Revenue from Local Sources Leases and Rentals S S \$ S \$ \$ S S S 9,912 9,912 8,023 Interest 8,023 2,617 2.617 Fees and Contracts **Total Revenue from Local Sources** 9,912 9,912 8,023 8,023 2,617 2,617 **School Facilities Apportionments** 1,896,130 (1,896,130)5,000 5,000 4,775 4,576 (199)**TOTAL REVENUES** 1,896,130 9,912 (1,886,218)5,000 13,023 8,023 4,775 7,193 2,418 **EXPENDITURES Books and Supplies** Services and Other Operating Expenses Capital Outlay 4,512,992 374,585 4,138,407 61,234 (50,567)111,801 42,690 (4,355)47,045 TOTAL EXPENDITURES 4.512.992 374,585 4.138.407 61,234 (50,567) 111.801 42,690 (4.355)47,045 Excess (deficiency) of revenues over expenditures (2,616,862)(364,673) 2,252,189 (56,234)63,590 119,824 (37,915)11,548 49,463 OTHER FINANCING SOURCES (USES) Interfund Transfers In 2,616,862 378,862 (2,238,000)56,234 56,234 37,915 37,915 Proceeds from Bonds Interfund Transfers Out Debt Service TOTAL OTHER FINANCING SOURCES (USES) 2,616,862 378,862 (2,238,000)56,234 56,234 37,915 37,915 Excess (deficiency) of revenues over expenditures and other sources (uses) 14,189 14,189 119,824 119,824 49,463 49,463 Fund Balances at beginning of year

See the accompanying notes to the financial statements.

119,824

49,463

14,189

Fund Balances at end of year

# CAPITAL PROJECTS FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL For the Fiscal Year Ended June 30, 2000

	County School Facilities Fund (Fund #83)			County So	chool Facilities Fund	(Fund #84)	County School Facilities Fund (Fund #85)			
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)	
REVENUES				<del></del>						
Revenue from Local Sources  Leases and Rentals	s	S	s	s	S	s	s	\$	\$	
Interest	,	J	•	3	•	J	4,000	3,866	(134)	
Fees and Contracts							,,	2,222	(,	
Total Revenue from Local Sources			<u> </u>	•		-	4,000	3,866	(134)	
School Facilities Apportionments				-	-		970,827	970,827	<u>-</u>	
TOTAL REVENUES			-			<u> </u>	974,827	974,693	(134)	
EXPENDITURES  Books and Supplies  Services and Other Operating Expenses										
Capital Outlay	<del></del>	<del></del>					974,827	974,693	134	
TOTAL EXPENDITURES					<u> </u>		974.827	974,693	134	
Excess (deficiency) of revenues over expenditures			-	•	-	<u> </u>	•			
OTHER FINANCING SOURCES (USES) Interfund Transfers In Proceeds from Bonds Interfund Transfers Out										
Debt Service					<del></del>					
TOTAL OTHER FINANCING SOURCES (USES)			<u> </u>					<del></del>		
Excess (deficiency) of revenues over expenditures and other sources (uses)	<u>s -</u>	-	<u>-</u>	<u>-</u>	•	<u> </u>	<u>-</u>		<u>-</u>	
Fund Balances at beginning of year		<u> </u>			<del>-</del>			<u> </u>		
Fund Balances at end of year		<u>s</u> -			<u>s</u> -			<u> </u>		

# CAPITAL PROJECTS FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL

For the Fiscal Year Ended June 30, 2000

		Special Reserve Fund (Dis	asters)	Total (Memorandum Only)					
	Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)			
REVENUES									
Revenue from Local Sources	\$	\$	\$	\$ 424,000	\$ 426.287	6 2.207			
Leases and Rentals	3 1,200		3,197	1,504,024	,	\$ 2,287			
Interest	1,200	4,397	3,197		1,256,251	(247,773)			
Fees and Contracts				1,273,000	1,225,366	(47,634)			
Total Revenue from Local Sources	1,200	4,397	3,197	3,201,024	2,907,904	(293,120)			
School Facilities Apportionments		<u> </u>	-	6,916,883	1,149,364	(5,767,519)			
TOTAL REVENUES	1,200	4,397	3,197	10,117,907	4,057,268	(6,060,639)			
EXPENDITURES  Books and Supplies  Services and Other Operating Expenses  Capital Outlay				8,300 596,200 46,723,974	980 492,525 17,845,691	7,320 103,675 28,878,283			
•					<del></del>				
TOTAL EXPENDITURES	-	<del>-</del>		47.328.474	18.339.196	28.989.278			
Excess (deficiency) of revenues over expenditures	1,200	4,397	3,197	(37,210,567)	(14,281,928)	22,928,639			
OTHER FINANCING SOURCES (USES)									
Interfund Transfers In				9,375,103	1,981,509	(7,393,594)			
Proceeds from Bonds Interfund Transfers Out				10,000,000 (8,439,248)	12,500,000 (1,042,615)	2,500,000 7,396,633			
Debt Service				(435,800)	(435,800)	7,390,033			
		· ——							
TOTAL OTHER FINANCING SOURCES (USES)	-	-	<del>-</del>	10,500,055	13,003,094	2,503,039			
Excess (deficiency) of revenues over expenditures and other sources (uses)	\$ 1,200	4,397	\$ 3,197	\$ (26,710,512)	(1,278,834)	\$ 25,431,678			
Fund Balances at beginning of year		9,877			29,100,168				
Fund Balances at end of year		\$ 14,274			\$ 27,821,334				

# FIDUCIARY FUND TYPES - AGENCY AND TRUST FUNDS COMBINING BALANCE SHEET June 30, 2000

Agency Funds

	Ventura High School	Buena High School	Anacapa Middle School	DeAnza Middle School	Balboa Middle School	Cabrillo Middle School
ASSETS						
Cash in County Treasury Cash on Hand and in Banks: Checking	\$ 245,051	\$ 236,740	\$ 9,353	\$ 39,672	\$ 4,222	\$ 4,668
Savings  Cash Collections Awaiting Deposit  Accounts Receivable:  Miscellaneous	22,746	52,988	3,277	6,431	35,120	·
Due from Other Funds	16.000	11.207			262	
Stores Inventory	16,080	11,397		64	363	13,091
TOTAL ASSETS	\$ 283,877	\$ 301,125	\$ 12,630	\$ 46,167	\$ 39,705	\$ 17,759
LIABILITIES AND FUND BALANCE						
Liabilities						
Accounts Payable Funds Held in Trust	\$ 2,537 225,887	\$ 15,630 212,444	\$ 29 	\$ 16,087	\$ 8,636	\$ 4,379
TOTAL LIABILITIES	228,424	228,074	29	16.087	8,636	4.379
Fund Balance Reserved for Special Purposes Designated for Special Purposes	16,080	11,397		64	363	13,091
Undesignated	39,373	61,654	12,601	30,016	30,706	289
TOTAL FUND BALANCE	55,453	73,051	12,601	30,080	31,069	13,380
TOTAL LIABILITIES AND FUND BALANCE	\$ 283,877	\$ 301,125	\$ 12,630	\$ 46,167	\$ 39,705	\$ 17,759

# FIDUCIARY FUND TYPES - AGENCY AND TRUST FUNDS COMBINING BALANCE SHEET June 30, 2000

	Agency Funds  Pacific Continuation Adult Education High School			Trust Funds								
ASSETS			Adult Education		Continuation		Ret	iree Benefit Fund	-	Alternative tiree Benefit Fund	Fo	undation Fund
Cash in County Treasury	\$		\$		\$	3,290,094	\$	1,857,379	\$	19,914	\$	5,167,387
Cash on Hand and in Banks:	Ψ		¥		J	3,270,074	J	1,037,377	4	17,714	J	3,107,387
Checking		9,975		281								549,962
Savings												120,562
Cash Collections Awaiting Deposit						22,882						22,882
Accounts Receivable: Miscellaneous						81,574		40,460		527		122,561
Due from Other Funds						522		,				522
Stores Inventory												40,995
TOTAL ASSETS	\$	9,975	\$	281	<u>\$</u>	3,395,072	\$	1,897,839	<u>\$</u>	20,441	\$	6,024,871
LIABILITIES AND FUND BALANCE												
Liabilities												
Accounts Payable	\$		\$		\$	5,988	\$		\$	1,082	\$	25,266
Due to Other Funds						23				168		191
Funds Held in Trust		8,325					_			<del></del>		475,758
TOTAL LIABILITIES		8.325				6.011		<del>-</del>		1,250		501,215
Fund Balance												
Reserved for Special Purposes												40,995
Designated for Special Purposes						3,389,061		1,897,839		14,656		5,301,556
Undesignated		1,650		281	_					4,535		181,105
TOTAL FUND BALANCE		1,650		281	_	3,389,061		1,897,839		19,191		5,523,656
TOTAL LIABILITIES AND FUND BALANCE	\$	9,975	\$	281	\$	3,395,072	\$_	1,897,839	\$	20,441	\$	6,024,871

# FIDUCIARY FUND TYPES - AGENCY AND TRUST FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE For the Fiscal Year Ended June 30, 2000

#### Agency Funds

REVENUES	Ventura High School				Anacapa Middle School		DeAnza Middle School		Balboa Middle School		Cabrillo Middle School	
Revenue from Local Sources												
Student Store Sales Yearbook Student Body Cards	S	49,546 79,375	\$	37,593 86,432 22,515	\$	13,233	\$	11,470	S	77 16,233	\$	11,430 9,864
Athletics Fund Raising Social Activities		154,706		159,885		63,000 3,573		15,340		103,910		98,533
Vending Machines Interest Other Revenues		17,368 53,563		25,292 5,945 26,740		33,326		17,836 3,054		2,038 23,300		78 15,909
Other Sources												
All Other Sources			_									
TOTAL REVENUES		354,558		364,402		113,132		47,700		145,558		135,814
EXPENDITURES												
Classified Salaries												
Instructional Aides' Salaries Employee Benefits Health & Welfare Benefits	S		\$		\$		S		\$		\$	
Books and Supplies Instructional Materials & Supplies												
Services and Other Operating Expenses												
Student Store Expenses Yearbook Athletics		41,526 74,800 156,780		25,271 80,800 164,573		12,596		12,916		13,860		14,982 13,232
Fund Raising Social Activities						53,901 2,013		10,270		88,278		73,945
Vending Machines Other Expenses Capital Outlay Equipment		16,022 52,598		16,381 71,559	-	38,877		13,140 14,467		30,441		33,107
TOTAL EXPENDITURES		341.726		358.584		107,387		50,793		132,579		135,266
Excess (deficiency) of revenues over expenditures	<del></del>	12,832		5.818		5,745		(3,093)		12,979		548
OTHER FINANCING SOURCES (USES) Interfund Transfers In												
TOTAL OTHER FINANCING SOURCES (USES)		<u>-</u>										
Excess (deficiency) of revenues over expenditures and other sources (uses)		12,832		5,818		5,745		(3,093)		12,979		548
Fund Balances at beginning of year		42,621		67,233		6,856		33,173		18,090		12,832
Fund Balances at end of year	\$	55,453	\$	73,051	\$	12,601	<u>s</u>	30,080	\$	31,069	\$	13,380

#### FIDUCIARY FUND TYPES - AGENCY AND TRUST FUNDS COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE For the Fiscal Year Ended June 30, 2000

	Agenc	y Funds	Trust Funds			
	Adult Education	Pacific Continuation High School	Retiree Benefit Fund	Alternative Retiree Benefit Fund	Foundation Fund	Total (Memorandum Only)
REVENUES				-		<del></del>
Revenue from Local Sources Student Store Sales Yearbook Student Body Cards Athletics Fund Raising	s	\$	s	S	\$	S 111,879 203,374 22,515 314,591 281,501
Social Activites		710				3,573
Vending Machines						60,496
Interest Other Revenues Other Sources	4,331	1,871	200,316	101,354	1,229	310,960 162,094
All Other Sources					14,949	14,949
TOTAL REVENUES	4,331	2,589	200,316	101,354	16,178	1,485,932
EXPENDITURES						
Classified Salaries						
Instructional Aides' Salaries	\$	\$	S	\$	\$ 130	S 130
Employee Benefits						
Health & Welfare Benefits			3,227,563		11	3,227,574
Books and Supplies Instructional Materials & Supplies Services and Other Operating Expenses					13,573	13,573
Student Store Expenses Yearbook Athletics Fund Raising Social Activities Vending Machines Other Expenses	4307	2,842		688,122	25,796	98,682 195,608 321,353 226,394 2,013 45,543 957,809
Capital Outlay		2,042		000,122	ŕ	·
Equipment					1,900	1,900
TOTAL EXPENDITURES	4,307	2,842	3,227,563	688,122	41,410	5,090,579
Excess (deficiency) of revenues over expenditures	24	(253)	(3,027,247)	(586,768)	(25,232)	(3,604,647)
OTHER FINANCING SOURCES (USES) Interfund Transfers In			2,930,000	825,000	25,000	3,780,000
TOTAL OTHER FINANCING SOURCES (USES)			2,930,000	825,000	25,000	3,780,000
Excess (deficiency) of revenues over expenditures and other sources (uses)	24	(253)	(97,247)	238,232	(232)	175,353
Fund Balances at beginning of year	1,626	534	3,486,308	1,659,607	19,423	5,348,303
Fund Balances at end of year	\$ 1,650	\$ 281	\$ 3,389,061	\$ 1,897,839	\$ 19,191	\$ 5,523,656

SUPPLEMENTARY INFORMATION SECTION



### **AUDITORS' REPORT ON SUPPLEMENTARY INFORMATION**

Board of Education Ventura Unified School District 295 South Arcade Drive Ventura, California 93003

We have audited the combined general purpose financial statements of the Ventura Unified School District, as of and for the year ended June 30, 2000 and have issued our report thereon dated September 21, 2000. These general purpose financial statements are the responsibility of the District's management. Our responsibility was to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards; standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and Standards and Procedures for Audits of California K-12 Local Educational Agencies, prescribed by the State Controller. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the combined general purpose financial statements of Ventura Unified School District, taken as a whole. The accompanying financial information identified as supplementary information, including the Schedule of Expenditures of Federal Awards, is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, <u>Audits of States, Local Governments</u>, and Non-Profit Organizations, and is not a required part of the general purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the combined general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Vicenti, Lloyd + Stutymon, LAP VICENTI, LLOYD & STUTZMAN LLP

September 21, 2000

#### HISTORY AND ORGANIZATION June 30, 2000

The Ventura Unified School District was formed effective July 1, 1965 as the result of a unification election held March 16, 1965 and action of the Ventura County Board of Supervisors at the meeting of March 30, 1965. The unified district encompasses the former Ventura Union High School District and its former component elementary districts, namely the Avenue, Mill Union, Mound, Buena Ventura School Districts and the Arnaz portion of the Nordhoff Union School District. The district includes an area of approximately 165 square miles, including the City of Ventura and surrounding area, in the western most portion of Ventura County.

The District operates seventeen elementary schools, four middle schools, two high schools, one continuation high school, one independent study high school, one opportunity school and one adult education school.

The Board of Education and the District Administrators for the fiscal year ended June 30, 2000 were as follows:

#### **BOARD OF EDUCATION**

Member	<u>Office</u>	Term Expires
Mr. Cliff Rodrigues	President	December 31, 2001
Mrs. Debbie Golden	Vice President	December 31, 2003
Mr. Jim Wells	Member	December 31, 2003
Mrs. Velma Lomax	Member	December 31, 2001
Mr. John Walker	Member	December 31, 2001

#### DISTRICT ADMINISTRATORS

Dr. Joseph P. Spirito	Superintendent
Mr. Joseph Richards, Jr.	Assistant Superintendent, Business Services
Dr. Patricia Chandler	Assistant Superintendent, Educational Services (effective through June 30, 2000)
Dr. Gerald Dannenberg	Assistant Superintendent, Human Resources (effective through June 30, 2000) Assistant Superintendent, Educational Services (effective July 1, 2000)
Dr. Richard Morrison	Assistant Superintendent, Human Resources (effective July 1, 2000)

# SCHEDULE OF AVERAGE DAILY ATTENDANCE (ADA) For the Fiscal Year Ended June 30, 2000

The requirements governing ADA, admission of pupils, types of schools, recording and reporting of pupil attendance, and similar matters are controlled by provisions of the Education Code and by regulations of the California Department of Education.

ADA statistics reported to the State for the fiscal year ended June 30, 2000 are as follows:

Elementary:	Second <u>Period</u>	Annual
Kindergarten	1 101	1 105
•	1,191	1,195
First through third grade	3,851	3,851
Fourth through eighth grade	6,217	6,210
Home or hospital - temporary physical disabilities	2	2
Special education master plan	282	284
Special education - nonpublic, nonsectarian schools	7	7
Extended year special education - mandated	11	11
Extended year special education - nonpublic nonsectarian	1	1
Opportunity schools and full-day opportunity classes	<u>16</u>	<u> 17</u>
Total elementary ADA	11,578	<u>11,578</u>
Secondary:		
Regular classes	4,329	4,263
Continuation education	202	204
Home or hospital - temporary physical disabilities	1	1
Special education master plan	66	64
Special education - nonpublic, nonsectarian schools	6	6
Extended year special education - mandated	7	7
Extended year special education - nonpublic, nonsectarian	í	1
Opportunity schools and full-day opportunity classes	6	6
Total secondary ADA	4,618	4,552
Total Secondary ADA	4,016	4,332
Adult Education:		
Concurrently enrolled	4	4
Not concurrently enrolled	1,435	<u>1,544</u>
Total adult education ADA	1,439	1,548
Total ADA	<u>17,635</u>	<u>17,678</u>
County:		
Community Schools	3	3
Special Education	97	97
Total County ADA	100	100

# Summer School Hours of Attendance

Elementary 97,609 Secondary 122,083

See the accompanying notes to the supplementary information.

# SCHEDULE OF INSTRUCTIONAL TIME OFFERED For the Fiscal Year Ended June 30, 2000

Grade Level	1986-87 Minutes <u>Requirement</u>	1982-83 Actual <u>Minutes</u>	1999-2000 Actual <u>Minutes</u>	Status	_
Kindergarten	36,000	31,500	36,000	In Compliance	
Grade 1 to 3	50,400	42,060	50,535	In Compliance	
Grade 4 to 8	54,000	51,595	54,007	In Compliance	
Grade 9 to 12	64,800	64,642	65,456	In Compliance	

#### SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS For the Fiscal Year Ended June 30, 2000

PROGRAM NAME	Federal Catalog Number	Pass-Through Entity Identifying Number	Total Program Expenditures
Federal Categorical Aid Programs:			
U.S. DEPARTMENT OF AGRICULTURE:			
National School Lunch Program National School Breakfast Program Especially Needy Breakfast Program Summer Feed Program	10.555 10.553 10.553 10.558	03396 03988 03526 03527	\$ 1,559,910 27,072 647,751 98,567
U.S. DEPARTMENT OF EDUCATION:			
Adult Basic Education Improving America Schools Act	84.002	03844	66,753
Title I Title II - Education for Economic Security Act Title VI	84.010 84.281 84.298	03799 03207 03340	1,263,067 45,053 79,610
Migrant Education Special Education	84.011	03239	235,505
PL 94-142 Infant Discretionary Low Incidence	84.027 84.027 84.027	03143 03612 03459	999,040 9,206 4,286
Preschool Local Entitlement Solo Federal Class Size Reducation	84.027 84.000 84.340A	03682 (1) 03073	137,972 6,614 210,492
Carl D. Perkins Vocational and Technical Education Indian Education	84.048 84.060	03570 N/A	131,344 150,378
Pell Grant Emergency Immigration Education Safe and Drug Free Schools	84.063 84.162 84.184	N/A 03159 10007	203,975 33,265 91,372
Federal Direct Loans Goals 2000 - Grades 4-12 Reading and Intervention Grant Transition Partnership Prime Math	84.268 84.276 84.000 84.000	N/A 03624 (1) (1)	350,715 108,128 70,058 507
U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES		.,	
Medi-Cal	93.773	10013	268,598
FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION			
Federal Emergency Management Administration	84.287	10041	271,237
Total Federal Programs			\$ 7,070,475
Reconciliation to Federal Revenue			
Total Federal Program Expenditures Revenues in excess of expenditures related to Federal entitlement Program Medi-Cal			\$ 7,070,475
Total Federal Program Revenue			35,607 \$ 7,106,082

<sup>(1)</sup> Pass-Through Entity Identifying Number not readily available.

See the accompanying notes to the supplementary information.

## RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (J-200) WITH AUDITED FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2000

There were no differences between the District's Annual Financial and Budget Report (J-200) or the General Long-Term Debt Account Group (J-249) and the audited financial statements.

# SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS For the Fiscal Year Ended June 30,

	2001 (Budgete	ed) (2)	2000	2000			1998	
	Amount	%	Amount	°/o	Amount	%	Amount	%
GENERAL FUND:								
Revenue								<b>60.0</b>
Revenue Limit Sources	\$ 73,548,971	75.4	\$ 65,871,328	66.7	\$ 63,392,353	66.5	\$ 61,184,172	69.9 5.2
Federal	2,653,490	2.7	4,087,218	4.2	5,276,541	5.5	4,571,204	20.8
State	12,896,824	13.3	17,804,807	18.1	14,827,012	15.6	18,096,252 2,373,279	20.8
County and Local	7,769,675	8.0	7,865,620	8.0	8,427,732	8.8 0.2	134,191	0.2
Other Transfers/Sources					28,013		•	
Interfund Transfers	1,113,000	1.1	619,325	0.6	1,079,236		350,343	0.4
Total Revenue	97,981,960	100.5	96,248,298	97.6	93,030,887	97.7	86,709,441	99.2
Expenditures								
Certificated Salaries	\$ 47,293,536	48.5	47,175,171	47.8	45,891,213	48.2	42,053,443	48.1
Classified Salaries	15,709,687	16.1	15,251,016	15.5	14,870,055	15.6	13,734,384	15.7
Employee Benefits	15,149,005	15.5	13,917,508	14.1	13,126,372	13.8	12,845,968	14.6
Books and Supplies	5,683,481	5.8	4,911,698	5.0	4,087,050	4.3	3,384,054	3.9
Contracted Services	5,505,607	5.6	5,857,269	6.0	5,611,254	5.9	4,808,901	5.5
Capital Outlay	2,266,858	2.3	4,838,068	4.9	5,819,249	6.1	5,288,467	6.0
Interfund Transfers	4,653,000	4.8	4,569,855	4.6	4,446,779	4.7	4,788,263	5.5
Other Uses	2,207,544	2.3	2,770,385	2.8	2,077,903	2.2	1,049,027	1.2
Debt Service Payments			117,700	0.1	125,972	1,0	400,413	0.5
Direct Support/Indirect Costs	(976,211)	(1.0)	(807,516)	(0.8)	(810,434)	(0.9)	(911,298)	(1.0)
Total Expenditures	97,492,507	100.0	98,601,154	100.0	95,245,413	100.0	87,441,622	100.0
Change in Fund Balance	\$ 489,453	0.5	\$ (2,352,856)	(2.4)	\$ (2,214,526)	(2.3)	\$ (732,181)	(0.8)
Ending Fund Balance	\$ 9,590,150	9.8	\$ 9,100,697	9.2	\$ 11,453,553	12.0	\$ 13,668,079	15.6
General fund Available								
	\$ 7,595,317	7.8	\$ 2,958,000	3.0	\$ 5,018,625	5.3	\$ 6,805,385	7.8
Reserve Balance (1)	\$ 7,595,317	1.8	3 2,938,000	3.0	3 3,018,023		3 0,803,383	
Recommended Reserve Percentage		3.0		3.0		3.0		3.0
Average Daily Attendance								
P-2, Excluding Adult Education *	16,257		16,196		16,137		16,543	
Total Long-Term Debt	\$ 45,360,600		\$ 46,119,780		\$ 34,286,647		\$ 25,110,647	

#### IMPORTANT NOTES:

All Percentages are of total expenditures.

See the accompanying notes to the supplementary information.

<sup>(1)</sup> Available reserves are those amounts designated for economic uncertainty, and any other remaining undesignated fund balance from the General Fund.

<sup>(2)</sup> Revised budget as of October, 2000

<sup>\*</sup> SB727 became effective during fiscal year 1997-98 which excludes excused absences from ADA.

## NOTES TO SUPPLEMENTARY INFORMATION For the Year Ended June 30, 2000

## NOTE 1 - PURPOSE OF SCHEDULES:

### A. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

#### B. Schedule of Instructional Time

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206.

#### C. Schedule of Expenditures of Federal Awards

OMB Circular A-133 requires a disclosure of the financial activities of all federally funded programs. To comply with A-133, this schedule was prepared for the District and is presented on the modified accrual basis of accounting.

# D. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balances of all funds and the total liabilities balance of the general long-term debt account group as reported on the Form J-200 to the audited financial statements.

#### E. Schedule of Financial Trends and Analysis

The State Controller's Office requires that this report be prepared showing financial trends of the general fund over the past three fiscal years as well as the current year budget. This report is intended to identify if the District has potential fiscal problems and if they have met the recommended available reserve percentages.

# REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Education Ventura Unified School District 295 S. Arcade Drive Ventura, California 93003

We have audited the combined general purpose financial statements of Ventura Unified School District (the District) as of and for the year ended June 30, 2000, and have issued our report thereon dated September 21, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether Ventura Unified School District's combined general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 non-compliance that are required to be reported under Government Auditing Standards.

## Internal Control Over Financial Reporting

In planning and performing our audit, we considered Ventura Unified School District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the combined general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect Ventura Unified School District's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs related to the general purpose financial statements.

# REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

#### (Continued)

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended solely for the information and use of the Board, management, the California Department of Education, the State Controller's Office and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Vicenti, Lloyd + Stitzman, LLP VICENTI, LLOYD & STUTZMAN LLP

September 21, 2000

# REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Education Ventura Unified School District 295 S. Arcade Drive Ventura, California 93003

## Compliance

We have audited the compliance of Ventura Unified School District (the District) with the types of compliance requirements described in the <u>U.S. Office of Management and Budget (OMB)</u>

<u>Circular A-133 Compliance Supplement</u> that are applicable to each of its major federal programs for the year ended June 30, 2000. Ventura Unified School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Ventura Unified School District's management. Our responsibility is to express an opinion on Ventura Unified School District's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 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 a major federal program occurred. An audit includes examining, on a test basis, evidence about Ventura Unified School District'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 on Ventura Unified School District's compliance with those requirements.

In our opinion, Ventura Unified School District complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2000.

-60-

Peter F. Gautreau, cpa ♦ Renee S. Graves, cpa, cgfm ♦ James B. Katherman, cpa, ms ♦ Carl M. Pon, cpa, cva Mary Ann Quay, cpa, mba ♦ Steve Rapattoni, cpa ♦ Linda Saddlemire, cpa, cfe ♦ Royce A. Stutzman, cpa, cva-Chairman

### REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

(Continued)

#### Internal Control Over Compliance

The management of Ventura Unified School District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Ventura Unified School District's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with the applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the Board, management, the California Department of Education, the State Controller's Office and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

> Vicent, Kloga & Stityma, 48 VICENTI, LLOYD & STUTZMAN LLP

September 21, 2000

#### REPORT ON STATE COMPLIANCE

Board of Education Ventura Unified School District 295 S. Arcade Drive Ventura, California 93003

We have audited the combined general purpose financial statements of the Ventura Unified School District, as of and for the year ended June 30, 2000, and have issued our report thereon dated September 21, 2000.

Our audit was made in accordance with generally accepted auditing standards, the standards for financial and compliance audits contained in <u>Government Auditing Standards</u>, issued by the U. S. General Accounting Office, and the State Controller's <u>Standards and Procedures for Audits of California K-12 Local Educational Agencies</u>. 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The District's management is responsible for the District's compliance with laws and regulations. In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the laws and regulations applicable to the following items:

	Procedures			
Description	in Controller's Audit Guide	Procedures Performed		
Attendance accounting:				
Attendance reporting	4	Yes		
Staff development day	3	Yes		
Kindergarten enrollment	4	Yes		
Independent study	13	Yes		

## REPORT ON STATE COMPLIANCE

#### (Continued)

<u>Description</u>	in Controller's Audit Guide	Procedures Procedures Performed
Attendance accounting (continued):		
Continuation education	13	Yes
Adult education	8	Yes
Regional occupational center/programs	5	Not applicable
County Office of Education programs	9	Not applicable
Incentive for longer instructional day:		1.
School Districts	3	Yes
County Office of Education	3	Not applicable
GANN limit calculation	2	Yes
Early retirement incentive program	5	Not applicable
Community day schools	8	Not applicable
Class size reduction program:		
Option 1	12	Yes
Option 2	11	Not applicable
Class size reduction in two courses in grade 9	8	Yes
State instructional materials fund	8	Yes
Schiff-Bustamante standards-based instructional materials	4	Yes
Digital high school education technology grant program	5	Yes
Office of Criminal Justice Planning	-	Not applicable

The District did not participate in the Early Retirement Incentive Program; therefore, the compliance procedures are not applicable. The District had two options under which to implement class size reduction; the District exercised Option One, therefore, audit procedures for Option Two were not performed.

Based on our audit, we found that, for the items tested, the Ventura Unified School District complied with the laws and regulations of the state programs referred to above. Further, based on our examination, for items not tested, nothing came to our attention to indicate that the Ventura Unified School District had not complied with the laws and regulations of state programs and requirements.

This report is intended solely for the information and use of the Board, management, the California Department of Education, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.

Vicenti, LLOYD & STUTZMAN LLP

September 21, 2000

### SCHEDULE OF FINDINGS AND QUESTIONED COSTS SUMMARY OF AUDITOR RESULTS June 30, 2000

This information is provided to meet the requirements of recently issued OMB Circular A-133.

- A. An unqualified opinion was issued.
- B. Reportable conditions in internal control were disclosed by the audit of the general purpose financial statements; none of the reportable conditions were material weaknesses.
- C. The audit did not disclose any items of non-compliance which are material to the general purpose financial statements of the District.
- D. No reportable conditions in internal control over major programs were disclosed by the audit.
- E. An unqualified opinion was issued on compliance for major programs.
- F. There were no audit findings which were required to be reported under Section .510(a) of OMB Circular A-133.
- G. The major programs for 1999-2000 are:

CFDA Number	Name of Federal Program or Cluste		
84.027	Special Education Cluster		
84.060	Indian Education		
84.340A	Federal Class Size Reduction		
93.773	Medi-Cal		

- H. The dollar threshold to distinguish between Type A and Type B programs is \$300,000 for 1999-2000.
- I. The District qualifies as a low risk auditee for fiscal year 1999-2000.

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO GENERAL PURPOSE FINANCIAL STATEMENTS June 30, 2000

Per Assembly Bill 3627, all audit findings must be identified as one or more of the following six categories:

Five Digit Code	AB 3627 Finding Types
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
50000	Federal Compliance
60000	Miscellaneous

### FINDING 00-1 - ACCOUNTS PAYABLE

30000

**Finding:** The District did not have adequate documentation to support some of the year-end accounts payable accruals recorded in the Bond Proceeds Building Fund at the time of the audit. These accruals were estimated based on the difference between the project contract and billings to date and retention held. Prior to issuing the report, the District was able to obtain evidence to materially substantiate that the balance remaining represents actual expenditures incurred as of June 30, 2000.

**Recommendation:** We recommend that the District continue to work with the facilities department and contact vendors to obtain the necessary documentation to support these accruals in a timely manner. This will ensure that expenditures are recorded in the appropriate reporting period and that the financial statements are materially stated.

**District Response:** The Department of Budget and Finance will continue to work with the Facilities department to refine the process whereby the actual costs incurred at June 30 will be reported. Items in the process will include close follow up with the contractors and verifying amounts above \$25,000 to be set up at fiscal year end.

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO GENERAL PURPOSE FINANCIAL STATEMENTS June 30, 2000

(Continued)

### FINDING 00-2 – CAFETERIA

30000

**Finding:** During our testing of cash receipting procedures for cafeteria sales, we noted that student a-la-carte sales are not supported by any form of documentation (Juanamaria & Saticoy). These sales are not "rung-up" on the cash register nor is an inventory reconciliation to daily sales performed. We were therefore unable to verify that total actual sales agree with the daily deposits. We also noted that "z" tapes for three different registers (DeAnza) did not agree with the amount recorded on the daily cash sales summary and that the over/short category is not being used on the report.

**Recommendation:** Use of the existing cash registers would provide the best control to support a-la-carte sales. If a cash register is not in use, an inventory reconciliation should be performed to verify total items sold agree with total dollars collected. The total sales per the register "z" tape should be recorded as daily sales and reconciled to actual cash received. Any differences should then be recorded as an over or short. Reasons for discrepancies should be researched.

**District Response:** Procedures will be written and sent to the school sites to confirm the fact that the Z tape needs to agree to the daily cash summary recap. In addition spot checks will be performed by the District accountant and other District personnel to verify that the procedures are being followed.

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO GENERAL PURPOSE FINANCIAL STATEMENTS June 30, 2000

(Continued)

#### FINDING 00-3 - PACIFIC HIGH SCHOOL ASB

30000

### **Original Finding Number 99-3**

**Finding:** Through inquiry of District and site personnel, we noted the following procedures and controls were not in place for a portion of the year:

- 1. Disbursements were not supported by check requests or purchase order forms supporting authorization of the disbursements.
- 2. Pre-numbered cash receipts were not being used.
- 3. Bank reconciliations were not completed on a timely basis.

**Recommendation:** All disbursements of a student body organization should be approved and documented as such. Once approved, disbursements should be supported by adequate documentation to include original invoices and proof of receipt. The internal controls would also be improved by continuing to use the pre-numbered cash receipting system. This provides an audit trail between revenue collected and deposits. In addition, bank reconcilations should be prepared on a monthly basis. This practice will help in identifying, in a timely manner, any record keeping errors made.

**District Response:** The District accountant will work with site personnel to ensure that bank reconciliations are performed and that cash receipt forms are used. A disbursement approval form will be developed and put into use by Pacific High.

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO GENERAL PURPOSE FINANCIAL STATEMENTS June 30, 2000

#### (Continued)

### FINDING 00-4: ASB CASH RECEIPTS

30000

**Finding:** Through review of cash receipting procedures and documentation we noted the following:

- 1. The sub-receipting system used for various fundraising events does not provide an adequate audit trail. We noted instances where sales receipts were not deposited in tact and were not always deposited timely. (Balboa Middle School, Cabrillo Middle School, DeAnza Middle School, Buena High School)
- 2. Revenue potentials are not prepared for major fundraising events. (Balboa Middle School, Buena High School)
- 3. Vending machine procedures do not support adequate internal control. Currently the athletic custodian receives and maintains the inventory, stocks the machine and collects the receipts. There is no independent reconciliation of inventory to purchases and sales. (Buena High School)

Recommendation: The sub-receipting system in use, whether a class listing, individual receipts, or tickets should provide an audit trail to link daily or weekly sales to a specific deposit. The use of a ticket control log is recommended to monitor tickets issued and to ensure that all tickets are accounted for. All receipts should be deposited intact and any miscellaneous expenditures should be made through the cash disbursement system. Use of revenue potentials provides better control over the monies collected and deposited for fundraisers and is an important part of overall financial planning. Finally, we recommend that vending machine duties be segregated if possible and suggest, at a minimum, that an independent party perform a reconciliation between inventory, purchases, and sales at least on a monthly basis.

#### **District Response:**

- 1. The District accountant will perform site visits and instruct the ASB bookkeeper on proper cash receipting procedures and will test some receipts to verify that they are properly documented. Procedures have been put into place that will ensure that deposits will be made intact and that a separate check will be written to pay for prizes.
- 2. ASB bookkeepers have been given forms to prepare revenue potentials. Appropriate instructions will be given and followed up in the preparation and use of revenue potentials.
- 3. Procedures have been put into place at Buena High School to take monthly inventories of the vending machines. These inventories will be reviewed when the District accountant makes site visits.

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO GENERAL PURPOSE FINANCIAL STATEMENTS June 30, 2000

(Continued)

#### FINDING 00-5: BALBOA MIDDLE SCHOOL ASB

30000

**Finding:** We reviewed cash disbursements and noted several checks written to "cash" totaling \$1,873.

**Recommendation:** To maintain proper internal controls over cash disbursements, checks should be made to a specific individual or entity and never to "Cash" or "Bearer". As with all disbursements, adequate documentation should be maintained to support the amount and propriety of the expenditure.

**District Response:** Procedures have been put into place and instruction given to site personnel that checks will not be written to "Cash" or "Bearer." The check register will be reviewed by the District accountant to verify that no checks have been written to "Cash."

# SCHEDULE OF FINDINGS AND QUESTIONED COSTS RELATED TO FEDERAL AWARDS June 30, 2000

There were no Findings and Questioned Costs Related to Federal Awards.

# STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS June 30, 2000

Finding No.	Finding	Code	Recommendation	Current Status
99-1	ANACAPA MIDDLE SCHOOL ASB	30000		
	During our testing of the Associated Student Body records we noted the following:		Internal controls would be improved by removing the ASB bookkeeper from the list of authorized signors. Accounting records	Implemented.
	<ol> <li>The ASB bookkeeper prepares the checks and cosigned approximately half of the disbursements reviewed.</li> </ol>		should accurately reflect the amounts collected and should agree with sub-receipts and daily deposits. All deposits should be made intact with any prizes issued through	
	2. Cash receipt documentation was not adequate to support magazine drive sales. Several envelope totals did not equal the amount of the daily deposit. In addition, collections were recorded as received in full although on some occasions the full amount had not yet been collected.		separate cash disbursement.	
	<ol> <li>Through inquiry of staff we noted that deposits are not always made intact. Cash prize money is deducted from amounts deposited.</li> </ol>			
99-2	BALBOA MIDDLE SCHOOL ASB	30000		
	While testing cash receipts, we noted several discrepancies in the magazine sales receipt daily totals between the PTA counts and the amounts recorded and deposited by the ASB. There was no documentation to support the variances.		Magazine sales should be counted and verified upon receipt from the PTA. Any discrepancies between PTA counts and ASB counts should be resolved and documented.	Implemented.

# STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS June 30, 2000

Finding No.	Finding	<u>Code</u>	Recommendation	Current Status	
99-3	PACIFIC HIGH SCHOOL ASB	30000			
	<ol> <li>During our testing of the Associated Student Body records we noted the following:</li> <li>Disbursements are not supported by check requests or purchase order forms supporting authorization of the disbursements. We noted two instances were disbursements where not supported by an invoice and one instance where it appears that a blank check was signed.</li> <li>Pre-numbered cash receipts are not being used.</li> <li>Bank reconciliations do not appear to be completed on a timely basis.</li> </ol>		All disbursements of a student body organization should be approved and documented as such. Once approved, disbursements should be supported by adequate documentation to include original invoices and proof of receipt. Checks should never be signed or issued unless competed and supported with adequate documentation. The internal controls would also be improved by implementing a pre-numbered cash receipting system to provide an audit trail between revenue collected and deposits. In addition, bank reconcilations should be prepared on a monthly basis. This practice will help in identifying any record keeping errors made in a timely manner.	Not implemented. 00-3.	See current year finding number
99-4	STATE INSTRUCTIONAL MATERIALS	40000			
	To satisfy State compliance requirements, we reviewed expenditures made with state instructional materials funding for grades K-8 to determine whether no more than 30% of the allowance and interest was used to purchase nonadopted instructional materials that have passed legal requirements. We noted that the District overspent in this category by \$4,150 for duplicating expenses related to math workbooks which meet the criteria noted above.		Verify that an adequate budget exists prior to transferring expenditures. In addition, the District should monitor total expenditures made to ensure amounts do not exceed the allowable maximum for each category of funding.	Implemented.	· · · · · · · · · · · · · · · · · · ·