

**Burbank Unified School District
Administrative Services**

REPORT TO THE BOARD

TO: Members of the Board of Education

FROM: Debbie Kukta, Assistant Superintendent, Administrative Services

PREPARED BY: Ruthie DiFonzo, Senior Administrative Assistant

SUBMITTED BY: Ruthie DiFonzo, Senior Administrative Assistant

DATE: March 4, 2021

SUBJECT: Acceptance of the 2019-2020 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S Program

Background:

Annually the District must employ an independent auditing firm to perform an audit of the District's finances in accordance with the audit guide published by the state Department of Finance. The District employs the auditing firm on behalf of the State, and their work product is submitted directly to the Los Angeles County Office of Education to be forwarded to the State at the same time that District staff receive the final copy. Once the State indicates to the District in writing that it has accepted the audit as compliant with its guidelines, the District may release final payment to the audit firm. The annual District audit is to be completed and published by mid-December.

Discussion/Issues:

The firm of CliftonLarsonAllen (CLA) have performed the District's annual audit for the past several years. A principal of that firm will be present at the Board meeting to give the Board and public an overview of the audit and to answer any questions the Board may have.

Additionally, CLA conducted a financial and performance audit of the Proposition 39 General Obligation Bonds Building Fund Measure S program and will present an overview of this audit to the Board.

Financial Impact:

None.

Recommendations:

Debbie Kukta, Assistant Superintendent, Administrative Services, recommends that the Board of Education accept the 2019-2020 Annual Financial Report and the Financial and Performance Audits of the Proposition 39 General Obligation Bonds Building Fund Measure S program, as presented.



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Board of Education
Burbank Unified School District

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Burbank Unified School District (the District) as of and for the year ended June 30, 2020, and have issued our report thereon dated February 10, 2021. We have previously communicated to you information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Significant audit findings

Qualitative aspects of accounting practices

Accounting policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements.

No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2020.

We noted no transactions entered into by the entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- The liabilities and related deferrals associated with other post-employment benefits and pension benefits are based on actuarial analysis of benefits earned.
- The depreciation rate on capital assets is based on management's estimate of the useful lives of those assets.

We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Financial statement disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- the disclosure of post-employment healthcare benefits, as described in Note 12, and the disclosure of employee retirement plans, as described in Note 13, are considered significant because they utilize actuarially-determined data.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties encountered in performing the audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Uncorrected misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Attachment A summarizes the misstatements detected as a result of audit procedures that were not corrected by management.

Corrected misstatements

Management did not identify and we did not notify them of any material financial statement misstatements detected as a result of audit procedures.

Disagreements with management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during our audit.

Management representations

We have requested certain representations from management that are included in the management representation letter dated February 10, 2021.

Management consultations with other independent accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the entity's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Significant issues discussed with management prior to engagement

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to engagement as the entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our engagement.

Other information in documents containing audited financial statements

With respect to the required supplementary information (RSI) accompanying the financial statements, we made certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We compared the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we did not express an opinion or provide any assurance on the RSI.

With respect to the schedule of expenditures of federal awards (SEFA) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the SEFA to determine that the SEFA complies with the requirements of the Uniform Guidance, the method of preparing it has not changed from the prior period or the reasons for such changes, and the SEFA is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the SEFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated February 10, 2021.

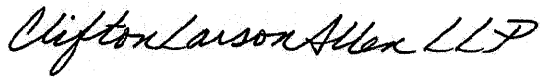
With respect to the supplementary information required by the California Department of Education and the combining non-major fund financial statements (collectively, the supplementary information) accompanying the financial statements, on which we were engaged to report in relation to the financial statements as a whole, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period or the reasons for such changes, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We have issued our report thereon dated February 10, 2021.

We were not engaged to report on the History and Organization, Schedule of Financial Trends and Analysis, or the Schedule of Charter Schools, which accompanies the financial statements which is not RSI. We did not audit or perform other procedures on this information and we do not express an opinion or provide any assurance on it.

Our auditors' opinion, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document.

* * *

This communication is intended solely for the information and use of the Board of Education and management of the Burbank Unified School District and is not intended to be, and should not be, used by anyone other than these specified parties.

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

CliftonLarsonAllen LLP

Glendora, California
February 10, 2021

**Burbank Unified School District
Potential Adjusting Journal Entries
6/30/2020**

Attachment A

<u>PAJE #</u>	<u>Fund</u>	<u>Account/Description</u>	<u>Account #</u>	<u>Debit</u>	<u>Credit</u>	<u>Effect on Fund Balance/Net Position</u>
<u>Major Funds</u>						
General Fund						
1	01	Accts Payable-Manual Accrual	9520	\$ 370,656		\$
		Accounts Receivable	9200		370,656	-
		<i>To correct posting of receipt of prior year lottery funds.</i>				
2	01	Rev Limit State Aid-Cyr	8011	629,181		
		Accounts Receivable	9200		629,181	(629,181)
		<i>To reverse overstated LCFF accounts receivable.</i>				
		Total effect on fund balance - General Fund				
						(629,181)
<u>Non-Major Funds</u>						
Child Development Fund						
3	12	Accounts Receivable	9200	75,478		
		All Other States Revenues	8590		75,478	75,478
		<i>To record accounts receivable for state child development programs final earnings calculation.</i>				
		Total effect on fund balance - Non-Major Funds				
						75,478
		Total effect on net position - Government-wide				
						\$ (553,703)

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2020



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**WEALTH ADVISORY
OUTSOURCING
AUDIT, TAX, AND
CONSULTING**

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
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LOS ANGELES COUNTY
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LOS ANGELES COUNTY
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INDEPENDENT AUDITORS' REPORT

Board of Education
Burbank Unified School District
Burbank, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Burbank Unified School District (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, the financial statements referred to in the aforementioned table of contents present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of the District's proportionate share of the net pension liability, schedule of District pension contributions, schedule of changes in the net OPEB liability and related ratios, schedule of postemployment healthcare benefits employer contributions, and schedule of postemployment healthcare benefits money-weighted rate of return on plan assets be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of expenditures of federal awards, as required by *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards*, the other supplementary schedules, and the combining nonmajor fund financial statements as listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The schedule of average daily attendance (ADA), schedule of instructional time, schedule of expenditures of federal awards, reconciliation of the annual financial and budget report with the audited financial statements, the notes to the supplementary Information, and the combining nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, this information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The history and organization, schedule of financial trends and analysis, and schedule of charter schools have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 10, 2021 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Glendora, California
February 10, 2021

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

INTRODUCTION

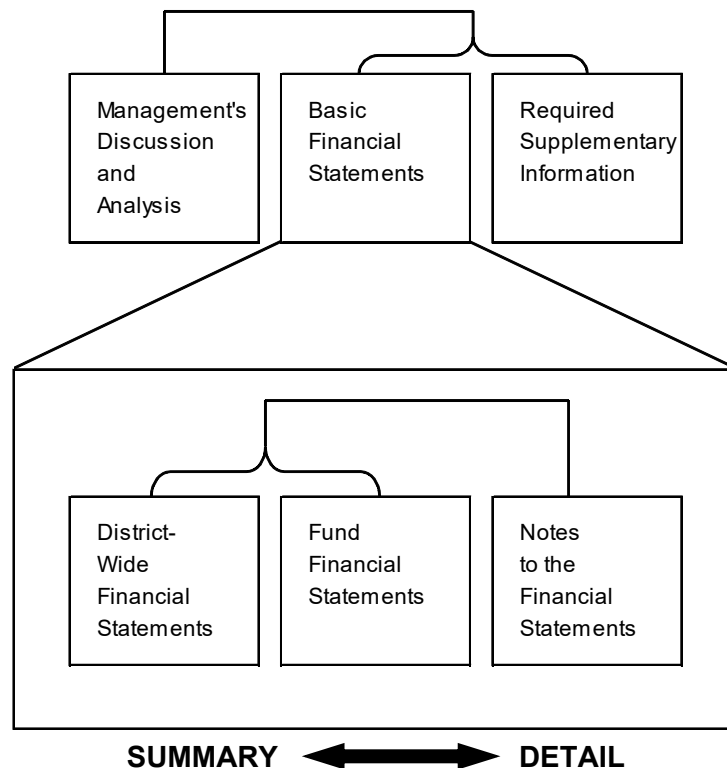
The purpose of this section of the audit report is to allow management to include for the sake of users' additional insights into the operations and trends of the school district in order to make these reports more meaningful. Users should also review the notes to the basic financial statements and the fund financial statements to enhance their understanding of the District's financial performance during the 2019-2020 fiscal year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts:

- (1) Management's Discussion and Analysis (this section)
- (2) The basic financial statements
- (3) The required supplementary information

Organization of the Burbank Unified Annual Financial Report



**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements is provided to explain the differences created by the integrated approach.

The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are *government-wide financial statements* that provide both *short-term and long-term* information about the District's overall financial status.
- The remaining statements are *fund financial statements* that focus on individual parts of the District and report the District's operations in more detail.

The financial statements also include *notes* that explain some of the statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the financial statements with comparison of the District's budget for the year.

Government-Wide Statements

The government-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes *all* of the District's assets, deferred outflows, liabilities, and deferred inflows. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide statements report the District's *net position* and how they have changed. Net position – the difference between the District's assets plus deferred outflows minus liabilities and deferred inflows – is one way to measure the District's financial health or *position*.

- Over time, increases or decreases in the District's net position are an indicator of whether its financial position is improving or deteriorating, respectively.
- To assess the overall health of the District one should consider additional nonfinancial factors such as changes in the district property tax base and the condition of school buildings and other facilities.
- GASB Statement No.68 requires government entities to report their net pension liability in the accrual based financial statements beginning fiscal year 2014-15. This is a change in accounting principle designed to improve accounting and financial reporting and create additional transparency. The amount each entity is required to contribute is based on the difference between the actuarially determined rate and the contribution rate of employees. These studies were performed and provided by PERS and STRS.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

Government-Wide Statements (Continued)

In the government-wide financial statements the District's activities are reported as follows:

- *Governmental activities*—All of the District's basic services are included here, such as regular and Special Education, Transportation, and Administration. Property Taxes and State Aid combined (local control funding formula) finance most of these activities. Other funds in the District include Child Development, which are also considered governmental activities. The District now accounts for the operation of its cafeterias within a special revenue fund.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. While some funds are required by State law and by bond covenants, the majority of the District's activities are accounted for in the General Fund. The District establishes other funds to control and manage money for particular purposes such as repaying its long-term debt.

The District has three kinds of funds:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which generally focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. It should be noted that a school district of Burbank's size is required to maintain a 3% reserve for economic uncertainties within the ending fund balance of its general fund. This reserve is calculated by multiplying 3% by total expenditures and other outgo of the general fund. However, Burbank Unified School District believes that a 6% reserve for economic uncertainties is more appropriate. The governmental funds statements provide a detailed *short-term* view that helps the reader to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the district-wide statements, we provide additional information in a reconciliation of the governmental funds statements that explains the relationship (or differences) between them.
- *Proprietary funds* – Enterprise/Internal Service Funds are considered business-type activities and are reported under a full accrual method. This is the same basis as business-type activities; therefore, no reconciling entries are required. The District has one Internal Service Fund, the Retirees Benefits Fund, used to account for payment of current year healthcare costs.
- *Fiduciary funds*—The District is the trustee, or *fiduciary*, for assets that belong to others, such as the student activities funds and the Retiree Benefits Trust Fund. The District is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong. All of the District's fiduciary activities are reported in a separate statement of fiduciary net position and a statement of changes in fiduciary net position. We exclude these activities from the district-wide financial statements because the District cannot use these assets to finance its operations.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

FINANCIAL HIGHLIGHTS – Government-Wide Statements

Table 1
Year-to-Year Comparison of Net Position (Millions)

Summary of Statement of Net Position	Governmental Activities		Total Change
	2019	2020	
Assets			
Noncapital Assets	\$ 66.6	\$ 66.5	\$ (0.1)
Capital Assets	285.6	277.5	(8.1)
Total Assets	<u>352.2</u>	<u>344.0</u>	<u>(8.2)</u>
Deferred Outflows of Resources			
Deferred Outflows of Resources - OPEB	13.4	24.9	11.5
Deferred Outflows of Resources - Pensions	51.2	47.7	(3.5)
Total Deferred Outflows of Resources	<u>64.6</u>	<u>72.6</u>	<u>8.0</u>
Liabilities			
Current Liabilities	28.5	23.7	(4.8)
Long-Term Liabilities	426.9	446.0	19.1
Total Liabilities	<u>455.4</u>	<u>469.7</u>	<u>14.3</u>
Deferred Inflows of Resources			
Deferred Inflows of Resources - OPEB	5.4	4.6	(0.8)
Deferred Inflows of Resources - Pensions	10.0	11.7	1.7
Total Deferred Inflows of Resources	<u>15.4</u>	<u>16.3</u>	<u>0.9</u>
Net Position			
Net Investment in Capital Assets	68.9	88.3	19.4
Net Position Legally Restricted	25.3	31.8	6.5
Net Position Unrestricted	<u>(148.2)</u>	<u>(189.5)</u>	<u>(41.3)</u>
Total Net Position	<u>\$ (54.0)</u>	<u>\$ (69.4)</u>	<u>\$ (15.4)</u>

The net position for the governmental activities decreased by approximately \$15.4 million over the prior year.

- Capital assets decreased due to the net effect of capital expenditures less depreciation.
- Long-term liabilities and associated deferred outflows and inflows increased primarily due to actuarially determined pension and retiree healthcare benefit liabilities.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

FINANCIAL HIGHLIGHTS – Government-Wide Statements(Continued)

Table 2
Year-to-Year Comparison of Change in Net Position (Millions)

Summary of Statement of Activities	Governmental Activities		Total Change
	2019	2020	
General Revenue:			
Property Taxes - General Purposes	\$ 53.0	\$ 53.0	\$ -
Property Taxes - Debt Service	12.0	13.0	1.0
Property Taxes - Other Specific Purposes	1.3	1.4	0.1
Federal/State Aid	86.5	90.9	4.4
Interest/Investment Earnings	1.5	1.3	(0.2)
Miscellaneous	2.5	0.5	(2.0)
Total General Revenues	<u>156.8</u>	<u>160.1</u>	<u>3.3</u>
Net Expenditures after Program Revenues for:			
Instruction and Instruction-Related Services	111.7	115.0	3.3
Pupil Services	11.6	12.1	0.5
General Administration	12.5	11.6	(0.9)
Plant Services	16.1	15.0	(1.1)
Ancillary, Community, and Enterprise	0.9	1.1	0.2
Other Outgo	1.3	1.2	(0.1)
Debt Service	9.2	8.6	(0.6)
Depreciation (Unallocated)	11.0	10.9	(0.1)
Total Expenditures	<u>174.3</u>	<u>175.5</u>	<u>1.2</u>
Change in Net Position	(17.5)	(15.4)	2.1
Net Position, Beginning of Year	<u>(36.5)</u>	<u>(54.0)</u>	<u>(17.5)</u>
Net Position, End of Year	<u>\$ (54.0)</u>	<u>\$ (69.4)</u>	<u>\$ (15.4)</u>

Of the \$175.5 million in 2020 net expenditures, direct services to students represent 72.24% of the total. Plant services represent 8.50% of total expenditures. Depreciation expense represents 6.21% and general administration and interest on debt service represent about 6.60% and 4.90%, respectively.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Funds

- Total revenues were approximately \$206.8 million, up approximately \$2.2 million from the prior year. General Fund revenues were approximately \$179.1 million, up \$5.3 million from the prior year. The General Fund represents 86.6% of total revenues. Student enrollment at Burbank Unified slightly increased during 2019-20, and the State continues to fund on the best of the prior or current year. Inter-district transfers continue to help keep enrollment up. This is a trend not enjoyed by many other school districts in the County of Los Angeles. Burbank Unified continues to accept inter-district enrollment transfers from neighboring districts when the parent of the student(s) works within the city's boundaries. The District has a very good reputation academically, and in 2019-20, approximately 1,363 transfers were accepted for students who would otherwise be educated in other school districts.
- Total expenditures were approximately \$202.2 million, down \$12.7 million from the prior year. General Fund expenditures were approximately \$174.1 million, a decrease over the prior year of approximately \$1.3 million. The General Fund represented 86.1% of total expenditures. The Board of Education will continue to monitor expenditures due to fluctuating enrollment.
- General Fund revenue for the year was \$179.1 million with expenses of \$174.1 million. Along with an interfund transfer out of \$2.35 million, this resulted in an increase to the ending fund balance of \$4.4 million. A 1% retroactive salary increase from 2018-19 was paid in 2019-20.

FINANCIAL HIGHLIGHTS – GENERAL FUND BUDGET AND ACTUAL EXPENDITURES

The following items reflect significant variations between original and final budget amounts, and between final budget amounts and actual results for the general fund:

- Local Control Funding formula (LCFF):
 - Actual State Revenues were lower than the Original Budget by \$3.9 million. This was due to lower than expected receipt of the Education Protection Account (EPA).
- Federal Revenue Sources:
 - Actual Revenues were less than the Original Budget by \$105 thousand. This was due to Actual funding being lower than anticipated for MAA and Medi-Cal funds.
- Other State Revenue Sources:
 - Actual Revenues exceeded the Original Budget by \$11 million, primarily due to the recording of the STRS on-behalf payments.
- Other Local Revenue Sources:
 - Actual Revenues were higher than the Original Budget by \$5.7 million. The balance represents higher than anticipated receipt of local gifts, grants and donations.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

**FINANCIAL HIGHLIGHTS – GENERAL FUND BUDGET AND ACTUAL EXPENDITURES
(CONTINUED)**

- **Certificated Salaries:**
 - Actual Expenditures were lower than the Original Budget by \$489 thousand primarily due to extra hourly and sub costs not utilized due to COVID-19 closure.
- **Classified Salaries:**
 - Actual Expenditures were lower than Original Budget by \$650 thousand due to extra hourly and sub costs not utilized due to COVID-19 closure.
- **Books and Supplies:**
 - Final Budget exceeded the Original Budget by \$419 thousand. This is primarily due to purchasing technology, personal protective equipment and cleaning supplies due to the COVID-19 closure.
- **Contracted Services:**
 - Actual Expenditures were higher than Original Budget by approximately \$3.4 million. This is a result of one-time and grant money being spent on Professional Development and Special Education. Contracting with Non-Public Agencies (NPA) were necessary to fill vacant positions that are unfilled yet required for students with Individual Educational Plans.
- **Capital Outlay:**
 - Actual Expenditures were higher than Original Budget by approximately \$1.7 million due to recording the cost of a new capital lease. A corresponding entry to Other Financing Sources (Uses) is recorded to Proceeds from Capital Leases.

FINANCIAL HIGHLIGHTS – INDIVIDUAL MAJOR FUNDS

Building Fund

As a result of a General Obligation bond passing in March 2013 the Building Fund was reopened. Bonding authorization was given to levy a total of \$110 million. Expenditure of bond funds occurred in 2019-20 in the amount of \$1.1 million. The bond issuance was rated Aa2 by Moody's and A+ by S&P.

Special Reserve for Capital Outlay

The Special Reserve for Capital Outlay is a fund used for district facilities projects that are not funded through the Capital Facilities Fund, nor from State construction funds. This fund holds dollars that were transferred from the General Fund at the direction of the Board of Education, for specific facility purposes. Its primary source of funding has been State funded projects in prior years that were completed with excess funds available and community redevelopment funds. It also earns interest income, and occasionally can receive revenues from sale of property.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

FINANCIAL HIGHLIGHTS – INDIVIDUAL MAJOR FUNDS (CONTINUED)

Special Reserve for Capital Outlay (Continued)

- The Special Reserve for Capital Outlay began 2019-20 with a fund balance of \$9.2 million, and ended the year with a fund balance of \$10.8 million.
- \$1.95 million of this fund balance is held in reserve for future maintenance of the high school athletic fields as per an agreement with the City of Burbank. This reserve is increased by \$150,000 annually.

Bond Interest and Redemption Fund

- The Bond Interest and Redemption Fund is used to account for the collection of tax on voter approved general obligation bonded debt. Assessment, collection, and payment of the principal and interest on the general obligation bonds is managed by the County Assessor and County Auditor-Controller as applicable.

FINANCIAL HIGHLIGHTS – INDIVIDUAL NON-MAJOR FUNDS

Adult Education Fund

The Adult Education Fund exists to record the financial activities of the Burbank Adult Education School. Prior to State legislated Tier III flexibility, the adult education funds were held completely separate from the General Fund. After the State flexibility was legislated in 2008-09, adult education funds were available for use in the General Fund. Burbank Unified has elected to keep the Adult Education Fund as a separate fund and not fold it into the General Fund.

Funding continues to be received directly from the State into the Adult Education Fund based on 2012-13 expenditures, under the direction of LARAEC, Los Angeles Regional Adult Education Consortium.

- The Adult Education Fund began 2019-20 with a fund balance of \$4.2 million, and ended the year with a fund balance of \$3.6 million.

Child Development Fund

The Child Development Fund is established for operations of State funded preschool and childcare programs, as well as district-run childcare and after-school programs. The Child Development Fund, and related programs, have experienced large reductions in State funding. The last six years the State funded child development program and preschool program have run at a deficit, which has been large enough to create an overall deficit for the fund. The District is addressing the deficit by increasing rates, however costs are outpacing the rate increase and there will be a study session to determine the next steps needed to yield a positive fund balance.

- The Child Development Fund began 2019-20 with a fund balance of zero and ended the year with a zero balance which included a contribution from the general fund of \$1.7 million dollars.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

FINANCIAL HIGHLIGHTS – INDIVIDUAL NON-MAJOR FUNDS (CONTINUED)

Cafeteria Fund

This is the first year in four years that the Cafeteria fund was unable to maintain running a self-operating program. This is due to the COVID-19 closure of schools. This eliminated additional revenues the Cafeteria Fund traditionally receives from a-la-carte and catering sales while still required to maintain salaries and other expenses. Their fund balance of \$831 thousand dollars covered the deficit in 2019-20. Their ending fund balance is \$548 thousand dollars.

Deferred Maintenance Fund

The Board of Education contributed \$400,000 for 2019-20 which is more than required by the state of California. The State discontinued providing its contribution in 2013-14 and included it as part of the LCFF allocations. Revenues earned in this fund are a result of interest earnings on the balance carried forward from years past. As part of the Burbank Unified School District fiscal solvency plan, the annual contribution to Deferred Maintenance Fund will end in 2019-20.

- The Deferred Maintenance Fund began 2019-20 with a fund balance of \$655 thousand, and ended the year with a fund balance of \$1 million.

Capital Facilities Fund

The Capital Facilities Fund, also known as the Developer Fee Fund, received revenues from impact fees charged to residents for new residential and commercial construction. The current economy is improving; however, no major construction projects started this year. Total revenues were \$1.5 for 2019-20. This fund is used to pay for growth-related facilities projects, as needs arise.

- The Capital Facilities Fund began 2019-20 with \$154 thousand in fund balance, and ended the year with \$1.6 million.

FINANCIAL HIGHLIGHTS – INTERNAL SERVICE AND TRUST FUNDS

Retiree Benefits Fund – Self Insurance Fund

The Retiree Benefits Self Insurance Fund covers the cost of retiree health benefits annually. The District historically contributed .86% of all salaries into this fund in order to fund the current year expense. However, in order to offer employee compensation by absorbing the employee share of cost, the District continues to cover the cost of Retiree Benefits out of its irrevocable trust. The total net position in this fund at year end was \$170K.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

FINANCIAL HIGHLIGHTS – INTERNAL SERVICE AND TRUST FUNDS (CONTINUED)

Retiree Benefits Fund – Trust Fund

The Governing Board maintains its own irrevocable trust with Wells Fargo Bank as its Trustee, and has established these funds in a separate Retiree Benefits Fund. This fund was established by the Board of Education to begin to accumulate balances sufficient to meet the obligations defined by GASB Statement No. 74/75 and the District's actuarial study of post-retirement benefits.

- The Retiree Benefits Fund (irrevocable trust) began 2019-20 with net position of \$6.3 million, and ended the year with net position of \$5.3 million. The fund earned \$415 thousand net interest and dividends.

OTHER INFORMATION

Over the course of the year, the District revises its annual operating budget several times. The District is required to adopt its budget by June 30th each year, which is often prior to final funding information from the State. After the State budget is adopted, the District is required to analyze the impact of the State budget to the District budget within 45 days of the Governor's signature. Any necessary budget revisions are then made to reflect the impact. The District is also required by law to make two formal presentations each year on its financial condition, projecting both budget and cash flow for the current and two future fiscal years. Budget revisions are made after these presentations to reflect current information. The District makes additional budget revisions throughout the year as information regarding funding and expenditures becomes available. Further information about the budget can be found on page 59.

Debt and Capital Assets:

General Obligation Bond and Related Capital Improvements

The District passed a \$110 million General Obligation Bond in March of 2013. Additional modernization projects and facilities projects began in the summer of 2013.

- 2014-15 the District spent \$6.9 million for various building programs including modernization, infrastructure improvements, and technology.
- 2015-16 the District spent \$29.3 million for lighting, solar, infrastructure improvements, and technology.
- 2016-17 the District spent \$33.6 million for lighting, solar, infrastructure improvements, and technology.
- 2017-18 the District spent \$21.1 million for infrastructure improvements and modular buildings.
- 2018-19 the District spent \$6.6 million for infrastructure improvements and building programs.
- 2019-20 the District spent \$1.1 million for various campus-wide improvements including playground equipment and technology.

Additional information on capital assets can be found at Note 7 and additional information on long-term liabilities can be found at Notes 9 to 13.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

OTHER INFORMATION (CONTINUED)

Average Daily Attendance

Average daily attendance for Burbank residents decreased. However, the District continues to attract inter-district attendance to backfill most the natural attrition in student enrollment which would otherwise reduce its attendance base. Due to its excellent reputation, the District continues to receive more applications for inter-district attendance than it can grant. By policy, any families who work within the District's boundaries may apply for inter-district attendance and bring their school-aged children to Burbank schools if space allows.

FACTORS BEARING ON THE DISTRICT'S FINANCIAL FUTURE

The District is highly dependent upon the State of California's economic outlook in all aspects of its operation. The Board of Education's decision to set aside an additional 3% reserve within its fund balance, making a total of 6% set aside for economic uncertainties, is one factor that provides additional assurance of solvency during the State's financial difficulties. The following represent elements that could potentially affect the District's financial profile.

- The District's enrollment pattern has shown a decrease over the last two fiscal years, even though inter-district attendance remains strong. To date the inter-district transfer of students from other districts has back-filled the otherwise decline in enrollment that the District would have experienced. The District continues to monitor this trend closely, however, the District does expect the trend to continue.
- The increasing costs of district-paid STRS and PERS is outpacing the revenue coming into the district. The State reduced the contribution percentage for 2020-21 and 2021-22 in an effort to fiscally aid districts during the COVID-19 crisis. However, for 2022-23, the contributions return to their former rates. This increase with the continued decrease in enrollment poses a significant fiscal burden.
- The State has completed LCFF implementation and the District is funded at 100% of the target funding. Now that all Districts are at full funding the only increases to revenue will be COLA.
- The District has inherent increased costs each fiscal year due to "step" increases that result from contracted bargaining unit language, and also inherent increased costs annually due to health insurance increases, and other supply and material cost increases. These increased costs will be especially scrutinized as future year District budgets are adopted with little funding increases.
- Districts have been cautioned to increase their reserve in preparation for the next recession. The State is faced with an unprecedented recession due to the COVID-19 pandemic crisis. The required reserve for economic uncertainty of 3% plus additional board 3% reserve for a total 6% reserve will not cover one month of payroll for the District.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

CONTACTING THE DISTRICT'S FINANCIAL TEAM

This financial report provides the most current information regarding the District's financial status. The level of detail is complex. Some users may wish for additional information. Any questions about this report may be directed to Debbie Kukta, Assistant Superintendent, Administrative Services (818) 729-4473 or Alyssa Low, Director, Fiscal Services at (818) 729-4450.

BASIC FINANCIAL STATEMENTS

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF NET POSITION
JUNE 30, 2020**

	Governmental Activities
ASSETS	
Cash in County Treasury	\$ 43,096,400
Cash in Revolving Fund	25,060
Cash with Fiscal Agent	25
Accounts Receivable	18,674,464
Amounts Due from Agency Fund	4,644,835
Stores Inventories	64,535
Land	7,621,124
Construction in Progress	390,623
Depreciable Assets, Net	269,558,061
Total Assets	<u>344,075,127</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflows - OPEB	24,966,258
Deferred Outflows - Pensions	47,675,131
Total Deferred Outflows of Resources	<u>72,641,389</u>
LIABILITIES	
Accounts Payable and Other Current Liabilities	8,635,937
Accrued Interest Payable	1,099,448
Unearned Revenue	800,995
Current Portion of Long-Term Liabilities	
General Obligation Bonds	10,460,000
Capital Leases	1,104,847
Net Other Postemployment Benefits (OPEB)	1,687,738
Noncurrent Portion of Long-Term Liabilities:	
General Obligation Bonds	172,741,594
Capital Leases	15,924,808
Net Other Postemployment Benefits (OPEB)	67,890,672
Net Pension Liability	187,587,975
Compensated Absences	1,865,368
Total Liabilities	<u>469,799,382</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflows - OPEB	4,655,449
Deferred Inflows - pensions	11,710,174
Total Deferred Inflows of Resources	<u>16,365,623</u>
NET POSITION	
Net Investment in Capital Assets	88,284,161
Restricted for:	
Debt Service	10,760,795
Construction Projects	12,492,764
Educational Programs	7,235,312
Other Purposes	1,291,965
Unrestricted	<u>(189,513,486)</u>
Total Net Position	<u><u>\$ (69,448,489)</u></u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2020**

Functions	Expenses	Program Revenues		Net Revenue (Expense) and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities:				
Instruction	\$ 129,604,344	\$ 3,803,082	\$ 28,524,894	\$ (97,276,368)
Instruction - Related Services	22,468,437	704,455	4,116,244	(17,647,738)
Pupil Services	16,851,198	1,380,935	3,329,152	(12,141,111)
Ancillary Services	1,843,629	334,734	425,182	(1,083,713)
Community Services	239,343	87,007	110,518	(41,818)
General Administration	12,993,428	394,318	973,271	(11,625,839)
Plant Services	16,641,894	469,455	1,163,149	(15,009,290)
Other Outgo	1,471,476	15,141	248,250	(1,208,085)
Debt Service - Interest	8,643,187			(8,643,187)
Depreciation (Unallocated)	10,885,176			(10,885,176)
Total Governmental Activities	<u>\$ 221,642,112</u>	<u>\$ 7,189,127</u>	<u>\$ 38,890,660</u>	(175,562,325)
GENERAL REVENUES AND SUBVENTIONS				
Property Taxes Levied for:				
General Purposes				53,088,110
Debt Service				13,049,289
Other Specific Purposes				1,360,813
Federal and State Aid not Restricted to Specific Purposes				90,883,271
Interest and Investment Earnings				1,296,480
Miscellaneous				470,569
Total General Revenues				<u>160,148,532</u>
CHANGE IN NET POSITION				(15,413,793)
Net Position - Beginning of Year				<u>(54,034,696)</u>
NET POSITION - END OF YEAR				<u>\$ (69,448,489)</u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2020**

	General Fund	Building Fund	Special Reserve Fund for Capital Outlay	Bond Interest and Redemption Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash in County Treasury	\$ 14,303,631	\$ 11,080,511	\$ 3,154,752	\$ 11,860,243	\$ 2,526,606	\$ 42,925,743
Cash in Revolving Fund	25,060	-	-	-	-	25,060
Cash with Fiscal Agent	25	-	-	-	-	25
Accounts Receivable	18,001,035	33,125	26,018	-	614,286	18,674,464
Due from Governmental Funds	-	-	7,639,000	-	4,606,553	12,245,553
Due from Agency Funds	4,644,835	-	-	-	-	4,644,835
Stores Inventories	33,457	-	-	-	31,078	64,535
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Assets	<u>\$ 37,008,043</u>	<u>\$ 11,113,636</u>	<u>\$ 10,819,770</u>	<u>\$ 11,860,243</u>	<u>\$ 7,778,523</u>	<u>\$ 78,580,215</u>
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Accounts Payable	\$ 7,990,206	\$ 134,909	\$ 18,314	\$ -	\$ 491,895	\$ 8,635,324
Due to Governmental Funds	12,245,553	-	-	-	-	12,245,553
Unearned Revenue	425,871	-	-	-	375,124	800,995
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Liabilities	20,661,630	134,909	18,314	-	867,019	21,681,872
FUND BALANCES						
Nonspendable	58,517	-	-	-	31,078	89,595
Restricted	7,635,689	10,978,727	10,801,456	11,860,243	2,518,694	43,794,809
Committed	-	-	-	-	4,347,565	4,347,565
Assigned	1,317,000	-	-	-	14,167	1,331,167
Unassigned	7,335,207	-	-	-	-	7,335,207
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Fund Balances	<u>16,346,413</u>	<u>10,978,727</u>	<u>10,801,456</u>	<u>11,860,243</u>	<u>6,911,504</u>	<u>56,898,343</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Liabilities and Fund Balances	<u>\$ 37,008,043</u>	<u>\$ 11,113,636</u>	<u>\$ 10,819,770</u>	<u>\$ 11,860,243</u>	<u>\$ 7,778,523</u>	<u>\$ 78,580,215</u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE STATEMENT OF NET POSITION
JUNE 30, 2020**

Total Fund Balances - Governmental Funds	\$	56,898,343
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Amounts reported for governmental funds are different than the Statement of Net Position because:

Capital assets used in governmental activities are not financial resource and, therefore, are not reported as assets in governmental funds. These assets consist of:

Land	\$	7,621,124	
Construction in Progress		390,623	
Depreciable Assets, Net		269,558,061	277,569,808

Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in governmental funds. Long-term liabilities at year-end consist of:

General Obligation Bonds Payable and Related Premium	(183,201,594)		
Capital Leases	(17,029,655)		
Net Other Postemployment Benefits Other than Pensions (OPEB)	(69,578,410)		
Net Pension Liability	(187,587,975)		
Compensated Absences	(1,865,368)		(459,263,002)

In governmental funds, deferred outflows and inflows of resources are not reported because they are applicable to future periods. Deferred outflows and inflows of resources at year-end consist of:

Deferred Outflows - OPEB	24,966,258		
Deferred Outflows - Pensions	47,675,131		
Deferred Inflows - OPEB	(4,655,449)		
Deferred inflows - Pensions	(11,710,174)		56,275,766

An internal service funds is used by the District to cover the cost of retiree benefits. The assets and liabilities should be included with governmental activities. The net position is:

170,044

Interest expense related to general obligation bonds payable was incurred but not accrued through June 30, 2020.

(1,099,448)

Total Net Position - Governmental Activities

\$ (69,448,489)

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2020**

	General Fund	Building Fund	Special Reserve Fund for Capital Outlay	Bond Interest and Redemption Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES						
Local Control Funding Formula Sources:						
State Apportionments	\$ 86,517,077	\$ -	\$ -	\$ -	\$ -	\$ 86,517,077
Local Sources	53,088,110	-	-	-	-	53,088,110
Total Local Control Funding Formula Sources	139,605,187					139,605,187
Federal Sources	5,679,748				2,184,721	7,864,469
Other State Sources	25,539,147			49,428	3,780,268	29,368,843
Other Local Sources	8,357,162	199,276	1,598,652	13,132,002	6,700,679	29,987,771
Total Revenues	179,181,244	199,276	1,598,652	13,181,430	12,665,668	206,826,270
EXPENDITURES						
Instruction	110,996,423	-	-	-	6,801,331	117,797,754
Instruction - Related Services	18,851,795	-	-	-	1,821,592	20,673,387
Pupil Services	12,169,092	-	-	-	3,587,967	15,757,059
Ancillary Services	1,278,010	-	-	-	-	1,278,010
Community Services	141,147	-	-	-	-	141,147
General Administration	11,287,181	-	-	-	845,131	12,132,312
Plant Services	16,043,365	1,130,909	26,188	-	863,389	18,063,851
Other Outgo	1,471,476	-	-	-	-	1,471,476
Debt Service	1,938,913	-	-	13,026,675	-	14,965,588
Total Expenditures	174,177,402	1,130,909	26,188	13,026,675	13,919,410	202,280,584
Excess (Deficiency) of Revenues Over Expenditures	5,003,842	(931,633)	1,572,464	154,755	(1,253,742)	4,545,686
OTHER FINANCING SOURCES (USES)						
Interfund Transfer In	-	-	-	-	2,350,424	2,350,424
Proceeds From Capital Lease	1,775,292	-	-	-	-	1,775,292
Interfund Transfer Out	(2,350,424)	-	-	-	-	(2,350,424)
Total Other Financing Sources (Uses)	(575,132)	-	-	-	2,350,424	1,775,292
NET CHANGE IN FUND BALANCE	4,428,710	(931,633)	1,572,464	154,755	1,096,682	6,320,978
Fund Balances - Beginning of Year	11,917,703	11,910,360	9,228,992	11,705,488	5,814,822	50,577,365
FUND BALANCES - END OF YEAR	<u>\$ 16,346,413</u>	<u>\$ 10,978,727</u>	<u>\$ 10,801,456</u>	<u>\$ 11,860,243</u>	<u>\$ 6,911,504</u>	<u>\$ 56,898,343</u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2020**

Net Change in Fund Balances - Total Governmental Funds \$ 6,320,978

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, assets with an initial, individual cost of more than \$5,000 are capitalized and the cost is allocated over their estimated useful lives and reported as depreciation expense.

Capital Outlay	\$ 2,876,770	
Depreciation Expense	(10,885,176)	
Excess (Deficiency) of Capital Outlay Over Depreciation Expense		(8,008,406)

In governmental funds, debt proceeds are recognized as Other Financing Sources. In the government-wide statements, proceeds from debt are reported as increases to liabilities.

Capital Lease Proceeds		(1,775,292)
------------------------	--	-------------

Repayment of long-term debt is reported as an expenditure in governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Capital Lease Principal Payments	1,432,908	
General Obligation Bond Principal and Accreted Interest Payments	10,385,000	11,817,908

In governmental funds, pension costs are recognized when the employer contribution is made, but in the statement of activities, pension costs are recognized on the accrual basis. The difference between accrual basis pension costs and actual employer contribution was:

(11,042,401)

In governmental funds, OPEB costs are recognized when the health and welfare payments are made, but in the statement of activities, OPEB costs are recognized on the accrual basis. The difference between accrual basis OPEB costs and actual health and welfare payments:

(6,763,531)

Some items reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds. These activities consist of:

Net Decrease in Accrued Interest	13,437	
Accreted Interest Accrual	(5,885,024)	
Premium on General Obligation Bonds - Amortization	376,080	
Net Increase in Compensated Absences	(428,631)	(5,924,138)

An internal service fund is used by the District to charge the costs of postemployment benefits to the individual funds. The net loss of the internal service fund is reported with governmental activities.

(38,911)

Change in Net Position of Governmental Activities		\$ (15,413,793)
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See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF FUND NET POSITION
PROPRIETARY FUND
JUNE 30, 2020**

		Governmental Activities Internal Service Fund
		<u>Retiree Benefits Self-Insurance Fund</u>
ASSETS		
Cash in County Treasury		\$ 170,657
Total Assets		<u>170,657</u>
LIABILITIES		
Accounts Payable		<u>613</u>
Total Liabilities		613
NET POSITION		
Restricted		<u>170,044</u>
Total Net Position		<u><u>\$ 170,044</u></u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
PROPRIETARY FUND
YEAR ENDED JUNE 30, 2020**

	Governmental Activities Internal Service Fund
	<u>Retiree Benefits Self-Insurance Fund</u>
OPERATING REVENUES	
Other Local Revenues	\$ 1,390,000
Total Operating Revenues	<u>1,390,000</u>
OPERATING EXPENDITURES	
Benefits and Other Operating Expenses	<u>1,428,911</u>
Total Operating Expenditures	<u>1,428,911</u>
NET OPERATING LOSS	(38,911)
Net Position - Beginning of Year	<u>208,955</u>
NET POSITION - END OF YEAR	<u><u>\$ 170,044</u></u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF CASH FLOWS
PROPRIETARY FUND
YEAR ENDED JUNE 30, 2020**

	Governmental Activities Internal Service Fund <u>Retiree Benefits Self-Insurance Fund</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash Received for Premiums and Other Revenues	\$ 1,390,000
Cash Paid for Benefits and Other Operating Expenditures	<u>(1,428,298)</u>
Net Cash Used by Operating Activities	(38,298)
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest income	<u>388</u>
Net Cash Provided by Investing Activities	<u>388</u>
NET INCREASE IN CASH	(37,910)
Cash - Beginning of Year	<u>208,567</u>
CASH - END OF YEAR	<u><u>\$ 170,657</u></u>
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES:	
Operating Loss	\$ (38,911)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:	
Increase in Accoutns Payable	<u>613</u>
Net Cash Used by Operating Activities	<u><u>\$ (38,298)</u></u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2020**

	Retiree Benefits Trust Fund	Associated Student Body Funds
ASSETS		
Cash on Hand and in Banks	\$	\$ 1,945,915
Investments with Fiscal Agent	<u>5,294,329</u>	
Total Assets	5,294,329	<u><u>\$ 1,945,915</u></u>
LIABILITIES		
Funds Held in Trust:		
Clubs and Trusts		\$ 1,534,078
General Associated Student Body		<u>411,837</u>
Total Liabilities	-	<u><u>\$ 1,945,915</u></u>
NET POSITION		
Held in Trust for Other Postemployment Benefits	<u>5,294,329</u>	
Total Net Position	<u><u>\$ 5,294,329</u></u>	

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
YEAR ENDED JUNE 30, 2020**

	<u>Retiree Benefits Trust Fund</u>
ADDITIONS	
Employer Contributions	\$ 297,738
Investment Gains:	
Interest Income and Dividends	161,094
Realized Loss on Investments	121,313
Unrealized Gain on Investments	<u>132,669</u>
Net Investment Gains	<u>415,076</u>
Total Additions	712,814
DEDUCTIONS	
Benefit Payments	1,687,738
Other Expenses	<u>9,017</u>
Total Deductions	<u>1,696,755</u>
CHANGE IN NET POSITION	(983,941)
Net Position - Beginning of Year	<u>6,278,270</u>
NET POSITION - END OF YEAR	<u><u>\$ 5,294,329</u></u>

See accompanying Notes to Basic Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

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 California School Accounting Manual, updated to conform to the most current financial and reporting requirements promulgated by the California Department of Education. The accounting policies of the District conform to accounting principles generally accepted in the United States of America (GAAP) as prescribed by the Governmental Accounting Standards Board (GASB).

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

Basis of Presentation

The accompanying financial statements have been prepared in conformity with GAAP as prescribed by GASB. The financial statement presentation required by GASB provides a comprehensive, entity-wide perspective of the District's financial activities. The entity-wide perspective enhances the fund-group perspective previously required. Fiduciary activities are excluded from the basic financial statements and are reported separately in the fiduciary fund statements.

The District's basic financial statements consist of government-wide statements, including a statement of net position, a statement of activities, and fund financial statements.

Government-Wide Financial Statements

The statement of net position and the statement of activities displays information about the District as a whole. These statements include the financial activities of the primary government, including governmental activities of proprietary funds. Fiduciary funds are excluded.

The statement of net position presents the financial condition of the governmental activities of the District at year-end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and, therefore, clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program, and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District. Depreciation and interest expense have not been allocated to specific functions.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Presentation (Continued)

Fund Financial Statements

During the year, the District segregates transactions related to certain District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the District at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The fiduciary and proprietary funds are reported by type.

The fund financial statement expenditures are presented in a function-oriented format. The following is a brief description of the functions:

Instruction: includes the activities directly dealing with the interaction between teachers and students.

Instruction-Related Services: includes supervision of instruction, instructional library, media and technology, and school site administration.

Pupil Services: includes home to school transportation, food services, and other pupil services.

Ancillary Services: includes activities that are generally designed to provide students with experiences outside the regular school day.

Community Services: includes activities that provide services to community participants other than students.

General Administration: includes data processing services and all other general administration services.

Plant Services: includes activities of maintaining the physical plant. This also includes facilities acquisition and construction expenditures.

Other Outgo: includes transfers to other agencies.

Debt Service: includes principal and interest payments for long-term debt.

The proprietary and fiduciary fund expenditures are presented by natural classification.

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.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Accounting (Continued)

The statement of revenues, 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 governmental funds.

Governmental Funds – Major

General Fund: used to account for all financial resources except those required to be accounted for in another fund.

Building Fund: used to account for the proceeds from general obligation bonds and the renovation, and construction of classrooms and school facilities.

Special Reserve Fund for Capital Outlay: used to account for specific board-approved capital expenditures.

Bond Interest and Redemption Fund: used to account for the payment of principal and interest on general long-term debt.

Governmental Funds – Nonmajor

Special Revenue Funds: used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Adult Education Fund: used to account for resources restricted or committed to adult education programs maintained by the District.

Child Development Fund: used to account for resources committed to child development programs.

Cafeteria Fund: used to account for revenues received and expenditures made to operate the District's food service programs.

Deferred Maintenance Fund: used for the purpose of major repair or replacement of District property. The District has taken formal action to commit state apportionment funding from the local control funding formula to this fund for the continued operation of the original program. The fund, therefore, meets the requirements to be reported as a Special Revenue fund.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Governmental Funds – Nonmajor (Continued)

Capital Projects Funds: used to account for the financial resources that are restricted, committed or assigned for the acquisition and/or construction of major governmental general fixed assets.

Capital Facilities Fund: used to account for resources received from residential and commercial developer impact fees.

Proprietary Funds

Self-Insurance Fund

Internal Service Fund: used to account for payment of current year retiree healthcare costs within the Retiree Benefits Self-Insurance Fund.

Fiduciary Funds

Retiree Benefits Trust Fund: used to accumulate irrevocable contributions for future retiree healthcare costs.

Associated Student Body Fund: used to account for raising and expending money to promote the general welfare, morale, and educational experiences of the student body. The District operates seven Associated Student Body funds.

Agency Activities

The District operates a warrant pass-through fund as a holding account for amounts collected from employees for federal taxes, state taxes, and other contributions. The District had cash in the County Treasury amounting to \$8,471,635 on June 30, 2020, which represents withholdings payable and amounts due to the General Fund for the reimbursement of employee share of health and welfare costs.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied. Revenues in governmental fund financial statements are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District generally considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Proprietary and fiduciary funds use the accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned revenue, and in the presentation of expenses versus expenditures.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

Cash and Cash Equivalents

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Cash in the County Treasury is recorded at cost, which approximates fair value.

Receivables

Receivables are generally recorded when the amount is earned and can be estimated. All material receivables are considered fully collectible.

Stores Inventories

Stores inventories are presented at the lower of cost or market on an average basis and are expensed when used. Stores inventory consists of expendable supplies held for consumption. At June 30, 2020, the inventory for supplies is \$33,457. The inventory for food is \$31,078.

Capital Assets

Generally, capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the Statement of Net Position, but are not reported in the fund financial statements.

Capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their acquisition value as of the date of donation. The District maintains a capitalization threshold of \$5,000. The District does not own any infrastructure as defined by GASB. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not capitalized.

All reported capital assets except for land and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	35 Years
Furniture and Equipment	5 to 15 Years
Vehicles	8 Years

Depreciation expense reported on the government-wide statement of activities excludes direct depreciation expense recorded to functions where applicable.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

Deferred Outflows of Resources

Deferred outflows of resources represent a consumption of net position by the District that is applicable to a future reporting period.

Deferred Outflows – OPEB: The deferred outflows of resources related to OPEB benefits results from changes in assumptions and the difference between projected and actual return on investments. The deferred outflows – OPEB will be deferred and amortized as detailed in Note 12 to the financial statements.

Deferred Outflows – Pensions: The deferred outflows of resources related to pensions resulted from District contributions to employee pension plans subsequent to the measurement date of the actuarial valuations for the pension plans and the effects of actuarially-determined changes to the pension plan. These amounts are deferred and amortized as detailed in Note 13 to the financial statements.

Unearned Revenue

Cash received for federal and state special projects and programs is recognized as revenue to the extent that eligibility requirements have been met. Unearned revenue is recorded to the extent cash received on specific projects and programs exceed qualified expenditures.

Compensated Absences

Accumulated unpaid employee vacation benefits are recognized as a liability when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Sick leave benefits are accumulated without limit for each employee. The employees do not gain a vested right to accumulated sick leave, therefore, accumulated employee sick leave benefits are not recognized as a liability of the District. The District's policy is to record sick leave as an operating expense in the period taken. However, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

Long-Term Obligations

The District reports long-term debt of governmental funds at face value in the government-wide financial statements. Long-term debt and other obligations financed by proprietary funds are reported as liabilities in the appropriate funds.

Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

Long-Term Obligations (Continued)

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financial sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures.

Postemployment Benefits Other than Pension (OPEB)

For purposes of measuring the District's OPEB liability related to the OPEB Trust, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the OPEB Trust and additions to/deductions from the OPEB Trust fiduciary net position have been determined on the same basis as they are reported by the trustee. For this purpose, the Trustee recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are report at cost.

Net Pension Liability

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

Member contributions are recognized in the period in which they are earned. Investments are reported at fair value.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of net position by the District that is applicable to a future reporting period.

Deferred Inflows – OPEB: The deferred inflows of resources related to OPEB benefits results from the difference between expected and actual experience and the difference between expected and actual return on investments. These amounts are deferred and amortized as detailed in Note 12 to the financial statements.

Deferred Inflows – Pensions: The deferred inflows of resources related to pensions resulted from the effects of actuarially-determined changes to the pension plan. These amounts are deferred and amortized as detailed in Note 13 to the financial statements.

Net Position

Net position represents the difference between assets plus deferred outflows of resources less liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction, or improvements of those assets. Net position is reported as restricted when there are limitations imposed on use through external restrictions imposed by donors, grantors, laws or regulations of other governments or by enabling legislation adopted by the District. The residual balance is classified as unrestricted net position.

Fund Balance Classification

The governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.

Restricted: Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

Fund Balance Classification (Continued)

Committed: Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the District Board of Education. These amounts cannot be used for any other purpose unless the District Board of Education removes or changes the specified use by taking the same formal action (vote or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Assigned: Amounts that are constrained by the District's intent to be used for a specific purpose but are neither restricted nor committed. The Board of Education, through a formal action has given authority to the Assistant Superintendent of Administrative Services to assign amounts for a specific purpose that is neither restricted nor committed.

Unassigned: The residual fund balance for the General Fund and all other spendable amounts. The Unassigned classification also includes negative residual fund balance of any other governmental fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

Spending Order Policy

The District considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted net position or fund balance is available.

When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the District's policy considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Board of Education has provided otherwise in its commitment or assignment functions.

Minimum Fund Balance Policy

The District has adopted a minimum fund balance policy in order to protect against revenue shortfalls and unexpected one-time expenditures. The Board of Education recognizes that good fiscal management comprises the foundational support of the entire District. To make that support as effective as possible, the Board has established a general fund reserve of 6% for economic uncertainty, which exceeds the requirements of law of 3%. The District was unable to meet their policy; however, they still maintained the state recommended reserve.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

State Apportionments

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 local control funding formula and other state apportionments (either positive or negative) are accrued at the end of the fiscal year.

Property Taxes

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

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. A receivable has not been recognized in the General Fund for property taxes due to the fact that any receivable is offset by a payable to the state for local control funding formula purposes. Property taxes for debt service purposes are not material and have therefore not been accrued in the Government-wide financial statements.

On-Behalf Payments

GAAP 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 (STRS) on behalf of all school districts in California. On-behalf payments of \$8,984,088 made to STRS have been recorded in the fund financial statements.

Contributed Services

Accounting principles generally accepted in the United States of America require that contributions of donated services that create or enhance nonfinancial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are to be recorded at fair value in the period received. Although the District receives numerous hours of volunteer time, it is not deemed necessary to record these hours on the books of the District based on the above guidelines. In addition, the District receives donations of immaterial equipment and supplies which are not recorded upon receipt.

Classification of Revenues – Proprietary Funds

Proprietary funds distinguish operating revenues from nonoperating revenues. Operating revenues include activities that have the characteristics of exchange transactions, such as food service sales, Federal and most State and local grants and contracts, and self-insurance premiums. Nonoperating revenues include activities that have the characteristics of nonexchange transactions that are defined as nonoperating revenues by GASB.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Basis of Accounting (Continued)

Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Reporting Entity

The District is the level of government primarily accountable for activities related to public education. The governing authority consists of elected officials who, together, constitute the Board of Education.

The District considered its financial and operational relationships with potential component units under the reporting entity definition of GASB. The basic, but not the only, criterion for including another organization in the District's reporting entity for financial reports is the ability of the District's elected officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one entity is dependent on another and a financial benefit or burden relationship is present and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the District's power and includes, but is not limited to: financial interdependency; selection of governing authority; designation of management; ability to significantly influence operations; and accountability for fiscal matters.

Due to the nature and significance of their relationship with the District, including ongoing financial support of the District or its other component units, certain organizations warrant inclusion as part of the financial reporting entity. A legally separate, tax-exempt organization should be reported as a component unit of the District if all of the following criteria are met:

- The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the District, its component units, or its constituents.
- The District, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
- The economic resources received or held by an individual organization that the District, or its component units, is entitled to, or has the ability to otherwise access, are significant to the District.

Based upon the application of the criteria listed above, the following potential component units have been excluded in the District's reporting entity:

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Reporting Entity (Continued)

The Burbank Education Foundation: The Foundation is a separate not-for-profit corporation formed to promote and assist the educational programs of the District. The Board of Directors is elected by their own Board and independent of any District Board of Education appointments. The Board is responsible for approving its own budget and accounting and finance related activities. Separate financial statements for the Foundation may be obtained through the District.

The Burbank Arts For All Foundation: The Foundation is a separate not-for-profit corporation formed to promote and assist the visual and performing arts programs of the District. The Board of Directors is elected by their own Board and independent of any District Board of Education appointments. The Board is responsible for approving its own budget and accounting and finance related activities. Separate financial statements for the Foundation may be obtained through the District.

In October 2020, the Burbank Education Foundation and the Burbank Arts For All Foundation merged to form the Burbank Arts and Education Foundation.

Various PTA, PTO, and Booster Clubs: Each of these types of organizations at each of the school sites within the District were evaluated using the three criteria listed above. Each entity has been excluded as a component unit because the third criterion was not met in all cases; the economic resources received and held by the PTA, PTO and the Booster Club individually are not significant to the District.

NOTE 2 BUDGETS

By state law, the District's Governing Board must approve a budget no later than July 1, using the Single Adoption Budget process. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements. Budgets for all governmental funds were adopted on a basis consistent with GAAP.

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. The original and final revised budget for the General Fund is presented in a budgetary comparison schedule in the required supplementary section.

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.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 3 DEPOSITS AND INVESTMENTS

Deposits

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial risk. As of June 30, 2020, \$1,796,652 of the District's bank balance of \$2,087,178 was exposed to credit risk as uninsured and collateral held by pledging bank's trust department not in the District's name.

Cash in County

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Los Angeles County Treasury as part of the common investment pool. The District is considered an involuntary participant in the investment pool. These pooled funds are carried at amortized cost which approximates fair value. Fair value of pooled investments at June 30, 2020 is measured at 100.2894% of amortized cost. The District's deposits in the fund are considered to be highly liquid.

The county is authorized to deposit cash and invest excess funds by California Government Code Sections 53534, 53601, 53635, and 53648. The county is restricted to invest in time deposits, U.S. Government securities, state registered warrants, notes, or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the county are either secured by federal depository insurance or are collateralized. The county investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statutes and the County Board of Supervisors set forth the various investment policies that the County Treasurer follow. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized cost, of the participant's percentage participation on the date of such withdrawals.

The pool sponsor's annual financial report may be obtained from the Los Angeles County Public Affairs Office, Kenneth Hahn Hall of Administration, 500 W. Temple Street, Room 358, Los Angeles, California 90012.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

Investments with Fiscal Agent

Investments held by the District's Grantor Trust (the Trust) are limited to those within the terms of the trust agreement, any applicable plan documents and in accordance with California Government Code Sections 16430, 53601 and 53602. The Trust did not violate any provisions of the investment policy during the fiscal year ended June 30, 2020.

Investment Valuation

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The District did not have any investments in the Level 2 or 3 category. Investments' fair value measurements at June 30, 2020 are presented below:

<u>Investment</u>	<u>Cost</u>	<u>Fair Value</u> <u>Measurements</u>
		<u>Level 1</u>
Cash and Cash Equivalents	\$ 201,139	\$ 201,139
Mutual Fund - Equity	236,833	241,184
Mutual Fund - Corporate Bonds	4,002,763	4,171,450
Closed End Funds - Taxable	349,104	365,791
Closed End Funds - Equity	251,737	314,765
Total	<u>\$ 5,041,576</u>	<u>\$ 5,294,329</u>

Investments categorized as Level 1 are valued based on prices quoted in active markets for those securities.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The investment policy limits investment maturities to seven years as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligations. This is measured by assignment of a rating by a nationally recognized rating organization. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure. The District follows Government Code to reduce exposure to investment credit risk. As of June 30, 2020, the Trust's investments in mutual funds are unrated.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 3 DEPOSITS AND INVESTMENTS (CONTINUED)

Investments with Fiscal Agent (Continued)

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The District places no limit on the amount that may be invested in any one issuer. In accordance with GASB, the District is exposed to concentration of credit risk whenever an investment in any one issuer exceeds 5%. Investments guaranteed by the U.S. government and investments in mutual funds and external investment pools are excluded from this requirement.

NOTE 4 ACCOUNTS RECEIVABLE

Accounts Receivable	General Fund	Building Fund	Special Reserve Fund for Capital Outlay	Nonmajor Governmental Funds	Total Governmental Funds
Federal and State	\$ 16,347,569	\$ -	\$ -	\$ 396,004	\$ 16,743,573
Miscellaneous	1,653,466	33,125	26,018	218,282	1,930,891
Total Accounts Receivable	<u>\$ 18,001,035</u>	<u>\$ 33,125</u>	<u>\$ 26,018</u>	<u>\$ 614,286</u>	<u>\$ 18,674,464</u>

NOTE 5 INTERFUND TRANSACTIONS

Interfund activity has been eliminated in the Government-wide statements. The following transactions are reported in the fund financial statements.

Interfund Receivables/Payables

Individual interfund receivable and payable balances at June 30, 2020 are temporary loans and are detailed as follows:

Fund	Interfund Receivables	Interfund Payables
General Fund	\$	\$ 12,245,553
Special Reserve Fund for Capital Outlay Projects	7,639,000	
Nonmajor Governmental Funds:		
Adult Education Fund	2,550,000	
Child Development Fund	251,553	
Deferred Maintenance Fund	768,000	
Capital Facilities Fund	1,037,000	
Total	<u>\$ 12,245,553</u>	<u>\$ 12,245,553</u>

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 5 INTERFUND TRANSACTIONS (CONTINUED)

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 2019-20 fiscal year are as follows:

Transfer from the General Fund to the Adult Education Fund for the FACTs program	\$ 192,972
Transfer from the General Fund to the Child Development Fund for the LCAP contribution for state programs and for contribution to Around the Bell, Horace Mann Children's Center and Monterey Infant Program	1,757,452
Transfer from the General Fund to the Deferred Maintenance Fund for contributions to maintenance projects	<u>400,000</u>
Total Interfund Transfers	<u><u>\$ 2,350,424</u></u>

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 6 FUND BALANCES

The following amounts were nonspendable, restricted, committed, assigned, or unassigned as shown below:

	General Fund	Building Fund	Special Reserve Fund for Capital Outlay	Bond Interest and Redemption Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable:						
Cash in Revolving Fund	\$ 25,060	\$ -	\$ -	\$ -	\$ -	\$ 25,060
Inventories	33,457	-	-	-	31,078	64,535
Total Nonspendable	58,517	-	-	-	31,078	89,595
Restricted:						
General Fund	7,635,689	-	-	-	-	7,635,689
Legally Restricted Programs	-	-	-	-	860,511	860,511
Building Fund	-	10,978,727	-	-	-	10,978,727
Capital Projects/ Facilities	-	-	10,801,456	-	1,658,183	12,459,639
Bond Interest Redemption Fund	-	-	-	11,860,243	-	11,860,243
Total Restricted	7,635,689	10,978,727	10,801,456	11,860,243	2,518,694	43,794,809
Committed:						
Adult Education Program	-	-	-	-	3,338,360	3,338,360
Deferred Maintenance Program	-	-	-	-	1,009,205	1,009,205
Total Committed	-	-	-	-	4,347,565	4,347,565
Assigned:						
One-Time Carryover	102,000	-	-	-	-	102,000
Site Carryover	253,000	-	-	-	-	253,000
CTE Carryover	300,000	-	-	-	-	300,000
CSEA Job Study	390,000	-	-	-	-	390,000
Accrued Vacation	272,000	-	-	-	-	272,000
Cafeteria	-	-	-	-	14,167	14,167
Total Assigned	1,317,000	-	-	-	14,167	1,331,167
Unassigned:						
Economic Uncertainties	7,335,207	-	-	-	-	7,335,207
Total Unassigned	7,335,207	-	-	-	-	7,335,207
Total Fund Balance	\$ 16,346,413	\$ 10,978,727	\$ 10,801,456	\$ 11,860,243	\$ 6,911,504	\$ 56,898,343

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 7 CAPITAL ASSETS AND DEPRECIATION – SCHEDULE OF CHANGES

Capital asset activity for the year ended June 30, 2020 is shown below:

	Balance July 1, 2019	Additions	Retirements	Balance June 30, 2020
Capital Assets not Being Depreciated:				
Land	\$ 7,621,124	\$ -	\$ -	\$ 7,621,124
Construction in Progress	496,106	390,623	(496,106)	390,623
Total Capital Assets not Being Depreciated	8,117,230	390,623	(496,106)	8,011,747
Capital Assets Being Depreciated:				
Site Improvements	37,433,807	296,620	-	37,730,427
Building and Improvements	385,488,271	843,452	-	386,331,723
Equipment	7,882,965	1,842,181	(1,268,222)	8,456,924
Total Capital Assets Being Depreciated	430,805,043	2,982,253	(1,268,222)	432,519,074
Less Accumulated Depreciation for:				
Site Improvements	9,086,478	938,686	-	10,025,164
Buildings	138,740,838	8,899,518	-	147,640,356
Equipment	5,516,743	1,046,972	(1,268,222)	5,295,493
Total Accumulated Depreciation	153,344,059	10,885,176	(1,268,222)	162,961,013
Depreciable Assets, Net	277,460,984	(7,902,923)	-	269,558,061
Governmental Activities Capital Assets, Net	<u>\$ 285,578,214</u>	<u>\$ (7,512,300)</u>	<u>\$ (496,106)</u>	<u>\$ 277,569,808</u>

NOTE 8 TAX REVENUE ANTICIPATION NOTES

The District issued \$19,890,000 of Tax Revenue Anticipation Notes dated August 28, 2019 through the California School Boards Association Finance Corporation's Cash Reserve Program (Series A-2). The notes matured on June 1, 2020 and yielded 1.03% interest. The notes were sold by the District to supplement its cash flow.

Repayment requirements were that \$9,945,000 of principal be repaid by January 31, 2020 and \$9,945,000 of principal and \$452,498 interest be repaid from the funds held with the administrator by May 31, 2020.

The payments were transferred to and set aside in a separate fund of the trustee, The Bank of New York Mellon Trust Company, N.A., in a timely manner.

The monies were required to remain on deposit until the maturity date of the note, June 1, 2020 at which time they were applied to pay the principal and interest on the notes. All deposits were made with the Trustee on a timely basis.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 9 LONG-TERM LIABILITIES – SCHEDULE OF CHANGES

A schedule of changes in long-term liabilities for the year ended June 30, 2020 is shown below:

	Balance July 1, 2019	Additions	Reductions	Balance June 30, 2020	Amount Due in One Year
General Obligations Bonds:					
Bond A	\$ 827,134	\$ -	\$ 217,885	\$ 609,249	\$ 209,296
Bond B	5,946,006	-	1,263,036	4,682,970	1,229,731
Bond C	18,000,006	-	2,317,656	15,682,350	2,220,724
Series 2013 Bond	40,107,990	-	-	40,107,990	-
Series 2015A Bond	34,123,497	-	200,000	33,923,497	-
Series 2017 Bond	34,001,109	-	-	34,001,109	-
Accreted Interest:					
Bond A	1,925,971	137,893	522,115	1,541,749	550,704
Bond B	11,310,042	824,840	2,476,964	9,657,918	2,605,269
Bond C	26,757,950	2,379,937	3,387,344	25,750,543	3,644,276
Bond 2013	5,437,029	1,106,725	-	6,543,754	-
Bond 2015A	2,643,340	832,551	-	3,475,891	-
Bond 2017	1,070,911	603,078	-	1,673,989	-
Bond Premium:					
Series 2013 Bond Premium	1,345,651	-	70,824	1,274,827	-
Series 2015A Bond Premium	2,459,434	-	153,715	2,305,719	-
Series 2017 Bond Premium	2,121,580	-	151,541	1,970,039	-
Total Bonds	188,077,650	5,885,024	10,761,080	183,201,594	10,460,000
Capital Leases	16,687,271	1,775,292	1,432,908	17,029,655	1,104,847
Compensated Absences	1,436,737	428,631	-	1,865,368	-
Net OPEB Liability	50,489,531	19,088,879	-	69,578,410	1,687,738
Net Pension Liability	181,760,980	5,826,995	-	187,587,975	-
Total	<u>\$ 438,452,169</u>	<u>\$ 33,004,821</u>	<u>\$ 12,193,988</u>	<u>\$ 459,263,002</u>	<u>\$ 13,252,585</u>

Liabilities are liquidated by the General Fund for governmental activities, including capital leases, compensated absences, net OPEB obligations, and net pension liability. General obligation bond liabilities are liquidated through property tax collections as administered by the County Controller's office through the Bond Interest and Redemption Fund.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 10 LEASES

Capital Leases

The District leases equipment valued at approximately \$21,400,000 under agreements which provide for title to pass upon expiration of the lease period. Future minimum lease payments are as follows:

<u>Year Ending June 30,</u>	<u>Lease Payment</u>
2021	\$ 1,568,302
2022	1,440,060
2023	1,491,680
2024	1,545,592
2025	1,365,340
2026-2030	6,912,275
2031-2035	5,014,080
2036-2039	<u>2,080,469</u>
Total	21,417,798
Less: Amount Representing Interest	<u>4,388,143</u>
Present Value of Net Minimum Lease Payments	<u><u>\$ 17,029,655</u></u>

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

Operating Leases

The District has entered into various operating leases for vehicles with lease terms in excess of one year. None of these agreements contain purchase options. Future minimum lease payments under these agreements are as follows:

<u>Year Ending June 30,</u>	<u>Lease Payment</u>
2021	\$ 207,621
2022	190,284
2023	149,830
2024	100,870
2025	<u>57,350</u>
Total	<u><u>\$ 705,955</u></u>

Current year expenditures for operating leases is approximately \$227,000. The District will receive no sublease rental revenues nor pay any contingent rentals for these properties.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 11 GENERAL OBLIGATION BONDS

Election 1997

On April 8, 1997, \$112,500,000 in general obligation bonds were authorized by an election held within the District. The bonds were authorized to finance the renovation, construction, and modernization of classrooms and school facilities.

Between August 1997 and July 2002, the District issued bonds, Series A – C, totaling \$112,494,996. In February 2011, the District issued a refunding bond to refund portions of Series C. As of June 30, 2016, the 2011 Refunding Bond was liquidated.

Capital appreciation bonds were issued as part of Series A, B and C with maturity dates from August 1, 2009 through 2022, August 1, 2011 through 2023, and August 1, 2015 through 2028, respectively. Prior to the applicable maturity date, each bond will accrue accreted interest on the principal components, with all interest accreting through the applicable maturity date and payable only upon maturity or prior payment of the principal component. Accreted interest is accrued and included as an addition in the long-term debt schedule.

Measure S – 2013 General Obligation Bonds

On March 5, 2013, \$110,000,000 in general obligation bonds were authorized by an election held within the District. The bonds were authorized to finance the improvement of student safety and security including upgraded fire protection, increased energy efficiency and improved accessibility for students with disabilities.

Between May 2013 and March 2017, the District issued bonds, series 2013, 2015A, and 2017 totaling \$109,997,596.

Convertible capital appreciation bonds were issued as part of Series 2013, 2015A, and 2017 with maturity dates from August 1, 2033 through February 1, 2038; August 1, 2031 through August 1, 2034; and August 2031 through August 2032, respectively. These bonds convert to current interest bonds on August 1, 2023 (the conversion date). Prior to the conversion date, each bond will accrue accreted interest on the principal component, with all interest accreting through the conversion date and payable only upon maturity or prior payment of the principal component. Accreted interest is accrued and included as an addition in the long-term debt schedule.

Premium is amortized on a straight-line basis over the life of the respective bond.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 11 GENERAL OBLIGATION BONDS (CONTINUED)

The outstanding general obligation bonded debt of the District at June 30, 2020 is:

<u>General Obligation Bonds</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Amount of Original Issue</u>	<u>Outstanding June 30, 2020</u>
Election 1997:					
Series A	8/1/1997	8/1/2022	3.9% - 5.7%	\$ 7,497,787	\$ 609,249
Accreted Interest					1,541,749
Series B	8/1/1998	8/1/2023	4.1% - 5.3%	39,996,370	4,682,970
Accreted Interest					9,657,918
Series C	7/1/2002	8/1/2027	3.0% - 5.7%	65,000,839	15,682,350
Accreted Interest					25,750,543
Measure S:					
Series 2013	5/16/2013	2/1/2038	2.5% - 5.0%	40,997,990	40,107,990
Accreted Interest					6,543,754
Series 2015A	8/1/2015	8/1/2034	3.0% - 5.0%	34,998,497	33,923,497
Accreted Interest					3,475,891
Series 2017	3/15/2017	8/1/2032	3.125% - 5.0%	34,001,109	34,001,109
Accreted Interest					1,673,989
Total				<u>\$ 222,492,592</u>	<u>177,651,009</u>
Unamortized Bond Premium					5,550,585
Total Bonds Payable					<u>\$ 183,201,594</u>

The annual debt service requirements to maturity for general obligation bonds are as follows:

1997 Election

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Accreted Interest</u>	<u>Total</u>
2021	\$ 3,659,751	\$ 6,800,249	\$ 10,460,000
2022	3,518,095	7,221,905	10,740,000
2023	3,402,313	7,622,687	11,025,000
2024	3,099,752	7,405,248	10,505,000
2025	1,911,945	4,638,055	6,550,000
2026-2030	5,382,713	15,397,287	20,780,000
Total	<u>\$ 20,974,569</u>	<u>\$ 49,085,431</u>	<u>\$ 70,060,000</u>

Measure S

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Current Interest</u>	<u>Accreted Interest</u>	<u>Total</u>
2021	\$ -	\$ 2,638,675	\$ -	\$ 2,638,675
2022	145,000	2,638,675	-	2,783,675
2023	340,000	2,632,875	-	2,972,875
2024	1,365,000	2,619,275	-	3,984,275
2025	2,605,000	3,897,425	1,942,225	8,444,650
2026-2030	35,390,000	16,723,425	9,711,125	61,824,550
2031-2035	55,066,794	7,641,075	19,732,855	82,440,724
2036-2038	13,120,802	2,076,888	7,434,198	22,631,888
Total	<u>\$ 108,032,596</u>	<u>\$ 40,868,313</u>	<u>\$ 38,820,403</u>	<u>\$ 187,721,312</u>

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 12 POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). Certificated employees may retire and receive District-paid contributions towards healthcare upon attainment of age 55 and completion of 15 years or continuous District service. The District pays the single premium for medical coverage for a retiree until age 65, at which time benefits cease.

Classified employees may retire under PERS and receive District-paid statutory minimum benefits under the Public Employees Medical and Hospital Care Act (PEMHCA) for their lifetime, with ongoing benefits to their surviving spouses, if any. For classified employees who have attained age 55 and completed 15 years of service at retirement, the District pays a supplement equal to the highest PEMHCA HMO retiree-only premium plus vision coverage until age 65 or for a minimum of 5 years if retirement occurs after age 60. Retirees may then continue coverage under PEMHCA and receive the statutory minimum for their lifetime. Classified employees hired on or after August 1, 2004 are subject to a medical cap of \$3,485. Benefits are prorated for part-time employees based on their full-time equivalency (FTE) at time of retirement.

Management employees may retire and receive District-paid retiree medical, retiree vision, and dependent medical benefits after attainment of age 55 and completion of either 5 years of continuous service in a management, supervisory or confidential position. District-paid benefits continue until age 65 or for a minimum of 5 years if retirement occurs after age 60.

The Retiree Health Plan does not issue a separate financial report.

Plan Membership

Membership of the plan consisted of the following at June 30, 2020, the date of the latest actuarial valuation.

<u>Participant Type:</u>	<u>Number of Participants</u>
Inactive Participants Currently Receiving Benefits	436
Inactive Participants Entitled to but not yet Receiving Benefit Payments	-
Active Employees	1,234
Total	<u>1,670</u>

Funding Policy

The District funds the cost of retiree benefits on a pay-as-you-go basis. Any contributions toward the unfunded liability are made on a discretionary basis.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 12 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Funding Policy (Continued)

During the fiscal year ended June 30, 2020, the District contributed \$297,738 to the plan.

The components of the net OPEB liability of the District at June 30, 2020 was as follows:

	Balance June 30, 2020
Net OPEB Liability	
Total OPEB Liability	\$ 74,872,739
Plan Fiduciary Net Position	5,294,329
District's Net OPEB Liability (Asset)	<u>\$ 69,578,410</u>

Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability (Asset)	7.07%
--	-------

Amortization of Deferred Outflows of Resources and Deferred Inflows of Resources

The deferred outflows of resources related to OPEB resulting from the differences between projected and actual return on investments is amortized over a five-year period on a straight-line basis. The deferred outflows of resources related to OPEB resulting from changes in assumptions is amortized over a 7.4-year period, for amounts recognized in the prior valuation and 9.1-year period for amounts recognized in the most recent valuation on a straight-line basis.

Deferred Outflows of Resources and Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	\$ 2,773,881	\$ 4,562,659
Changes in Assumptions or Other Inputs	22,058,401	-
Differences Between Expected and Actual Return on Investments	133,976	92,790
Total	<u>\$ 24,966,258</u>	<u>\$ 4,655,449</u>

The first year of amortization is recognized in OPEB expense for the year the change occurs. The remaining amount will be recognized to OPEB expense as follows:

<u>Year Ending June 30,</u>	<u>Amortization</u>
2021	\$ 2,951,262
2022	2,951,260
2023	2,884,272
2024	2,893,776
2025	2,909,846
Thereafter	5,720,393
Total	<u>\$ 20,310,809</u>

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 12 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Investments

The Plan's policy for allocation of invested assets is established and may be amended by the District's agreement with their Investment Manager. It is the policy of the Investment Manager to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of specific asset classes. Assets held in the Plan may be invested in accordance with California Government Code Sections 53600 through 53622. The investment policy has a long-term focus. It discourages both major shifts of asset class allocations over a short time span and, except for liquidity purposes, the use of cash equivalents. The Investment Manager has established a target net return of 6%. The Members will periodically review the reasonableness of this target rate with the Investment Manager. The table below summarizes the asset allocation strategic parameters.

	<u>Trust Policy</u>	<u>Trust Holdings</u>
Equity	10% (+/- .5%)	10%
Fixed Income	90% (+/- .5%)	90%
Yield Target	1%	2.53%
Credit Quality	≥ BBB	Unrated
Duration Shall not Exceed	7 Years	N/A

At June 30, 2020, all Plan investments were in mutual funds. The Plan held no investments in any one organization that represented 5% or more of fiduciary net position.

Investment Valuation

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Plan's investments' fair value measurements at June 30, 2020 are presented below:

<u>Investment</u>	<u>Cost</u>	<u>Fair Value Measurements Level 1</u>
Cash and Cash Equivalents	\$ 201,139	\$ 201,139
Mutual Fund - Equity	236,833	241,184
Mutual Fund - Corporate Bonds	4,002,763	4,171,450
Closed End Funds - Taxable	349,104	365,791
Closed End Funds - Equity	251,737	314,765
Total	<u>\$ 5,041,576</u>	<u>\$ 5,294,329</u>

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 12 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Actuarial Methods and Assumptions

The District's net OPEB liability (asset) was measured as of June 30, 2020, and the total OPEB liability (asset) used to calculate the net OPEB liability was determined by an actuarial valuation as of June 30, 2020. Liabilities in this report were calculated as of the valuation date and rolled forward to the measurement date using standard actuarial roll-forward techniques.

The total OPEB liability was determined by an actuarial valuation as of June 30, 2020, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Methods and Assumptions

Valuation Date	June 30, 2020
Measurement Date	June 30, 2020
Inflation	2.75%
Salary Increases	2.75%
Investment Rate of Return	2.20%
Health Care Trend Rate	4%

Mortality rates were based on 2020 CalSTRS Mortality tables for Certificated employees, and 2017 CalPERS Mortality for Miscellaneous and Schools Employees for Classified employees.

The long-term expected rate of return on the Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. To achieve the goal set by the investment policy, plan assets will be managed to earn, on a long-term basis, a rate of return equal to or in excess of the target rate of return of 5.0 percent. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2020 are as follows:

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Equity	10%	7.80%
Fixed Income	90%	4.50%

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 12 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Actuarial Methods and Assumptions (Continued)

The discount rate used to measure the total OPEB liability was 2.20%. The rate was based on the long-term expected rate of return on OPEB plan investments to the extent that the OPEB plan's fiduciary net position is projected to be enough to make projected benefit payments and assets are expected to be invested using a strategy to achieve that return. A yield or index rate for 20-year, tax exempt general obligation municipal bonds with an average rating of AA/Aa or higher was used to the extent that those conditions were not met.

Since the most recent valuation, the following changes have been made:

- The discount rate was changed from 3.36% to 2.20%.
- The healthcare trend rate was changed from 5.9% decreasing to 5.0% to 4.0%

Changes in the Net OPEB Liability (Asset)

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Balances at June 30, 2019	\$ 56,767,801	\$ 6,278,270	\$ 50,489,531
Changes for the Year:			
Service cost	2,512,624	-	2,512,624
Interest	1,923,092	415,076	1,508,016
Difference Between Expected and Actual Experience	3,116,336	-	3,116,336
Changes in Assumptions	12,240,624	-	12,240,624
Employer Contributions*	-	297,738	(297,738)
Benefit Payments*	(1,687,738)	(1,687,738)	-
Administrative Expenses	-	(9,017)	9,017
Net Changes	<u>18,104,938</u>	<u>(983,941)</u>	<u>19,088,879</u>
Balances at June 30, 2020	<u>\$ 74,872,739</u>	<u>\$ 5,294,329</u>	<u>\$ 69,578,410</u>

* Amount includes implicit subsidy associated with benefits paid.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 12 POSTEMPLOYMENT HEALTHCARE BENEFITS (CONTINUED)

Changes in the Net OPEB Liability (Asset) (Continued)

The following presents the District's net OPEB liability calculated using the discount rate of 2.20% as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.20%) or 1-percentage-point higher (3.20) than the current rate:

<u>Sensitivity Discount Rate</u>	<u>Net OPEB Liability (Asset)</u>
1% Decrease (1.20%)	\$ 80,267,937
Current Discount Rate (2.20%)	69,578,410
1% Increase (3.20%)	60,784,247

The following presents the District's net OPEB liability calculated using the current healthcare cost trend rate of 4.0% , as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (3.0%) or 1-percentage-point higher (5.0%) than the current rate:

<u>Healthcare Trend Rate</u>	<u>Net OPEB Liability (Asset)</u>
1% Decrease (3.0%)	\$ 58,183,432
Current Healthcare Trend Rate (4.0%)	69,578,410
1% Increase (5.0%)	84,179,687

OPEB Expense

For the year ended June 30, 2020, the District recognized OPEB expense of \$7,061,269.

NOTE 13 EMPLOYEE RETIREMENT PLANS

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

As of June 30, 2020, the District's net pension liabilities, deferred outflows of resources, deferred inflows of resources and pension expense for each of the retirement plans are as follows:

<u>Pension Plan</u>	<u>Net Pension Liability</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Pension Expense</u>
CalSTRS (STRP)	\$ 123,732,920	\$ 33,586,471	\$ 11,001,286	\$ 24,398,021
CalPERS (Schools Pool Plan)	63,855,055	14,088,660	708,888	14,137,670
Total	<u>\$ 187,587,975</u>	<u>\$ 47,675,131</u>	<u>\$ 11,710,174</u>	<u>\$ 38,535,691</u>

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

The details of each plan are as follows:

California State Teachers' Retirement System (CalSTRS)

Plan Description

The District contributes to the State Teachers' Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law.

Benefits Provided

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service. The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The District contributes to the STRP Defined Benefit Program and STRP Defined Benefit Supplement Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2020, are summarized as follows:

Provisions and Benefits	STRP Defined Benefit Program and Supplement Program	
	On or Before December 31, 2012	On or After January 1, 2013
Hire Date		
Benefit Formula	2% at 60	2% at 62
Benefit Vesting Schedule	5 Years of Service	5 Years of Service
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	60	60
Monthly Benefits as a Percentage of Eligible Compensation	2.0% -2.4%	2.0%-2.4%
Required Employee Contribution Rate	10.250%	10.205%
Required Employer Contribution Rate	17.100%	17.100%
Required State Contribution Rate	10.328%	10.328%

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Contributions

Required member, District, and state of California contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. The contribution rates for each plan for the year ended June 30, 2020 are presented above and the total District contributions were \$13,202,547.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for state pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related state support, and the total portion of the net pension liability that was associated with the District were as follows:

	Balance June 30, 2020
<u>Proportionate Share of Net Pension Liability</u>	
District Proportionate Share of Net Pension Liability	\$ 123,732,920
State's Proportionate Share of the Net Pension Liability Associated with the District	<u>67,505,113</u>
Total	<u><u>\$ 191,238,033</u></u>

The net pension liability was measured as of June 30, 2019. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts and the state, actuarially determined. At June 30, 2019, the District's proportion was 0.1370% which is an increase of 0.0030% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the District recognized pension expense of \$16,010,334. In addition, the District recognized revenue and corresponding expense of \$8,387,687 for support provided by the state. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. The net difference between projected and actual earnings on plan investments is amortized over a five year period on a straight-line basis.

<u>Pension Deferred Outflows and Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension Contributions Subsequent to Measurement		
Date	\$ 13,202,547	\$ -
Differences Between Expected and Actual Experience	312,360	3,486,650
Changes of Assumptions	15,649,510	-
Changes in Proportion	4,422,054	2,748,406
Net Differences Between Projected and Actual		
Earnings on Plan Investments	-	4,766,230
Total	<u>\$ 33,586,471</u>	<u>\$ 11,001,286</u>

All other deferred outflows of resources and deferred inflows of resources are amortized over the expected average remaining service life (EARSL) of the plan participants. The EARSL for the STRP for the June 30, 2019 measurement date is seven years.

The remaining amount will be recognized to pension expense as follows:

<u>Year Ending June 30,</u>	<u>Amortization</u>
2021	\$ 3,271,481
2022	(31,590)
2023	2,704,709
2024	3,587,819
2025	(140,693)
2026	(9,088)
Total	<u>\$ 9,382,638</u>

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Actuarial Methods and Assumptions

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2018, and rolling forward the total pension liability to June 30, 2019. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The financial reporting actuarial valuation as of June 30, 2018 used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Experience Study	July 1, 2010 through June 30, 2015
Actuarial Cost Method	Entry Age Normal
Discount Rate	7.10%
Investment Rate of Return	7.10%
Consumer Price Inflation	2.75%
Wage Growth	3.50%

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant and adopted by the CalSTRS Board in February 2017. The assumed asset allocation is based on board policy for target asset allocation in effect on February 2017, the date the current experience study was approved by the board. Best estimates of 20-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California State Teachers' Retirement System (CalSTRS) (Continued)

Actuarial Methods and Assumptions (Continued)

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Global Equity	47%	4.80%
Fixed Income	13%	6.30%
Real Estate	13%	3.60%
Private Equity	12%	1.30%
Absolute Return/Risk Mitigating Strategies	9%	1.80%
Inflation Sensitive	4%	3.30%
Cash/Liquidity	2%	-0.40%

Discount Rate

The discount rate used to measure the total pension liability was 7.10%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10%) and assuming that contributions, benefit payments, and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is 1% lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net Pension Liability</u>
1% Decrease (6.10%)	\$ 184,248,560
Current Discount Rate (7.10%)	123,732,920
1% Increase (8.10%)	73,553,930

Plan Fiduciary Net Position

Detailed information about the STRP's plan fiduciary net position is available in a separate comprehensive annual financial report for CalSTRS. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7667 Folsom Boulevard, Sacramento, CA 95826.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS)

Plan Description

Qualified employees are eligible to participate in the Schools Pool Plan 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.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for nonduty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2020, are summarized as follows:

Provisions and Benefits	Schools Pool Plan (CalPERS)	
	On or Before December 31, 2012	On or After January 1, 2013
Hire Date		
Benefit Formula	2% at 55	2% at 62
Benefit Vesting Schedule	5 Years of Service	5 Years of Service
Benefit Payments	Monthly for Life	Monthly for Life
Retirement Age	55	62
Monthly Benefits as a Percentage of Eligible Compensation	1.1%-2.5%	1.0%-2.5%
Required Employee Contribution Rate	7.00%	7.00%
Required Employer Contribution Rate	19.721%	19.721%

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
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JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS)

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are determined through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contributions rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2020 are as presented above and the total District contributions were \$6,169,553.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

As of June 30, 2020, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$63,855,055. The net pension liability was measured as of June 30, 2019. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2019, the District's proportion was 0.2191% which is a decrease of 0.0007% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the District recognized pension expense of \$14,137,670. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Pension Deferred Outflows and Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension Contributions Subsequent to Measurement		
Date	\$ 6,169,553	\$ -
Net Difference Between Expected and Actual		
Experience	4,638,440	-
Effect of Changes in Proportion	240,968	116,620
Effect of Changes in Assumptions	3,039,699	
Net Differences Between Projected and Actual		
Earnings on Plan Investments	-	592,268
Total	<u>\$ 14,088,660</u>	<u>\$ 708,888</u>

The deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. The net difference between projected and actual earnings on plan investments is amortized over a five year period on a straight-line basis.

**BURBANK UNIFIED SCHOOL DISTRICT
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NOTES TO BASIC FINANCIAL STATEMENTS
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NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS)

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions (Continued)

All other deferred outflows of resources and deferred inflows of resources are amortized over the expected average remaining service life (EARS�) of the plan participants. The EARS� for the CalPERS Schools Pool Plan for the June 30, 2019 measurement date is 4.1 years.

The remaining amount will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Amortization</u>
2021	\$ 5,563,719
2022	874,741
2023	532,919
2024	238,840
Total	<u>\$ 7,210,219</u>

Actuarial Methods and Assumptions

Total pension liability for the Schools Pool Plan was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2018, and rolling forward the total pension liability to June 30, 2019. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The financial reporting actuarial valuation as of June 30, 2018 used the following methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Experience Study	July 1, 1997 through June 30, 2015
Actuarial Cost Method	Entry Age Normal
Discount Rate	7.15%
Investment Rate of Return	7.15%
Consumer Price Inflation	2.50%
Wage Growth	Varies by Entry Age and Service

Mortality assumptions are based on mortality rates resulting from the most recent CalPERS experience study adopted by the CalPERS Board. For purposes of the post-retirement mortality rates, those revised rates include 15 years of mortality improvements using 90% of scale MP 2016 published by the Society of Actuaries.

**BURBANK UNIFIED SCHOOL DISTRICT
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NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS)

Actuarial Methods and Assumptions (Continued)

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Assumed Asset Allocation	Long-Term Expected Real of Return
Global Equity	50%	5.98%
Fixed Income	28%	2.62%
Private Equity	12%	4.93%
Real Assets	8%	7.23%
Liquidity	1%	-0.92%

Discount Rate

The discount rate used to measure the total pension liability was 7.15% and reflects the long-term expected rate of return for the Schools Pool Plan net of investment expenses and without reduction for administrative expenses. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the Schools Pool Plan fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 13 EMPLOYEE RETIREMENT PLANS (CONTINUED)

California Public Employees Retirement System (CalPERS)

Actuarial Methods and Assumptions (Continued)

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

<u>Discount Rate</u>	<u>Net Pension Liability</u>
1% Decrease (6.15%)	\$ 92,042,863
Current Discount Rate (7.15%)	63,855,055
1% Increase (8.15%)	40,471,321

Plan Fiduciary Net Position

Detailed information about CalPERS Schools Pool Plan fiduciary net position is available in a separate comprehensive annual financial report available on the CalPERS website. Copies of the CalPERS annual financial report may be obtained from CalPERS.

NOTE 14 ALTERNATE PENSION PLANS

Accumulation Program for Part-Time and Limited Service Employees (APPLE)

Plan Description and Contribution Information

The Accumulation Program for Part-Time and Limited Service Employees (APPLE) is a defined contribution plan qualifying under section 401(a) and section 501 of the Internal Revenue Code. The plan covers part-time, seasonal and temporary employees and employees not covered by section 3121(b)(7)(F) of the Internal Revenue Code. The benefit provisions and contribution requirements of plan members and the District are established and may be amended by the APPLE Administration Committee. Contributions of 7.5% of covered compensation of eligible employees are made by the employee. Employees receive their contributions plus accumulated earnings upon withdrawal.

Contribution by Employee for the Year	\$ 84,983
Contributions by Employer for the Year	\$ 84,983
Pension Expense Recognized by Employer	\$ -

Total contributions made are 100% of the amount of contributions required for fiscal year ended June 30, 2020.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 15 JOINT POWERS AGREEMENTS

The District participates in three joint power agreement (JPA) entities: the West San Gabriel Workers' Compensation JPA (WSGWCJPA), the West San Gabriel Liability and Property JPA (WSGLPJPA), and the Alliance of Schools in Cooperative Insurance Programs (ASCIP).

WSGWCJPA provides workers' compensation coverage for its eight member school districts.

WSGLPJPA arranges for and provides property and liability insurance for its ten member school districts.

ASCIP provides the District with vision and dental programs.

Each JPA is governed by a board consisting of a representative from each member district. Each governing board controls the operations of its JPA independent of any influence by the District beyond the District's representation on the governing boards.

Each JPA is independently accountable for its fiscal matters and maintains their own accounting records. 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 JPA. Separate financial statements for each JPA may be obtained from the respective entity.

The relationships between the District and the JPAs are such that neither JPA is a component unit of the District for financial reporting purposes.

Condensed financial information is as follows:

	WSGWCJPA	WSGLPJPA	ASCIP
	June 30, 2020	June 30, 2020	June 30, 2019
JPA Condensed Financial Information	(Audited)	(Audited)	(Audited)
Total Assets and Deferred Outflows of Resources	\$ 23,536,887	\$ 13,546,893	\$ 495,232,790
Total Liabilities and Deferred Inflows of Resources	416,743	2,410,724	293,871,345
Net Position	23,120,144	11,136,169	201,361,445
Total Revenues	9,720,312	5,710,665	271,786,016
Total Expenditures	8,594,031	5,931,933	274,827,206

NOTE 16 COMMITMENTS AND CONTINGENCIES

Litigation

The District is involved in claims and legal actions arising in the ordinary course of business. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's financial statements.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 16 COMMITMENTS AND CONTINGENCIES (CONTINUED)

State and Federal Allowances, Awards, and Grants

The District has received state and federal funds for specific purposes, including reimbursement of mandated costs, which 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.

Purchase Commitments

As of June 30, 2020, the District was committed under various capital expenditure purchase agreements for construction and modernization projects totaling approximately \$3,228,464. Projects will be funded through Bond Proceeds and Capital Facilities Funds.

COVID-19

The Coronavirus Disease 2019 (COVID-19) has recently affected global markets, supply chains, employees of companies and our communities. Potential impacts to the District associated with the COVID-19 pandemic include, but are not limited to, challenges to delivery of public education, increasing costs, disruption to cash flow associated with state apportionment deferrals and lost revenue for fee generating programs.

In response to the COVID-19 pandemic, the District has staggered employee shifts, enabled certain employees to telecommute and implemented distance learning in response to health requirements. In addition, the District has certified acceptance of CARES act funding appropriated for distribution to school districts in the 2020-21 California State Budget.

The COVID-19 pandemic is ongoing, and the duration and severity of the pandemic and the economic and other actions that may be taken by governmental authorities to contain the pandemic or to treat its impact are uncertain. The ultimate impact of COVID-19 on the operations and finances of the District is unknown at this time. The District continues to actively monitor revenues, expenses and collection of receivables so that any further impacts can be anticipated.

The District does not currently expect that the COVID-19 pandemic will have a material adverse effect on the District's ability to pay general obligation bonds. The source for debt service payments is tax assessments; the County Auditor-Controller's Office has not communicated a reduction in tax levies or receipts that would negatively affect the District's ability to make debt service payments.

**BURBANK UNIFIED SCHOOL DISTRICT
LOS ANGELES COUNTY
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 17 SUBSEQUENT EVENTS

Tax Revenue Anticipation Notes

The District issued \$23,050,000 of Tax Revenue Anticipation Notes dated August 26, 2020 through the Los Angeles County Schools Pooled Financing Program (Series A-1). The notes mature on February 1, 2021 and yield 0.18% interest. The notes were sold by the District to supplement its cash flow.

The funds will be held with the trustee, The Bank of New York Mellon Trust Company, N.A., unless and until the District needs to draw funds. Repayment requirements are that \$23,050,000 of principal and approximately \$297,729 of interest be repaid from the funds held with the administrator by February 1, 2021.

General Obligation Bond

On October 29, 2020 the District issued \$62,880,000 in General Obligation Refunding Bonds, Series 2020 (Federally Taxable). The bonds were issued to refund a portion of the outstanding Series 2013 Bonds and a portion of the outstanding 2015A Bonds. The bonds were issued as serial and term bonds with interest rates ranging from .369% to 2.484%. The bonds mature beginning August 1, 2021 with final maturity on August 1, 2034.

REQUIRED SUPPLEMENTARY INFORMATION

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF BUDGETARY COMPARISON FOR THE GENERAL FUND
YEAR ENDED JUNE 30, 2020**

	Budgetary Amounts		Actual Amounts
	Original	Final	Amounts
REVENUES			
Local Control Funding Formula Sources:			
State Apportionments	\$ 90,434,350	\$ 88,058,159	\$ 86,517,077
Local Sources	48,506,418	50,134,538	53,088,110
Total Local Control Funding Formula Sources	138,940,768	138,192,697	139,605,187
Federal Sources	5,785,392	6,176,447	5,679,748
Other State Sources	14,498,333	17,483,202	25,539,147
Other Local Sources	2,580,721	8,305,221	8,357,162
Total Revenues	161,805,214	170,157,567	179,181,244
EXPENDITURES			
Certificated Salaries	75,008,762	74,781,509	74,518,830
Classified Salaries	28,118,072	27,907,350	27,467,791
Employee Benefits	37,989,620	36,882,425	45,440,326
Books and Supplies	3,291,302	8,923,457	3,710,508
Services and Other Operating Expenditures	15,614,550	18,920,322	19,024,885
Capital Outlay	186,875	1,999,205	1,946,154
Other Outgo	866,026	1,077,818	956,238
Direct Support - Indirect Cost	(896,690)	(831,633)	(826,243)
Debt Service	1,945,461	1,943,265	1,938,913
Total Expenditures	162,123,978	171,603,718	174,177,402
Excess (Deficiency) of Revenues over Expenditures	(318,764)	(1,446,151)	5,003,842
OTHER FINANCING SOURCES (USES)			
Proceeds from Capital Leases		1,775,292	1,775,292
Interfund Transfers Out	(1,084,027)	(2,437,539)	(2,350,424)
Total Other Financing Uses	(1,084,027)	(662,247)	(575,132)
NET CHANGE IN FUND BALANCE	<u>\$ (1,402,791)</u>	<u>\$ (2,108,398)</u>	4,428,710
Fund Balances - Beginning of Year			<u>11,917,703</u>
FUND BALANCES - END OF YEAR			<u>\$ 16,346,413</u>

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
MEASUREMENT PERIODS ENDED JUNE 30,

State Teachers' Retirement System - State Teachers' Retirement Plan	2019	2018	2017	2016	2015	2014
District's Proportion of the Net Pension Liability	0.1370%	0.1340%	0.1400%	0.1350%	0.1340%	0.1370%
District's Proportionate Share of the Net Pension Liability	\$ 123,732,920	\$ 123,155,380	\$ 124,848,000	\$ 113,233,400	\$ 91,560,640	\$ 76,552,470
State's Proportionate Share of the Net Pension Liability Associated with the District	67,505,113	70,512,560	73,859,624	64,471,245	48,425,355	46,226,151
Total	<u>\$ 191,238,033</u>	<u>\$ 193,667,940</u>	<u>\$ 198,707,624</u>	<u>\$ 177,704,645</u>	<u>\$ 139,985,995</u>	<u>\$ 122,778,621</u>
District's Covered Payroll	\$ 75,200,000	\$ 73,600,000	\$ 73,600,000	\$ 67,800,000	\$ 64,300,000	\$ 56,000,000
District's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	165%	167%	170%	167%	142%	137%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	73%	71%	69%	70%	74%	77%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively.
Years will be added to this schedule as future data becomes available.

The amounts are reported as of the previous fiscal year to align with the measurement date of the net pension liability.

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
MEASUREMENT PERIODS ENDED JUNE 30,

California Public Employees' Retirement System - Schools' Pool Plan	2019	2018	2017	2016	2015	2014
District's Proportion of the Net Pension Liability	0.2191%	0.2198%	0.2159%	0.2183%	0.2198%	0.2191%
District's Proportionate Share of the Net Pension Liability	\$ 63,855,055	\$ 58,605,600	\$ 52,113,972	\$ 42,640,384	\$ 31,927,054	\$ 24,657,488
District's Covered Payroll	\$ 30,700,000	\$ 28,900,000	\$ 28,600,000	\$ 26,100,000	\$ 24,200,000	\$ 21,300,000
District's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	208%	203%	182%	163%	132%	116%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	70%	71%	72%	74%	79%	83%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively.
Years will be added to this schedule as future data becomes available.

The amounts are reported as of the previous fiscal year to align with the measurement date of the net pension liability.

See accompanying Notes to Required Supplementary Information.

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF DISTRICT CONTRIBUTIONS
YEARS ENDED JUNE 30,**

<u>State Teachers' Retirement System - State Teachers' Retirement Plan</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually Required Contribution	\$ 13,202,547	\$ 12,240,467	\$ 10,619,489	\$ 9,259,795	\$ 7,279,029	\$ 5,708,080
Contributions in Relation to the Contractually Required Contribution	<u>13,202,547</u>	<u>12,240,467</u>	<u>10,619,489</u>	<u>9,259,795</u>	<u>7,279,029</u>	<u>5,708,080</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's Covered Payroll	\$ 77,210,000	\$ 75,200,000	\$ 73,600,000	\$ 73,600,000	\$ 67,800,000	\$ 64,300,000
Contributions as a Percentage of Covered Payroll	17.10%	16.28%	14.43%	12.58%	10.73%	8.88%
<u>California Public Employees' Retirement System - Schools' Pool Plan</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually Required Contribution	\$ 6,169,553	\$ 5,553,146	\$ 4,487,272	\$ 3,969,039	\$ 3,089,291	\$ 2,874,389
Contributions in Relation to the Contractually Required Contribution	<u>6,169,553</u>	<u>5,553,146</u>	<u>4,487,272</u>	<u>3,969,039</u>	<u>3,089,291</u>	<u>2,874,389</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's Covered Payroll	\$ 31,285,000	\$ 30,700,000	\$ 28,900,000	\$ 28,600,000	\$ 26,100,000	\$ 24,200,000
Contributions as a Percentage of Covered Payroll	19.72%	18.06%	15.53%	13.89%	11.85%	11.77%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively.
Years will be added to this schedule as future data becomes available.

See accompanying Notes to Required Supplementary Information.

BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
YEARS ENDED JUNE 30,

Total OPEB Liability	2020	2019	2018	2017
Service Cost	\$ 2,512,624	\$ 2,439,441	\$ 1,355,260	\$ 1,315,786
Interest	1,923,092	1,928,343	2,508,707	2,360,547
Difference Between Expected and Actual Experience	3,116,336	(6,252,533)	-	-
Changes in Assumptions	12,240,624	15,297,309	-	-
Benefit Payments*	(1,687,738)	(1,578,458)	(1,462,800)	(958,527)
Net Change in Total OPEB Liability	18,104,938	11,834,102	2,401,167	2,717,806
Total OPEB Liability - Beginning	56,767,801	44,933,699	42,532,532	39,814,726
Total OPEB Liability - Ending (a)	\$ 74,872,739	\$ 56,767,801	\$ 44,933,699	\$ 42,532,532
Plan Fiduciary Net Position	2020	2019	2018	2017
Contributions - Employer*	\$ 297,738	\$ 220,489	\$ 1,363,850	\$ 1,913,143
Net Investment Income	415,076	446,181	93,836	188,955
Benefit Payments*	(1,687,738)	(1,578,458)	(1,462,800)	(958,527)
Administrative Expense	(9,017)	(5,371)	(8,086)	(7,802)
Net Change in Plan Fiduciary Net Position	(983,941)	(917,159)	(13,200)	1,135,769
Plan Fiduciary Net Position - Beginning	6,278,270	7,195,429	7,208,629	6,072,860
Plan Fiduciary Net Position - Ending (b)	\$ 5,294,329	\$ 6,278,270	\$ 7,195,429	\$ 7,208,629
Net OPEB Liability (Asset) - Ending (a) - (b)	\$ 69,578,410	\$ 50,489,531	\$ 37,738,270	\$ 35,323,903
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	7.07%	11.06%	16.01%	16.95%
Covered Payroll	\$ 111,865,312	\$ 108,871,350	\$ 105,700,340	\$ 108,080,227
Net OPEB Liability (Asset) as a Percentage of Covered Payroll	62.20%	46.38%	35.70%	32.68%

* Amount includes implicit subsidy associated with benefits paid.

Note: Accounting standards require presentation of 10 years of information. However, the information in the schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS
EMPLOYER CONTRIBUTIONS
YEARS ENDED JUNE 30,**

<u>OPEB Contributions</u>	<u>2020 *</u>	<u>2019</u>	<u>2018</u>
Actuarially Determined Contribution (ADC)	\$ -	\$ 3,280,900	\$ 3,295,674
Contributions in Relation to the ADC	<u>-</u>	<u>220,489</u>	<u>1,363,850</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ 3,060,411</u>	<u>\$ 1,931,824</u>
District's Covered Payroll	\$ -	\$ 108,871,350	\$ 105,700,340
Contributions as a Percentage of Covered Payroll	n/a	0.20%	1.29%

* An Actuarially Determined Contribution (ADC) was not calculated for the 2020 year.

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS
MONEY-WEIGHTED RATE OF RETURN ON PLAN ASSETS
YEARS ENDED JUNE 30,**

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>June 30, 2017</u>
Annual Money-Weighted Rate of Return, Net of Investment Expense	4.50%	7.45%	2.70%	2.96%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

**BURBANK UNIFIED SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2020**

NOTE 1 PURPOSE OF SCHEDULES

Schedule of Budgetary Comparison for the General

A budgetary comparison is presented for the general fund that has a legally adopted annual budget. This schedule presents the budget as originally adopted, the revised budget as of the fiscal year end, actual amounts at fiscal year-end, and any adjustments needed to present the amounts in accordance with accounting principles generally accepted in the United States of America (GAAP).

Schedules of District's Proportionate Share of the Net Pension Liability – STRP and PERS

The schedule presents information on the District's proportionate share of the net pension liability, the plans' fiduciary net position and, when applicable, the state's proportionate share of the net pension liability associated with the District. In the future, as data becomes available, 10 years of information will be presented.

Benefit changes – None

Changes of Assumptions:

2018-19

CalPERS Board adopted new mortality assumptions for the plan. Assumption for inflation rate was reduced from 2.75% to 2.50%. Assumption for individual salary increases and overall payroll growth was reduced from 3.00% to 2.75%.

2017-18

CalSTRS Board adopted new mortality assumptions and new mortality tables for the plan. Assumption for inflation rate was reduced from 3.00% to 2.75%. Assumption for payroll growth was reduced from 3.75% to 3.50%.

CalPERS applied a new discount rate decreasing the rate from 7.65% to 7.15%.

2015-16

CalPERS applied a new discount rate increasing the rate from 7.50% to 7.65%.

Schedules of District Contributions – STRP and PERS

The schedule presents information on the District's required contribution, the amounts actually contributed and any excess or deficiency related to the required contribution. In the future, as data becomes available, 10 years of information will be presented.

Schedule of Changes in the Net OPEB Liability and Related Ratios

The schedule is intended to show trends about the changes in the District's actuarially determined liability for postemployment benefits other than pensions.

Benefit changes – None.

**BURBANK UNIFIED SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2020**

NOTE 1 PURPOSE OF SCHEDULES (CONTINUED)

Schedule of Changes in the Net OPEB Liability and Related Ratios (Continued)

Changes of Assumptions:

2019-20

The discount rate was changed from 3.36% to 2.20%. The healthcare trend rate was changed from 4.90% to 4.00%. Assumed rates of retirement, termination, and mortality have been updated to align with those currently being used by the statewide pension system.

2018-19

The discount rate was changed from 6.00% to 3.36%. The healthcare trend rate was changed from 6.00% decreasing to 5.00% to 4.90%.

2017-18

The discount rate was changed from 3.13% to 3.62%.

Schedule of Postemployment Healthcare Benefits Employer Contributions

The schedule is intended to show trends about the amounts contributed in relation to the actuarially determined contribution.

Actuarially determined contribution rates were calculated for the 2018 and 2019 years and were calculated as of July 1, 2018, the most recent valuation for both measurement dates.

Methods of assumptions used to determine contribution rates are:

Actuarial Cost Method	Entry age normal
Inflation	2.75%
Salary Increases	2.75%
Investment Rate of Return	5%
Health Care Trend Rate	4%

Mortality rates were based on 2020 CalSTRS Mortality tables for Certificated employees, and 2017 CalPERS Mortality for Miscellaneous and Schools Employees for Classified employees.

Schedule of Postemployment Healthcare Benefits Money-Weighted Rate of Return on Plan Assets

The schedule is intended to show trends about the rate of return on plan assets.

NOTE 2 EXCESS OF EXPENDITURES OVER APPROPRIATIONS

Excesses of expenditures over appropriations, by major object accounts, occurred in the General Fund as follows:

Employee Benefits	\$ 8,557,901
Services and Other Operating Costs	104,563

SUPPLEMENTARY INFORMATION

**BURBANK UNIFIED SCHOOL DISTRICT
HISTORY AND ORGANIZATION
YEAR ENDED JUNE 30, 2020**

The District was established on July 1, 1936, and is comprised of an area of approximately 17.1 square miles located in Los Angeles County. There were no changes in the boundaries of the District during the year. The District operates eleven elementary schools, three middle schools, two comprehensive high schools, one adult school, one continuation high school, a special education school, and 11 children's centers.

The Board of Education and the District Administrators for the fiscal year ended June 30, 2020 were as follows:

BOARD OF EDUCATION

<u>Member</u>	<u>Office</u>	<u>Term Expires</u>
Dr. Armond Aghakhanian	President	December 2020
Mr. Steve Frintner	Vice President	December 2022
Ms. Charlene Tabet	Clerk	December 2022
Dr. Roberta Reynolds	Member	December 2020
Mr. Steve Ferguson	Member	December 2020

DISTRICT ADMINISTRATORS

Mr. Matt Hill	Superintendent
Ms. Debbie Kukta	Assistant Superintendent of Administrative Services

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF AVERAGE DAILY ATTENDANCE
YEAR ENDED JUNE 30, 2020**

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, 2020 are as follows:

	Revised Second Period Certificate # 238BDB1D	Revised Annual Certificate # 42CC5517
Grades Transitional Kindergarten Through Third:		
Regular ADA	4,169.70	4,169.70
Extended Year Special Education	7.58	7.58
Special Education - Nonpublic, Nonsectarian Schools	1.48	1.48
Extended Year Special Education - Nonpublic, Nonsectarian schools	0.10	0.10
Total Grades Transitional Kindergarten Through Third ADA	<u>4,178.86</u>	<u>4,178.86</u>
Grades Four Through Six:		
Regular ADA	3,041.43	3,041.43
Extended Year Special Education	3.84	3.84
Special Education - Nonpublic, Nonsectarian Schools	2.17	2.17
Extended Year Special Education - Nonpublic, Nonsectarian schools	0.32	0.32
Total Grades Four Through Six ADA	<u>3,047.76</u>	<u>3,047.76</u>
Grades Seven and Eight:		
Regular ADA	2,290.29	2,290.29
Extended Year Special Education	2.31	2.31
Special Education - Nonpublic, Nonsectarian Schools	5.44	5.44
Extended Year Special Education - Nonpublic, Nonsectarian schools	0.22	0.22
Community Day School	0.11	0.11
Total Grades Seven and Eight ADA	<u>2,298.37</u>	<u>2,298.37</u>
Grades Nine Through Twelve:		
Regular ADA	5,149.36	5,149.36
Extended Year Special Education	8.99	8.99
Special Education - Nonpublic, Nonsectarian Schools	20.52	20.52
Extended Year Special Education - Nonpublic, Nonsectarian schools	1.92	1.92
Community Day School	14.09	14.09
Total Grades Nine Through Twelve ADA	<u>5,194.88</u>	<u>5,194.88</u>
Total ADA	<u><u>14,719.87</u></u>	<u><u>14,719.87</u></u>

See accompanying Notes to Supplementary Information.

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF INSTRUCTIONAL TIME
YEAR ENDED JUNE 30, 2020**

<u>Grade Level</u>	<u>Minute Requirement</u>	<u>Minutes Offered</u>	<u>Number of Days Offered Traditional</u>	<u>Number of Days Covered by Closure</u>	<u>Status</u>
Kindergarten	36,000	36,398	180	44	In Compliance
Grade 1	50,400	50,501	180	44	In Compliance
Grade 2	50,400	50,501	180	44	In Compliance
Grade 3	50,400	50,501	180	44	In Compliance
Grade 4	54,000	54,457	180	44	In Compliance
Grade 5	54,000	54,457	180	44	In Compliance
Grade 6	54,000	59,752	180	44	In Compliance
Grade 7	54,000	59,752	180	44	In Compliance
Grade 8	54,000	59,752	180	44	In Compliance
Grade 9	64,800	74,851	180	44	In Compliance
Grade 10	64,800	74,851	180	44	In Compliance
Grade 11	64,800	74,851	180	44	In Compliance
Grade 12	64,800	74,851	180	44	In Compliance

See accompanying Notes to Supplementary Information.

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2020**

Program Name	Federal Catalog Number	Pass-Through Entity Identifying Number	Total Program Expenditures
United States Department of Agriculture			
Pass-Through Program From California Department of Education:			
Child Nutrition Cluster:			
Child Nutrition Program - Basic Breakfast	10.553	13525	\$ 23,607
Child Nutrition Program - Especially Needy Breakfast	10.553	13526	356,780
Child Nutrition Program - Lunch	10.555	13396	1,082,448
Child Nutrition Program - Commodities	10.555	13396	18,888
Seamless Summer Food Service Program	10.559	13396	272,551
Total Child Nutrition Cluster			1,754,274
Child Nutrition: CCFP Claims - Centers and Family Day Care	10.558	13393	27,561
Total United States Department of Agriculture			1,781,835
United States Department of Education			
Pass-Through Program From Foothill-SELPA			
Special Education Cluster:			
IDEA: Local Assistance Entitlement, Part B, Sec 611 (Formerly 94-142)	84.027	13379	2,813,408
IDEA: Local Private Schools	84.027	10115	55,518
IDEA: Preschool Grants	84.173	13430	77,807
IDEA: Preschool Staff Development	84.173A	13431	890
IDEA: Mental Health Services, Part B, Sec 611	84.027A	15197	170,085
IDEA: We Can Work	84.027	01110	83,113
Total Special Education Cluster			3,200,821
Subtotal Passed through from Foothill-SELPA			3,200,821
Pass-Through Programs From the California Department of Education			
Title III, Language Acquisition Grants:			
Title III, Limited English Proficiency	84.365	15146	161,015
Title III, Immigrant Education	84.365	14346	33,402
Total Title III, Language Acquisition Grants			194,417
Adult Education Basic Grants to States:			
Adult Basic Education & ELA	84.002A	14508	114,185
Adult Education: Adult Secondary Education, Section 231	84.002	13978	99,550
English Literacy and Civics Education	84.002A	14109	30,705
Total Adult Education Basic Grants to States			244,440
Title I, Part A, Basic Grants Low-Income and Neglected	84.010	14239	1,561,413
Title II, Supporting Effective Instruction	84.367	14341	310,313
Title IV, Part A, Student Support and Academic Enrichment Grants	84.424	15396	102,093
Carl D. Perkins Career and Technical Education: Secondary, Section 131	84.048	14894	76,157
Subtotal Passed through from the California Department of Education			2,488,833
Total United States Department of Education			5,689,654

See accompanying Notes to Supplementary Information.

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
YEAR ENDED JUNE 30, 2020**

Program Name	Federal Catalog Number	Pass-Through Entity Identifying Number	Total Program Expenditures
United States Department of Health and Human Services			
Pass-Through Program From California Department of Education:			
Child Development - Federal Child Care Cluster:			
Child Development - Federal Child Care	93.596	13609	\$ 139,708
Total Child Development - Federal Child Care Cluster			139,708
Medicaid Cluster:			
Medi-Cal Billing Option	93.778	10013	227,963
Total Medicaid Cluster			227,963
Total United States Department of Health and Human Services			367,671
Total Federal Programs Expenditures			\$ 7,839,160
Reconciliation to Federal Revenue			
Total Federal Program Expenditures			\$ 7,839,160
Revenues in Excess of Expenditures Related to Federal Entitlements:			
Medi-Cal Billing Option	93.778	10013	6,571
Child Development - Federal Child Care	93.596	13609	19,745
Expenditures in Excess of Revenues Related to Federal Entitlements:			
Child Nutrition: CCFP Claims - Centers and Family Day Care	10.558	13393	(1,007)
Total Federal Program Revenue			\$ 7,864,469

The District is the recipient of a federal program that does not result in cash receipts or disbursements. The District was granted \$18,888 of commodities under the National School Lunch Program (CFDA 10.555).

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
YEAR ENDED JUNE 30, 2020**

	2021 (Budgeted)	2020	2019	2018
Total Revenues	\$ 153,944,207	\$ 179,181,244	\$ 173,848,038	\$ 156,753,456
Total Expenditures	161,781,947	174,177,402	175,444,762	160,703,464
Other Financing Sources (Uses)	7,811,604	(575,132)	(823,966)	(634,693)
Change in Fund Balance	(26,136)	4,428,710	(2,420,690)	(4,584,701)
Ending Fund Balance	<u>\$ 16,320,277</u>	<u>\$ 16,346,413</u>	<u>\$ 11,917,703</u>	<u>\$ 14,338,393</u>
Available Reserve	<u>\$ 6,253,665</u>	<u>\$ 7,335,207</u>	<u>\$ 5,237,016</u>	<u>\$ 7,599,191</u>
Available Reserve %	4%	4%	3%	5%
ADA	<u>14,709</u>	<u>14,720</u>	<u>14,606</u>	<u>14,596</u>
Total Long-Term Liabilities	<u>\$ 446,010,417</u>	<u>\$ 459,263,002</u>	<u>\$ 438,452,169</u>	<u>\$ 427,265,670</u>

Available reserves are those amounts reserved for economic uncertainty and any other remaining unassigned fund balance from the General Fund.

The 2021 budget is the original budget adopted by the Board of Education.

For a District this size, the state recommends 3% of total General Fund expenditures, transfers out and other uses. For the year ended June 30, 2020, the District has met this requirement.

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULE OF CHARTER SCHOOLS
YEAR ENDED JUNE 30, 2020**

The District is not the granting agency for any Charter Schools.

**BURBANK UNIFIED SCHOOL DISTRICT
RECONCILIATION OF THE ANNUAL FINANCIAL AND BUDGET REPORT
WITH THE AUDITED FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2020**

There were no differences between the fund balances reported on the June 30, 2020 Annual Financial and Budget Report for the governmental funds and the audited financial statements.

**BURBANK UNIFIED SCHOOL DISTRICT
NOTES TO SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2020**

NOTE 1 PURPOSE OF SCHEDULES

Schedule of Average Daily Attendance (ADA)

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.

Schedule of Instructional Time

This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of article 8 (commencing with section 46200) of chapter 2 of part 26 of the Education Code.

The District closed all school sites for in person instruction effective March 16, 2020 through May 21, 2020 in response to the public health emergency associated with COVID-19. These approved school closure days may be used to meet the instructional time and day requirements pursuant to California Education Code 4600, 46021, 46207 and/or 46208. The District filed the required COVID-19 School Closure Certification with the California Department of Education (CDE) and is therefore in compliance with instructional minute and day requirements. The planned minutes covered by the COVID-19 School Closure Certification were included in the minutes offered column of this schedule but were not actually offered due to the COVID-19 school closures.

Schedule of Expenditures of Federal Awards

Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the District under programs of the federal governmental for the year ended June 30, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the District, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the District.

Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The District did not use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Payments to Subrecipients

The District did not make any payments to subrecipients.

**BURBANK UNIFIED SCHOOL DISTRICT
NOTES TO SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2020**

NOTE 1 PURPOSE OF SCHEDULES (CONTINUED)

Schedule of Financial Trends and Analysis

2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting requires that this schedule be prepared showing financial trends of the general fund over the past three fiscal years as well as the current year budget. This schedule is intended to identify if the District faces potential fiscal problems and if they have met the recommended available reserve percentages.

Schedule of Charter Schools

2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting requires that this schedule list all charter schools chartered by the District and inform the users whether or not the charter school information is included in the District's financial statements.

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 as reported on the annual Financial and Budget Report form to the audited financial statements.

OPTIONAL SUPPLEMENTARY INFORMATION

**BURBANK UNIFIED SCHOOL DISTRICT
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2020**

	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	Total Nonmajor Governmental Funds
ASSETS						
Cash in County Treasury	\$ 905,235	\$ 51,255	\$ 709,855	\$ 241,715	\$ 618,546	\$ 2,526,606
Accounts Receivable	351,618	175,230	81,236	2,636	3,566	614,286
Due from Other Funds	2,550,000	251,553	-	768,000	1,037,000	4,606,553
Stores Inventories	-	-	31,078	-	-	31,078
Total Assets	<u>\$ 3,806,853</u>	<u>\$ 478,038</u>	<u>\$ 822,169</u>	<u>\$ 1,012,351</u>	<u>\$ 1,659,112</u>	<u>\$ 7,778,523</u>
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Accounts Payable	\$ 111,615	\$ 309,964	\$ 66,241	\$ 3,146	\$ 929	\$ 491,895
Unearned Revenue	-	168,074	207,050	-	-	375,124
Total Liabilities	<u>111,615</u>	<u>478,038</u>	<u>273,291</u>	<u>3,146</u>	<u>929</u>	<u>867,019</u>
FUND BALANCES						
Nonspendable	-	-	31,078	-	-	31,078
Restricted	356,878	-	503,633	-	1,658,183	2,518,694
Committed	3,338,360	-	-	1,009,205	-	4,347,565
Assigned	-	-	14,167	-	-	14,167
Total Fund Balances	<u>3,695,238</u>	<u>-</u>	<u>548,878</u>	<u>1,009,205</u>	<u>1,658,183</u>	<u>6,911,504</u>
Total Liabilities and Fund Balances	<u>\$ 3,806,853</u>	<u>\$ 478,038</u>	<u>\$ 822,169</u>	<u>\$ 1,012,351</u>	<u>\$ 1,659,112</u>	<u>\$ 7,778,523</u>

See accompanying Notes to Optional Supplementary Information.

**BURBANK UNIFIED SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2020**

	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Capital Facilities Fund	Total Nonmajor Governmental Funds
REVENUES						
LCFF Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Federal Sources	244,440	186,007	1,754,274	-	-	2,184,721
Other State Sources	2,906,456	738,317	135,495	-	-	3,780,268
Other Local Sources	330,472	3,375,438	1,413,581	16,349	1,564,839	6,700,679
Total Revenues	3,481,368	4,299,762	3,303,350	16,349	1,564,839	12,665,668
EXPENDITURES						
Instruction	2,279,380	4,521,951	-	-	-	6,801,331
Instruction-Related Services	1,144,406	677,186	-	-	-	1,821,592
Pupil Services	204,809	70,083	3,313,075	-	-	3,587,967
General Administration	201,231	451,303	192,597	-	-	845,131
Plant Services	323,414	336,691	79,683	62,932	60,669	863,389
Total Expenditures	4,153,240	6,057,214	3,585,355	62,932	60,669	13,919,410
Excess (Deficiency) of Revenues over Expenditures	(671,872)	(1,757,452)	(282,005)	(46,583)	1,504,170	(1,253,742)
OTHER FINANCING SOURCES						
Interfund Transfers In	192,972	1,757,452	-	400,000	-	2,350,424
Total Other Financing Sources	192,972	1,757,452	-	400,000	-	2,350,424
NET CHANGES IN FUND BALANCE	(478,900)	-	(282,005)	353,417	1,504,170	1,096,682
Fund Balance - Beginning of Year	4,174,138	-	830,883	655,788	154,013	5,814,822
FUND BALANCE - END OF YEAR	<u>\$ 3,695,238</u>	<u>\$ -</u>	<u>\$ 548,878</u>	<u>\$ 1,009,205</u>	<u>\$ 1,658,183</u>	<u>\$ 6,911,504</u>

See accompanying Notes to Optional Supplementary Information.

**BURBANK UNIFIED SCHOOL DISTRICT
NOTES TO OPTIONAL SUPPLEMENTARY INFORMATION
YEAR ENDED JUNE 30, 2020**

NOTE 1 PURPOSE OF SCHEDULES

Combining Fund Financial Statements

Combining fund balance sheets and statements of revenues, expenditures and changes in fund balance have been presented for the nonmajor funds to provide additional information to the users of these financial statements. These statements have been prepared using the basis of accounting described in the notes to the financial statements.

OTHER INDEPENDENT AUDITORS' REPORTS



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Education
Burbank Unified School District
Burbank, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Burbank Unified School District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 10, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Glendora, California
February 10, 2021



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH
MAJOR FEDERAL PROGRAM; AND REPORT ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Education
Burbank Unified School District
Burbank, California

Report on Compliance for Each Major Federal Program

We have audited Burbank Unified School District's (the District) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2020. The District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance 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 the 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 on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2020.

Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Purpose of this Report

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



CliftonLarsonAllen LLP

Glendora, California
February 10, 2021



INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

Board of Education
Burbank Unified School District
Burbank, California

We have audited the Burbank Unified School District's (the District) compliance with the types of compliance requirements described in the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2020. The District's State compliance requirements are identified in the table provided.

Management's Responsibility

Management is responsible for compliance with the state laws and regulations as identified below.

Auditors' Responsibility

Our responsibility is to express an opinion on the District's compliance based on our audit of the types of compliance requirements referred to below. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about the 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 on state compliance. However, our audit does not provide a legal determination of the District's compliance.

Compliance Requirements Tested

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:

<u>Description</u>	<u>Procedures Performed</u>
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	Not Applicable
Continuation Education	Yes
Instructional Time	Yes
Instructional Materials	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	Not Applicable
GANN Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	Not Applicable
Middle or Early College High Schools	Not Applicable
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Apprenticeship: Related and Supplemental Instruction	Not Applicable
Comprehensive School Safety Plan	Yes
District of Choice	Not Applicable
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program	Yes
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	No ¹
Charter Schools:	
Attendance	No ²
Mode of Instruction	No ²
Nonclassroom Based Instruction/Independent Study	No ²
Determination of Funding for Nonclassroom Based Instruction	No ²
Annual Instructional Minutes – Classroom Based	No ²
Charter School Facility Grant Program	No ²

¹ We did not perform testing for independent study course-based because the independent study course-based program has previously been audited for two consecutive years and the ADA was under the level which requires testing.

² The District is not the granting agency for any Charter Schools.

Opinion on State Compliance

In our opinion, the District complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2020.

Purpose of this Report

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP

Glendora, California
February 10, 2021

FINDINGS AND QUESTIONED COSTS

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of auditors' report issued: Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified
2. Internal control over financial reporting:
 - Material weakness(es) identified? _____ yes x no
 - Significant deficiency(ies) identified that are not considered to be material weakness(es)? _____ yes x none reported
3. Noncompliance material to financial statements noted? _____ yes x no

Federal Awards

1. Internal control over major federal programs:
 - Material weakness(es) identified? _____ yes x no
 - Significant deficiency(ies) identified that are not considered to be material weakness(es)? _____ yes x none reported
2. Type of auditors' report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes x no

Identification of Major Federal Programs

CFDA Number(s)

10.553 and 10.555

Name of Federal Program or Cluster

Child Nutrition Cluster

Dollar threshold used to distinguish between Type A and Type B programs:

\$ 750,000

Auditee qualified as low-risk auditee?

 x yes _____ no

**BURBANK UNIFIED SCHOOL DISTRICT
SCHEDULES OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020**

All audit findings must be identified as one or more of the following categories:

Five Digit Code	Finding Types
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

Section II – Financial Statement Findings

There were no findings and questioned costs related to the basic financial statements for the year ended June 30, 2020.

Section III – Findings and Questioned Costs – Major Federal Programs

There were no findings and questioned costs related to federal awards for the year ended June 30, 2020.

Section IV – Findings and Questioned Costs – State Awards

There were no findings and questioned costs related to State awards for the year ended June 30, 2020.

**BURBANK UNIFIED SCHOOL DISTRICT
SUMMARY OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
JUNE 30, 2020**

Section I – Financial Statement Findings

There were no findings and questioned costs related to the basic financial statements for the year ended June 30, 2019.

Section II – Findings and Questioned Costs – Major Federal Programs

There were no findings and questioned costs related to federal awards for the year ended June 30, 2019.

Section III – Findings and Questioned Costs – State Awards

2019-001	<u>School Accountability Report Card</u>	72000
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Criteria: Education Code section 33126(b)(8) requires a school district to report on the safety, cleanliness, and adequacy of school facilities, including any needed maintenance to ensure good repair as specified in Section 17014, Section 17032.5, subdivision (a) of Section 17070.75, and subdivision (b) of Section 17089. The School Accountability Report Card (SARC) should accurately report the information from the Facility Inspection Tool (FIT), School Facility Conditions Evaluation for each school site.

Condition: The Safety category for one site was misreported on the site's SARC. The FIT reported the Safety category as "fair", but it was reported as "good" on the SARC.

Context: One error for one category at one site was noted out of a sample of five sites that were tested. We noted no additional errors.

Effect: The District was not in compliance with Education Code section 33126(b)(8).

Cause: An input error occurred while updating the SARC.

Questioned Costs and Units: N/A.

Recommendation: We recommend the District implement additional review procedures to ensure that errors are prevented in future SARC reporting.

Status: Implemented



CliftonLarsonAllen LLP
CLAAconnect.com

February 10, 2021

To the Board of Education
The Citizens' Oversight Committee
Burbank Unified School District

Dear Board of Education and Citizens' Oversight Committee Members:

The District has issued bonds, Measure S, under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution, and as such has engaged CliftonLarsonAllen LLP to perform an independent performance and financial audit of the bond proceeds from the sales of such bonds.

This letter is intended to inform the Board of Education (Board) and Citizens' Oversight Committee (COC) members about significant matters related to the conduct of the annual audits to appropriately discharge its oversight responsibility. In addition, professional standards require that we provide the Board with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audits. Our responsibility is described in our engagement letter to management dated May 12, 2020. Professional standards also require that we communicate to you the following information related to our audits.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The significant accounting policies used by the District are described in Note 1 to the bond fund financial statements. No significant or unusual transactions or significant accounting policies related to controversial or emerging areas for which there is a lack of authoritative guidance or consensus were noted. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's Measure S financial statements are the recognition of estimated liabilities at the end of the fiscal year. We believe

management's estimates are reasonable, based on our audit. The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

There were no difficulties encountered in dealing with management relating to the performance of our audits.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audits.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial and communicate them to the appropriate level of management. We have not identified or been notified of any uncorrected or corrected financial misstatements.

Management Representations

We have requested certain representations from management including but not limited to the fair presentation of the financial statements, application of generally accepted accounting principles and management's responsibility for establishing and maintaining effective internal controls. These as well as other representations are included in the management representation letters, financial and performance, dated February 10, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. We are not aware of any consultations management had with other accountants regarding accounting or auditing matters.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

Senate Bill 581 requires the annual financial and performance audits to be submitted to the Citizens' Oversight Committee when submitted to the school district. In addition the bill requires the governing board of the district to provide the Citizens' Oversight Committee with responses to findings addressed in the financial and performance audits within three months of receiving the reports. This second requirement is met as a matter of practice under *Government Auditing Standards* which requires the auditor to obtain and report the entity's planned corrective actions.

Senate Bill 584 directs the State Controller, in consultation with the State Allocation Board, the Department of Finance, and the State Department of Education, to submit content related to financial and performance audits to the Education Audits Appeal Panel to be included in the annual audit guide. The scope of the audits as a result of this legislation has not resulted in any significant change.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the Burbank Unified School District.

Restriction to Use

This report is intended solely for the information and use of management, the Board of Education, and members of the Citizens' Oversight Committee and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP
Glendora, California

BURBANK UNIFIED SCHOOL DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
BOND BUILDING FUND
MEASURE S
FINANCIAL AND PERFORMANCE AUDITS
YEAR ENDED JUNE 30, 2020



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**BURBANK UNIFIED SCHOOL DISTRICT
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YEAR ENDED JUNE 30, 2020**

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INDEPENDENT AUDITORS' REPORT

The Board of Education
The Measure S Citizens' Oversight Committee
Burbank Unified School District
Burbank, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure S Bond Building Fund of the Burbank Unified School District (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

The Board of Education
The Measure S Citizens' Oversight Committee
Burbank Unified School District

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure S Bond Building Fund of the District as of June 30, 2020, and the change in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present fairly only the Measure S Bond Building Fund and do not purport to, and do not, present fairly the financial position of the District as of June 30, 2020 or the change in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 10, 2021 on our consideration of the District's internal control over the Measure S Bond Building Fund financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over the Measure S Bond Building Fund financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over the Measure S Bond Building Fund financial reporting and compliance.



CliftonLarsonAllen LLP

Glendora, California
February 10, 2021

**BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
BALANCE SHEET
JUNE 30, 2020**

ASSETS

Cash in County Treasury	\$ 11,080,511
Accounts Receivable	<u>33,125</u>
Total Assets	<u><u>\$ 11,113,636</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts payable	<u>\$ 134,909</u>
Total Liabilities	<u>134,909</u>

FUND BALANCE

Restricted	<u>10,978,727</u>
Total Fund Balance	<u>10,978,727</u>
Total Liabilities and Fund Balance	<u><u>\$ 11,113,636</u></u>

See accompanying Notes to Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
YEAR ENDED JUNE 30, 2020**

REVENUES

Interest and Investment Income	\$ 199,276
Total Revenues	<u>199,276</u>

EXPENDITURES

Salaries	78,908
Benefits	34,219
Supplies	5,339
Other Services	78,937
Capital Outlay	933,506
Total Expenditures	<u>1,130,909</u>

Deficiency of Revenues over Expenditures	(931,633)
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Fund Balance - Beginning of Year	<u>11,910,360</u>
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FUND BALANCE - END OF YEAR	<u>\$ 10,978,727</u>
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See accompanying Notes to Financial Statements.

**BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting Policies

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board and *Audits of State and Local Governmental Units* issued by the American Institute of Certified Public Accountants.

Cash in the county treasury is recorded at cost, which approximates fair value.

Financial Reporting Entity

The financial statements include only the Measure S Bond Building Fund of the District used to account for Measure S projects. This fund was established to account for the expenditures of general obligation bonds issued under the General Obligation Bonds Election of 2012 and is not a complete representation of the Building Fund reported in the Districts' financial statements. These financial statements are not intended to present fairly the financial position and results of operations of the District in compliance with accounting principles generally accepted in the United States of America.

Basis of Accounting

The Measure S Bond Building Fund is 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. Expenditures are recognized in the accounting period in which the liability is incurred (when goods are received, or services rendered).

Fund Structure

The statement of revenues, expenditures, and changes in fund balance is a statement of financial activities of the Measure S Bond Building Fund related to the current reporting period. Fund expenditures 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.

Fund Balance Classification

The governmental fund financial statements present fund balance classifications that comprise a hierarchy based on the extent to which the District is bound to honor constraints on the specific purposes for which amounts can be spent. Amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation are considered restricted. The fund balance of the Measure S Bond Building Fund is therefore classified as restricted.

**BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Capital Assets and Long-Term Debt

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the Measure S Bond Building Fund are determined by its measurement focus. The Measure S Bond Building Fund is accounted for on a spending or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered a measure of "available spendable resources". Thus, the capital assets and long-term liabilities associated with the Measure S Bond Building Fund are accounted for in the basic financial statements of the District.

Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2 DEPOSITS – CASH IN COUNTY TREASURY

In accordance with Education Code Section 41001, the District maintains substantially all its cash in the Los Angeles County Treasury as part of the common investment pool. The District is considered an involuntary participant in the investment pool. These pooled funds are recorded at amortized cost which approximates fair value. Fair value of the pooled investments at June 30, 2020 is measured at 100.2894% of amortized cost. The District's deposits in the fund are highly liquid.

The county is authorized to deposit cash and invest excess funds by California Government Code Sections 53601, 53635, 53534 and 53648. The county is restricted to invest time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the county are either secured by federal depository insurance or are collateralized. The county investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statutes and the County Board of Supervisors set forth the various investment policies that the County Treasurer follow. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized cost, of the participant's percentage participation on the date of such withdrawals.

**BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020**

NOTE 2 DEPOSITS – CASH IN COUNTY TREASURY (CONTINUED)

The pool sponsor's annual financial report may be obtained from the Los Angeles County Public Affairs Office, Kenneth Hahn Hall of Administration, 500 W. Temple St, Room 358, Los Angeles, CA 90012.

NOTE 3 PURCHASE COMMITMENTS

As of June 30, 2020, the District was committed under various capital expenditure purchase agreements for Measure S bond projects totaling approximately \$3.2 million.



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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Education
The Measure S Citizens' Oversight Committee
Burbank Unified School District
Burbank, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Measure S Bond Building Fund of the Burbank Unified School District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements as listed in the table of contents, and have issued our report thereon dated February 10, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

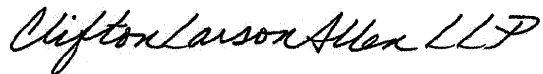
The Board of Education
The Measure S Citizens' Oversight Committee
Burbank Unified School District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements of the Measure S Bond Building Fund are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

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

CliftonLarsonAllen LLP

Glendora, California
February 10, 2021

**BURBANK UNIFIED SCHOOL DISTRICT
MEASURE S BOND BUILDING FUND
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2020**

There were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2020. In addition, there were no findings related to the financial audit of the Measure S Bond Building Fund for the year ended June 30, 2019.



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INDEPENDENT AUDITORS' REPORT ON PROPOSITION 39 COMPLIANCE REQUIREMENTS

The Board of Education
The Measure S Citizens' Oversight Committee
Burbank Unified School District
Burbank, California

We have conducted a performance audit of the Burbank Unified School District (the District) Measure S bond funds for the fiscal year ended June 30, 2020.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 12 of this report which includes determining the District's compliance with the performance requirements for the Proposition 39 Measure S bond funds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal control of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution. Accordingly, we do not express any assurance on internal control.

The results of our tests indicated that, in all significant respects, the District expended Measure S bond funds for the fiscal year ended June 30, 2020, only for the specific projects developed by the District's Board of Education, and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Glendora, California
February 10, 2021

**BURBANK UNIFIED SCHOOL DISTRICT
PERFORMANCE AUDIT OF MEASURE S
YEAR ENDED JUNE 30, 2020**

BACKGROUND INFORMATION

In November 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges under certain circumstances and subject to certain conditions.

On March 5, 2013, a general obligation bond proposition (Measure S) of the District was approved by the voters of that District. Measure S authorized the District to issue up to \$110,000,000 of general obligation bonds to finance various capital projects and related costs, as specified in the bond measure provisions.

Pursuant to the requirements of Proposition 39, and related state legislation, the Board of Education of the District established a Citizens' Oversight Committee and appointed its members. The principal purpose of the Citizens' Oversight Committee, as set out in state law, is to inform the public as to the expenditures of the proceeds of the bonds issued pursuant to the Measure S bond authorization. The Citizens' Oversight Committee is required to issue at least one report annually as to its activities and findings.

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds deposited into the Measure S Bond Building Fund have been expended only for the authorized bond projects.

OBJECTIVES

The objectives of our performance audit were to:

- Determine the expenditures charged to the District Measure S Bond Building Fund.
- Determine whether expenditures charged to the Measure S Bond Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measure S in March 2013.

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal period from July 1, 2019 to June 30, 2020. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2020, were not reviewed or included within the scope of our audit or in this report.

**BURBANK UNIFIED SCHOOL DISTRICT
PERFORMANCE AUDIT OF MEASURE S
YEAR ENDED JUNE 30, 2020**

PROCEDURES PERFORMED

- We identified the expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.
- We selected a judgmental sample of expenditures considering all object codes and projects for the year ended June 30, 2020. Our sample included 9 transactions totaling \$526,802. This represents 52% of total expenditures, excluding salaries and benefits, of \$1,017,782.
- We reviewed the actual invoices and supporting documentation to determine that expenditures charged to projects were:
 - Supported by invoices with evidence of proper approval and documentation of receipt of goods or services;
 - Supported by proper bid documentation, as applicable;
 - Properly expended on the authorized bond projects as listed on the voter-approved bond project list.
- We selected a judgmental sample of salaries and benefits for the year ended June 30, 2020. Our sample of expenditures for salaries and benefits included \$113,127 in payroll expenses.
 - We obtained the Allocation of Personnel Costs and reconciled salaries and benefits to the expenditures recorded to the general ledger. For individuals allocated at less than 100% we obtained monthly time studies to verify the percentage charged to bond funds was supported. We obtained the Personnel Transaction Request forms to determine that the individuals were approved and assigned to perform work associated with the authorized bond projects as allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General.

CONCLUSION

The results of our tests indicated that, in all significant respects, the District has properly accounted for the expenditures of the funds held in the Measure S Bond Building Fund and that such expenditures were made on authorized bond projects.

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