



**Special Board of Education / Joint CBOC Meeting
03/19/2025 06:30 PM**

1400 Marina Way S., Richmond, CA 94804
ZOOM WEB CONFERENCE:
<https://zoom.us/j/443916491>

Printed : 3/17/2025 7:27 AM PT

Board Agenda Packets and Information:

Board meeting agendas are available for review at the Administration Building, as well as available online at: <http://www.wccusd.net>

Documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 1108 Bissell Avenue, Richmond, CA 94801 during normal business hours. In addition, such writings and documents may be posted on the District's website as noted above.

Attending / Viewing the Board Meetings:

You can attend the meeting in person. The meetings are also broadcast via Zoom using the following link:

By computer, please click the link below to join the webinar:

<https://zoom.us/j/443916491>

Or by telephone:

US: (669) 900 6833

Webinar ID: 443 916 491

Participating in Board Meetings:

How to address the Board:

For a Special Board meeting, members of the public may speak to the Board on any Discussion or Action items on the agenda. Individuals wishing to speak, please submit a "WCCUSD Public Comment" card or, if participating via Zoom, individuals will need to "raise their hand" in the Zoom app, prior to the beginning of this item on the agenda. Speaking time shall not be transferred from one person to another.

The public comment period is a safe space where diverse viewpoints may be expressed civilly without interruption or intimidation. Please listen attentively to each speaker's comment and respect their time at the podium as if it were your own. Be open to a different point of view if one is offered.

Due to the Brown Act, Board members cannot discuss items that are not on the agenda and do not usually respond to items presented in Public Comment.

Special Accommodations: Upon written request to the District, disability-related modifications or accommodations, including auxiliary aids or services, will be provided. Please contact the Superintendent's Office at 510-231-1101 at least 48 hours in advance of meetings.

A. OPENING PROCEDURES (15 min.)

1. Call to Order
2. Welcome and Meeting Procedures
3. Roll Call
4. Agenda Review and Adoption

B. DISCUSSION ITEMS AND REPORTS (Public Comment)

1. CBOC Annual Reports for 2021, 2022, 2023 and 2024 (15 min.)
2. Bond Financial Reports (15 min.)

3. Committee Membership Update (10 min.)
4. Update Forensic Accounting Investigation Verification (10 min.)
5. Status of Financial and Performance Audit Reports (45 min.)
6. Honoring Lorraine Humes (10 min.)

C. ADJOURNMENT

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: 3-19-25

From: Melissa Payne
Interim Associate Superintendent, Operations

Agenda Item: Discussion

Subject: CBOC Annual Reports for 2021, 2022, 2023 and 2024

Background Information:

In accordance with CA Education Code 15280 (b), the Citizens' Oversight Committee is to prepare and publish an annual report.

The CBOC will update the Board on their progress to complete the 2021, 2022, 2023 and 2024 annual reports.

Recommendation Discussion Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: 3-19-25

From: Melissa Payne
Interim Associate Superintendent, Operations

Agenda Item: Discussion

Subject: Bond Financial Reports

Background Information:

District staff will update the Board and CBOC on the status of monthly bond financial reports and will discuss a strategy and timeline to produce and potentially streamline reports.

Recommendation Discussion Only

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of February 28, 2025

Cash Projection to June-2029

		<u>Notes</u>
<u>Adjusted Cash Balance</u>	406,071,202	1
 <u>Projected Revenues</u>		
Bond Sales 2020 Measure R	\$ 250,000,000	2
Less: Cost of Issuance	\$ (575,000)	2
Interest Earning & Other Revenue	\$ 4,331,237	2
	<u>\$ 253,756,237</u>	
 <u>Projected Available Funds</u>	 \$ 659,827,439	
 <u>Budget Balance</u>		
Board Approved Budget	\$ 2,394,335,598	3
Less: Expenses to Date	\$ 1,739,851,222	3
<u>Current budget balance</u>	\$ 654,484,376	
 Projected Cash Balance June 2029	 \$ 5,343,062	

State Facility Grants Pending State Approval

Estimated (Projected Apportionments are unknown):	\$16,708,850	4
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WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Financial Status
As of February 28, 2025

Note 1: Adjusted Cash Balance

Description	Amount	Comments
Cash & Equivalents Building Fund 21	\$ 406,316,899	A
Cash & Equivalents County School Facilities Fund 35	\$ (4,755)	B
Cash with Fiscal Agent (3rd-Party held contract Retention)	\$ 3,650,348	C
Accounts Receivable	\$ -	
Accounts Payable	\$ 105,125	D
Contract Retention (District held Retention)	\$ (3,996,416)	C
Adjusted Cash Balance	\$ 406,071,202	

Comments

A. The cash balance is reflective of financial data from MUNIS.

B. California School Facilities Grants are deposited into the County School Facilities Fund 35 and subsequently transferred to the Building Fund 21.

C. This liability is deducted from the contractor's process payment and retained; it is deposited in a Third party escrow account or accumulated and held by the district. The amounts are reflective of financial data from MUNIS.

D. Accounts payable are amounts due to vendors or suppliers for goods or services received that have not yet been paid for.

Note 2: Projected Revenues

Fiscal Year	Bond Sales 2020 Measure R	Less: Cost of Bond Issuance	Interest Earnings & Other Revenue	Total
FY 2024-25	\$ -		\$ 1,300,000	\$ 1,300,000
FY 2025-26	\$ -		\$ 931,237	\$ 931,237
FY 2026-27	\$ 250,000,000	\$ (575,000)	\$ 2,000,000	\$ 251,425,000
FY 2027-28	\$ -		\$ 900,000	\$ 900,000
FY 2028-29	\$ -		\$ 500,000	\$ 500,000
Grand Total	\$ 250,000,000	\$ (575,000)	\$ 4,331,237	\$ 253,756,237

Note 3 Budget Balance

Description	Note
Board Approved Budget	This represents the current board approved budget amount and should agree with Report#2, Bond Program Spending by Site.
Expenses to Date	This is total expended amount from FY 1999-01 thru Current Fiscal Year Period and should agree with Report#2, Bond Program Spending by Site.



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of February 28, 2025

Note 4: State Facility Grants

Upon release of funds by the California State Allocation Board the State Controller prepares the checks which are then mailed to the County Treasurer for deposit into the District's bank account Fund 35 (County School Facilities Fund) and subsequently are transferred to Fund 21 (Building Fund).

School	Funding	OPSC * Status	SAB** Approval ¹	SAB** Funded	Amount
Lake ES Campus Replaceme	Modernization	Submitted 12/14/23-Workload			\$ 3,027,337
Hercules HS Science	Modernization	Submitted 12/14/23-Workload			\$ 2,397,009
Hercules MS Science	Modernization	Submitted 12/14/23-Workload			\$ 2,512,365
Collins ES HVAC	Modernization	Submitted 10/29/24-Workload			\$ 5,194,881
Shannon MPR	Modernization	Submitted 10/29/24-Workload			\$ 3,577,258
Total					\$ 16,708,850

*Office of Public School Construction - OPSC

**State Allocation Board - SAB

¹ Last updated 11/30/2024

Note 5: 2016 Facilities Master Plan Projects

The Board of Education received the Implementation Plan with the draft Master Plan on June 15, 2016 and approved them unanimously. The Board approved Implementation Plan - Model one, which includes the following projects with the project cost, including inflation:

School	Project Type	FMP 2016	Current Budget
Ed Specs & School Size		\$ 200,000	\$ 200,000
Cameron School	Critical Needs	\$ 1,300,000	\$ 3,370,063
Chavez Elementary School	Critical Needs	\$ 600,000	\$ 72,847
Collin Elementary School	Critical Needs	\$ 3,500,000	\$ 6,799,031
B.R.Soskin Middle School	Critical Needs	\$ 3,100,000	\$ 5,169,597
Fairmont Elementary School	Critical Needs	\$ 3,000,000	\$ 2,738,183
Grant Elementary School	Critical Needs	\$ 900,000	\$ 211,467
Harmon Knolls	Critical Needs	\$ 200,000	\$ 406,946
Harmon Knolls	Soils Testing	\$ 100,000	\$ 41,489
Hercules Middle School*	Critical Needs	\$ 7,500,000	\$ 10,000,000
Hercules High School*	Critical Needs	\$ 7,200,000	\$ 9,700,000
Highland Elementary School	Critical Needs	\$ 800,000	\$ 52,875
Kennedy High School	Critical Needs	\$ 12,200,000	\$ 12,200,000
Lake Elementary School	Critical Needs	\$ -	\$ 147,501
Lake Elementary School	RS Replacement	\$ 66,100,000	\$ 65,600,000
M Obama Elementary School	RS Replacement	\$ 40,300,000	\$ 39,361,480
Ohlone Elementary School	Critical Needs	\$ 800,000	\$ 623,885
Olinda Elementary School	Critical Needs	\$ 1,000,000	\$ 793,247
Richmond High School	Critical Needs	\$ 15,100,000	\$ 20,250,034
Riverside Elementary School	Critical Needs	\$ 6,900,000	\$ 4,076,978
Shannon Elementary School	Critical Needs	\$ 7,100,000	\$ 9,300,000
Stege Elementary School**	Critical Needs	\$ 2,900,000	\$ 58,000,000
Valley View Elementary School	Critical Needs	\$ 1,000,000	\$ 1,091,447
TOTAL IMPLEMENTATION PLAN MODEL 1		\$ 181,800,000	\$ 250,207,069

* 2016 FMP scope and budget for Hercules MS & Hercules HS is for a singular project so the combined budget will be reported under Hercules HS on various financial reports

** BOE approved supplemental fund for Stege ES: Fund 25 of \$3M and Fund 21 of 58M on 12/18/24



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Bond Program Financial Status

As of February 28, 2025

Definition of ROM¹

Five percent inflation has been applied from mid-2016 to the scheduled midpoint of construction, compounded yearly, to account for inflation. These "Rough Order of Magnitude" (R.O.M.) cost estimates, which are based on general cost per square foot, do not include market-based contract escalation (if any) above 5% annual inflation.

Additionally, the cost of temporary housing has been included where it was known to be required at the time of the Master Plan (e.g., at Lake Elementary). It has not been included where it was not anticipated prior to the release of the Master Plan (e.g., at M Obama Elementary).

Note that further Architectural and Engineering studies are required, including scoping and budgeting, for all Critical Needs.

*In June 2016 the Board approved \$181,800,000 FMP since then the following budget revisions have been approved by the Board:

- Harmon Knolls \$250,000 and Valley View \$150,000 on 08/09/17; Grant <\$688,533>, Harmon Knolls <\$101,565>, Lake <\$352,499>, Ohlone <\$176,115>, & Valley View <\$58,553> on 07/25/18; Richmond \$3,900,000 on 11/14/18; Crespi \$2,200,000 on 03/20/19; Chavez <\$572,153> on 06/26/19; Richmond \$2,000,000 on 11/06/19; Olinda <\$206,753.35> on 02/26/20; Crespi <\$130,402.83> on 12/16/20; Shannon \$2,200,000, Hercules MS/HS \$5,000,000 on 1/26/22; Cameron \$2,200,000 on 11/16/2022; Collins \$3,800,000 on 11/16/2022; Stege \$40,100,000 on 11/8/23; Cameron <\$129,937>, Collins <\$500,969>, Highland <\$747,125>, Fairmont <\$261,817>, Obama <\$938,520>, Riverside <\$2,823,022>, Richmond <\$749,965>, Stege \$15,000,000 on 12/18/24

Legacy Projects: BOE approved budget adjustment Korematsu <\$648,170>, Technology <\$92,999>, Central \$1,500,000 on 12/18/24

Note 6: Measure R Project

School	Project Type	Original Budget	Current Budget
Kennedy High School	Field/Bldgs/Press box	\$ 6,600,000	\$ 6,166,880
Kennedy High School	Modernization	\$ 1,000,000	\$ 280,100,000
Richmond High School	Modernization	\$ 1,000,000	\$ 280,100,000
Total		\$ 8,600,000	\$ 566,366,880

* Board approved the following Measure R Budgets: KHS Fields \$6,600,000 on 1/19/22; KHS Mod \$1,000,000, RHS Mod \$1,000,000 on 5/17/23; KHS Mod \$279,100,000, RHS Mod \$279,100,000 on 11/8/23, KHS Fields <\$433,120> on 12/18/24



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Financial Impact of Report 13 Analysis
From January 2025 to February 2025

Updated 03/14/2025

Items	Beginning Balance	Ending Balance	Variance	Notes
Adjusted Cash Balance	407,438,780	406,071,202	(1,367,578)	<\$1,367,577.91> expended in Feb 2025
Projected Revenue				
Bond Sales 2020 Measure R	250,000,000	250,000,000	-	
Less: Cost of Issuance	(575,000)	(575,000)	-	
Interest Earning & Other Revenue	4,331,237	4,331,237	-	
Projected Revenue Total	253,756,237	253,756,237	-	
Projected Available Funds	661,195,017	659,827,439	(1,367,578)	<\$1,367,577.91> expended in Feb 2025
Budget Balance				
Board Approved Budget	2,393,234,959	2,394,335,598	1,100,639	Lake Legacy project \$1,500,321.57 but it's \$399,683 in Account-Ability \$1,500,321.57 - \$399,683 = \$1,100,638.57 variance
Less Expenses to Date	(1,738,483,644)	(1,739,851,222)	(1,367,578)	<\$1,367,577.91> expended in Feb 2025
Budget Balance Total	654,751,315	654,484,376	(266,938)	
Projected Cash Balance June 2029	6,443,702	5,343,062	(1,100,639)	Lake Legacy project \$1,500,321.57 but it's \$399,683 in Account-Ability \$1,500,321.57 - \$399,683 = \$1,100,638.57 variance
State Facility Grants				
Estimated (Projected Apportionments are unknown)	16,708,850	16,708,850	-	



WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Spending to Date by Site
Data as of 2/28/2025

Updated 3/13/2025

Site Name	Original Budget *	Board Approved Budget 12/18/2024	Expended FY 99-01 thru FY 23-24	Expended FY 24-25 Feb	Expended Total thru 02/28/25	Committed Balance as of 02/28/25	Budget Balance as of 02/28/25	Notes
BAYVIEW	17,732,392	19,850,802	19,850,802		19,850,802	-	-	Footnote 1
CHAVEZ	1,339,784	1,058,234	1,058,234		1,058,234	-	-	Footnote 1
COLLINS	993,294	8,437,902	8,207,101	215,773	8,422,874	13,494	1,534	Footnote 3
CORONADO	11,278,047	43,022,627	43,022,627		43,022,627	-	-	Footnote 1
DOVER	13,070,243	35,095,267	35,095,267		35,095,267	-	-	Footnote 1
DOWNER	28,819,079	33,415,902	33,415,902		33,415,902	-	-	Footnote 1
ELLERHORST	11,238,341	13,931,806	13,931,806		13,931,806	-	-	Footnote 1
FAIRMONT	10,971,356	6,602,441	6,602,441		6,602,441	-	(0)	Footnote 1
FORD	11,839,322	30,817,526	30,817,526		30,817,526	-	-	Footnote 1
GRANT	1,409,600	2,155,565	2,155,565		2,155,565	-	-	Footnote 1
HANNA RANCH	680,923	783,349	783,349		783,349	-	-	Footnote 1
HARDING	15,574,211	22,632,446	22,632,446		22,632,446	-	-	Footnote 1
HARMON KNOLLS	-	448,435	448,435		448,435	-	-	Footnote 1
HIGHLAND	13,504,714	1,932,714	1,932,714		1,932,714	-	-	Footnote 1
KENSINGTON	16,397,920	19,343,892	19,343,892		19,343,892	-	-	Footnote 1
KING	16,688,732	25,342,166	25,342,166		25,342,166	-	-	Footnote 1
LAKE	822,657	67,247,823	39,638,161	6,776,330	46,414,490	18,542,618	2,290,714	Footnote 3
LINCOLN	15,225,821	17,676,561	17,676,561		17,676,561	-	-	Footnote 1
LUPINE HILLS	16,111,242	15,395,678	15,395,678		15,395,678	-	-	Footnote 1
MADERA	11,088,764	12,233,801	12,233,801		12,233,801	-	-	Footnote 1
MICHELLE OBAMA**	13,673,885	43,190,804	43,190,804		43,190,804	-	(0)	Footnote 1
MIRA VISTA	13,928,364	16,651,130	16,651,130		16,651,130	-	-	Footnote 1
MONTALVIN	15,904,716	16,791,028	16,791,028		16,791,028	-	-	Footnote 1
MURPHY	13,554,495	15,619,655	15,619,655		15,619,655	-	-	Footnote 1
NYSTROM	20,999,690	47,800,813	47,800,813		47,800,813	-	-	Footnote 1
OHLONE	14,174,928	34,492,752	34,492,752		34,492,752	-	-	Footnote 1
OLINDA	1,170,596	2,080,188	2,080,188		2,080,188	-	-	Footnote 1
PERES	19,752,789	21,424,293	21,424,293		21,424,293	-	-	Footnote 1
RIVERSIDE	13,439,831	18,687,983	18,687,983		18,687,983	-	-	Footnote 1
SHANNON	1,157,736	10,855,163	2,470,229	1,996,344	4,466,573	6,001,979	386,611	Footnote 3
SHELDON	14,968,745	15,102,837	15,102,837		15,102,837	-	-	Footnote 1
STEGE	13,000,749	61,445,886	3,522,586	80,500	3,603,086	92,935	57,749,865	Footnote 3
STEWART	12,710,427	16,737,037	16,737,037		16,737,037	-	-	Footnote 1
TARA HILLS	14,160,935	14,975,067	14,975,067		14,975,067	-	-	Footnote 1
VALLEY VIEW	11,117,405	10,222,362	10,222,362		10,222,362	-	-	Footnote 1
VERDE	15,709,690	16,065,870	16,065,870		16,065,870	-	-	Footnote 1
WASHINGTON	14,051,720	15,322,847	15,322,847		15,322,847	-	-	Footnote 1
Elementary Total	438,263,142	754,890,652	660,741,955	9,068,947	669,810,902	24,651,026	60,428,724	
B R SOSKIN MS***	1,205,711	6,415,493	6,415,493		6,415,493	-	-	Footnote 1
DEJEAN MS	64,929	381,209	381,209		381,209	-	-	Footnote 1
HELMS MS	61,287,986	83,432,888	83,432,888		83,432,888	-	-	Footnote 1
HERCULES MS	602,982	699,000	699,000		699,000	-	-	Footnote 1
KOREMATSU MS	37,937,901	72,734,009	72,734,009		72,734,009	-	-	Footnote 1
PINOLE MS	38,828,979	56,689,430	56,689,430		56,689,430	-	-	Footnote 1
Middle Sch Total	139,928,488	220,352,030	220,352,030	-	220,352,030	-	-	


WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
Bond Program Spending to Date by Site
Data as of 2/28/2025

Updated 3/13/2025

Site Name	Original Budget *	Board Approved Budget 12/18/2024	Expended FY 99-01 thru FY 23-24	Expended FY 24-25 Feb	Expended Total thru 02/28/25	Committed Balance as of 02/28/25	Budget Balance as of 02/28/25	Notes
DE ANZA HS	105,389,888	132,236,248	132,236,248		132,236,248	-	-	Footnote 1
EL CERRITO HS	93,605,815	146,850,105	146,850,105		146,850,105	-	-	Footnote 1
GREENWOOD	35,315,772	79,583,607	79,583,607		79,583,607	-	-	Footnote 1
HERCULES HS	12,603,343	22,995,019	14,337,498	5,855,748	20,193,246	848,579	1,953,195	Footnote 3
KENNEDY HS	89,903,130	332,321,861	42,941,573	3,095,916	46,037,489	12,624,610	273,659,762	Footnote 3
PINOLE VALLEY HS	124,040,286	216,549,580	215,051,937	22,601	215,074,538	44,641	1,430,401	Footnote 2
RICHMOND HS	94,720,910	321,972,122	43,409,941	716,146	44,126,088	12,038,181	265,807,853	Footnote 3
VISTA HS	3,566,208	7,236,543	7,236,543		7,236,543	-	-	Footnote 1
High Sch Total	559,145,352	1,259,745,084	681,647,451	9,690,412	691,337,863	25,556,011	542,851,210	
ADAMS MS	703,660	691,211	691,211		691,211	-	-	Footnote 1
CAMERON	284,012	3,492,258	3,426,230	49,692	3,475,922	6,270	10,066	Footnote 3
CASTRO	11,901,504	620,944	620,944		620,944	-	-	Footnote 1
DELTA NSS	152,564	152,226	152,226		152,226	-	-	Footnote 1
EL SOBRANTE	187,343	536,231	536,231		536,231	-	-	Footnote 1
HARBOUR WAY	121,639	121,944	121,944		121,944	-	-	Footnote 1
KAPPA NSS	109,809	109,831	109,831		109,831	-	-	Footnote 1
NORTH CAMPUS	169,849	205,450	205,450		205,450	-	-	Footnote 1
OMEGA NSS	117,742	118,313	118,313		118,313	-	-	Footnote 1
SEAVIEW	178,534	499,116	499,116		499,116	-	-	Footnote 1
SIGMA NSS	110,728	110,949	110,949		110,949	-	-	Footnote 1
TLC	118,020	116,673	116,673		116,673	-	-	Footnote 1
WEST HERCULES	-	56,847	56,847		56,847	-	-	Footnote 1
Closed/Program Total	14,155,404	6,831,993	6,765,966	49,692	6,815,657	6,270	10,066	
CENTRAL	67,713,312	112,831,634	109,776,847	2,073,718	111,850,565	928,030	53,039	Budget thru 24-25
RCP CHARTER	8,148,550	4,415,204	4,415,204		4,415,204	-	-	Footnote 1
TECHNOLOGY	35,000,000	35,269,001	35,269,001		35,269,001	-	0	Footnote 1
Admin/Other Total	110,861,862	152,515,840	149,461,052	2,073,718	151,534,770	928,030	53,039	
GRAND TOTAL	1,262,354,248	2,394,335,598	1,718,968,454	20,882,769	1,739,851,222	51,141,338	603,343,039	

* Original Budget provided is based on Report#2 dated April 30, 2018, and has not been reconciled.

** Board approved renaming of Wilson Elementary school to Michelle Obama School on 02/12/20.

*** Board approved renaming of Crespi Middle school to Betty Reid Soskin on 06/23/21.

Footnote 1: Site projects are completed.

Footnote 2: Site Legacy projects are under planning, construction or in closeout.

Footnote 3: 2016 Facilities Master Plan/2020 Msr R Projects are under planning, construction or in closeout.

Note: Measure 1998E is not covered under Proposition 39 regulations for school bonds, and is not ordinarily reported in the Bond Program expenditure reports.

The following report shows Measure 1998E projects by site with state funded DeJean middle school project.

Measure 1998E Project	Budget	Expended	
DeJean Middle School	36,836,215	36,836,215	-
1998E Project	23,994,285	23,994,285	-
State Fund Project	12,841,930	12,841,930	-
Pinole Valley High School	190,571	190,571	-
Central Program Coordination	16,276,518	16,276,518	-
Total	53,303,304	53,303,304	-



A/P Check List

February, 2025

Fund 21

Vendor Name	Check No.	Check Date	Short Account	Invoice Number	Invoice Date	Amount	Invoice Description
Site 000 - UNDISTRIBUTED							
ALTEN CONSTRUCTION INC	242484	02/04/25	21-9748-9570-000	1000003734-40A-TRUST	01/08/25	45,574.50	1000003734 DEC 2025 RETAINAGE
Site 134 - LAKE							
AQUATECH CONSULTANCY, INC	242489	02/04/25	21-9745-5860-134	54828	12/05/24	638.00	LAKE ES REPLACEMENT PROJECT NOVEMBER 2024
AQUATECH CONSULTANCY, INC	242489	02/04/25	21-9745-5860-134	54906	01/05/25	582.00	LAKE ES REPLACEMENT PROJECT DECEMBER 2024
Site 154 - SHANNON							
BSK ASSOCIATES INC	242497	02/04/25	21-9745-6190-154	0108654	12/31/24	372.00	SHANNON ES MPR GEO SERVICES DECEMBER 2024
MAN WAH CHENG	242510	02/04/25	21-9745-6214-154	06	01/08/25	6,500.00	SHANNON ES IOR SERVICES NOVEMBER 2024
MAN WAH CHENG	242510	02/04/25	21-9745-6214-154	07	01/08/25	14,000.00	SHANNON ES IOR SERVICES DECEMBER 2024
Site 360 - KENNEDY HIGH							
BEALS MARTIN INC	242899	02/25/25	21-9745-6219-360	3765-02RV	01/31/25	550,276.10	KENNEDY HS ADMINISTRATION RELO JANUARY 2025
Site 362 - PINOLE VALLEY HIGH							
CAL ENGINEERING AND GEOLOGY IN	242499	02/04/25	21-9745-6190-362	7501728	01/29/25	390.00	PVHS SLOPE AND DRAINAGE IMPROV 11/16/24-1/17/25
Site 364 - RICHMOND HIGH							
CALIFORNIA GEOLOGICAL SURVEY	242501	02/04/25	21-9747-6207-364	CGS RHS REV	01/21/25	4,800.00	RHS MOD CGS REVIEW FEES JAN 2025
Site 376 - HERCULES SR HIGH							
CALIFORNIA DEPARTMENT OF EDUCATION	242505	02/04/25	21-9745-6204-376	C-073722	01/17/25	571,511.05	HERCULES HS REIMBURSEMENT JAN 2025
CALIFORNIA DEPARTMENT OF EDUCATION	242506	02/04/25	21-9745-6204-376	C-073723	01/17/25	5,053.29	HERCULES MS REIMBURSEMENT JAN 2025
SOLPAC CONSTRUCTION INC	243038	02/25/25	21-9745-6211-376	1000004154-18B*	01/15/25	4,676.71	HERCULES MS/HS SCIENCE BLDG DECEMBER 2024
Site 615 - OPERATIONAL SUPPT SRVS CE							
BLUEPRINT EXPRESS CORPORATION	242902	02/25/25	21-9748-6207-615	RICH-57910	11/14/24	84,508.73	RFQ/RFP-CM SVCS FOR KHS,RHS,STEGE ES MOD 11/14/24
BLUEPRINT EXPRESS CORPORATION	242902	02/25/25	21-9748-6207-615	RICH-60309	01/29/25	296.33	RFQ/RFP-CM SVCS FOR KHS,RHS,STEGE ES MOD 1/29/25
ROEBBELEN CONSTRUCTION MANAGEMENT	242617	02/04/25	21-9745-6217-615	3422065-31	11/30/24	102.40	VARIOUS SITES PROJECT COORDINA 11/01/24-11/27/24
ROEBBELEN CONSTRUCTION MANAGEMENT	242617	02/04/25	21-9745-6217-615	3422065-32	12/31/24	31,560.00	VARIOUS SITES PROJECT COORDINA 12/6/24-12/27/24
TIMOTHY R. HALEY	242551	02/04/25	21-9747-6203-615	46	11/12/24	22,100.00	FOC DESIGN MANAGEMENT OCTOBER 2024
TIMOTHY R. HALEY	242551	02/04/25	21-9747-6203-615	47	01/07/25	9,900.00	FOC DESIGN MANAGEMENT NOVEMBER 2024
TIMOTHY R. HALEY	242551	02/04/25	21-9747-6203-615	48	01/07/25	9,150.00	FOC DESIGN MANAGEMENT DECEMBER 2024
TIMOTHY R. HALEY	242551	02/04/25	21-9748-6203-615	46	11/12/24	9,900.00	FOC DESIGN MANAGEMENT DECEMBER 2024
Grand Total						1,279,152.38	



A/P Check List

February, 2025

Fund 21

AP CHECK TOTAL

1,279,152.38

Retention Payments

(45,574.50)

Retention not in Expenses

68,674.24

Regular Payroll

65,325.79

Total

1,367,577.91

Object 9570-Retention Withheld Paid

Vendor Name	Check No	Check Date	ShortAccount	InvoiceNumber	InvoiceDate	Retention	Invoice Description
ALTEN CONSTRUCTION INC	242484	02/04/25	21-9748-9570-000	1000003734-40A-TRUST	01/08/25	45,574.50	1000003734 DEC 2025 RETAINAGE
Grand Total						45,574.50	

Object 9570-Retention Withheld Amount

Vendor Name	Check No	Check Date	ShortAccount	InvoiceNumber	InvoiceDate	Retention	Invoice Description
BEALS MARTIN INC	242899	02/25/25	21-9745-6219-360	3765-02RV	01/31/25	28,961.90	KENNEDY HS ADMINISTRATION RELO JANUARY 2025
SOLPAC CONSTRUCTION INC	243038	02/25/25	21-9745-6211-376	1000004154-18B*	01/15/25	39,712.34	HERCULES MS/HS SCIENCE BLDG DECEMBER 2024
Grand Total						68,674.24	

Payroll

Project Name	Check No	Check Date	ShortAccount	InvoiceNumber	InvoiceDate	Amount	Invoice Description
Central Cost		02/28/25				46,212.50	Facility Program Staff February 2025 Pay
Central Cost		02/28/25				19,113.29	Assoc. Supt. Operation Staff February 2025 Pay
Grand Total						65,325.79	

BOND FUND 21

RESOURCE 9745 - Measure D (2010)

RESOURCE 9747 - Measure R (2020)

RESOURCE 9748 - Measure E (2012)

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: 3-19-25

From: Melissa Payne
Interim Associate Superintendent, Operations

Agenda Item: Discussion Only

Subject: Committee Membership

Background Information:

District staff will give an update on committee membership and plans to outreach to fill vacant seats.

Recommendation Discussion

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

CBOC Membership Recruitment & Outreach

Joint Board of Education & Citizens' Bond Oversight Committee Meeting
March 19, 2025

Current Membership

West Contra Costa Unified School District

Citizens' Bond Oversight Committee for Measure B (2002), J (2005), D (2010), E (2012) and R (2020); Membership by Categories

3-14-25

No. ¹	Category ²	Nominated By	Member Name	City of Residence	Office	Dates Board Approved	Current Term End Date	1 st , 2 nd or 3 rd Term?
1	Business Organization *	Business Organization	Andrew Butt	Richmond		12-4-24	12-3-26	First
2	Senior Citizen Organization *	Senior Citizen Organization	Don Gosney	Richmond	Chair	11-1-23	10-31-25	First
3	Taxpayers' Organization *	Taxpayers' Organization	Lorraine Humes	San Pablo		3-1-23	3-23-25	Third
4	Parent or Guardian *	Parent or Guardian	Lin Johnson	San Pablo		12-6-23	12-5-25	First
5	Parent/Guardian & PTA *	PTA/School Site Council	Brendan Haverac-Daughton	Richmond	Vice-Chair	2-12-25	3-14-27	First
6	At Large Community Member	Self-Nomination	Jia Ma	El Cerrito		2-5-25	1-10-27	Second
7	At Large Community Member	Self-Nomination	Andrea Landin	Richmond		6-26-24	6-25-26	First
8	At Large Community Member	Self-Nomination	Tashiana Johnson	Heracles		11-6-24	11-5-26	First
9	At Large Community Member	Self-Nomination	Ariel Xi	Richmond	Secretary	4-12-23	4-11-25	First
10	At Large Community Member	Self-Nomination						
11	At Large Community Member	Self-Nomination						

Superintendent's Designee: Melissa Payne
BOE Liaison: President Recker

Description	Number
Authorized Positions	11
Filled Positions	9
Vacant Positions	2
Pending Applications	1
Quorum Requirement	5

¹ Position numbers were assigned by the CBCC for reference purposes only

² Proposition 39, CBCC was established by the Board of Education on April 9, 2003. All appointments are made by the Board of Education. Terms are for two (2) years with a maximum of three consecutive terms.

Summary

Ed Code §15282
membership
requirements:

At least 7 members

5 specified membership
categories (*)

Minimum 2 year term

No more than 3
consecutive terms

WCCUSD Board Policy
expands Committee
membership to 11
positions

Recruitment & Outreach Efforts

Strategies for Recruitment & Outreach

Optimize Parent/student Groups and Community partners

Meet with Principals of school who are currently benefiting from bond-funded Projects

Identify Community groups who can support awareness and recruitment

Identify Promotional Opportunities at upcoming events and meetings

Include CBOC information in the Construction Newsletters



West Contra Costa
Unified School District

ABOUT US OUR SCHOOLS EDUCATORS STUDENT SERVICES DISTRICT SERVICES BOARD OF EDUCATION CONTACT

SEE YOUR TAX DOLLARS

AT WORK IN WCCUSD SCHOOLS

Join the Citizens' Bond Oversight Committee

Join the CBOC Committee!

The West Contra Costa Unified School District Board of Education is seeking members for the Citizens' Bond Oversight Committee (CBOC). The CBOC monitors and reports on the use of bond funds for capital construction and other district-wide projects. Sign up and learn more about the CBOC here.

What's New?

The Citizens' Bond Oversight Committee (CBOC) reviews bond-funded school projects and informs the public about bond expenditures and uses. Current projects include Shattuck Elementary, Harbinger Middle School, Richmond High, and St. Ignace Elementary School.



SIGN UP HERE OR SCAN THE QR CODE: [BIT.LY/6E6WU023](https://bit.ly/6E6WU023)

Sample Outreach Correspondence:

The purpose of the CBOC is to inform the public concerning the expenditures and uses of bond revenues. If you would like to learn more about the CBOC's important work, please join us at an upcoming meeting or check out a recent meeting through the [District Youtube account](#). The CBOC also has a [website](#) with great information.

The CBOC currently has openings for various positions. If you are interested in becoming a member please complete the [Membership Application](#) and the District will contact you on the next steps.

CONSTRUCTION NEWSLETTER



Project Overview

- **Project Scope:** The primary purpose of this project is to build a new multi-purposed room with a dining area, stage, and food service kitchen, meeting and support spaces. After the completion of the new building, the existing building's portable will be removed. The project will include site work to support connection to the existing building, including the building and infrastructure for a new garden. The project is scheduled to be completed through the use of targeted bond funds.
- **Architect:** Hamilton + Alkon Architects
- **Anticipated Completion:** Fall/Winter 2025

Join the CBOC!

We are accepting applications to join the Citizens' Bond Oversight Committee (CBOC). The CBOC reviews bond-funded projects and informs the public about bond expenditures and uses. Sign up here: bit.ly/6E6WU023



West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION----BOARD OF EDUCATION

To: Board of Education

Meeting Date: 3-19-25

From: Melissa Payne
Interim Associate Superintendent, Operations

Agenda Item: Discussion

Subject: Update Forensic Accounting Investigation Verification

Background Information:

District staff will give an update on the status of the Forensic Accounting Investigation

Recommendation Discussion

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

Approved _____

Not Approved _____

Tabled _____

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: 3-19-25

From: Melissa Payne
Interim Associate Superintendent, Operations

Agenda Item: Discussion

Subject: Status of Financial and Performance Audit Reports

Background Information:

Representatives from Eide Bailey and Christy White will present the status of draft financial and performance audits.

Recommendation Discussion

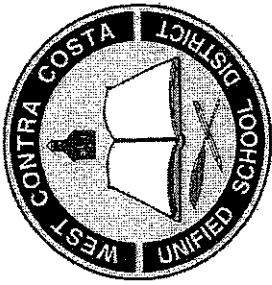
Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____

Seconded by: _____

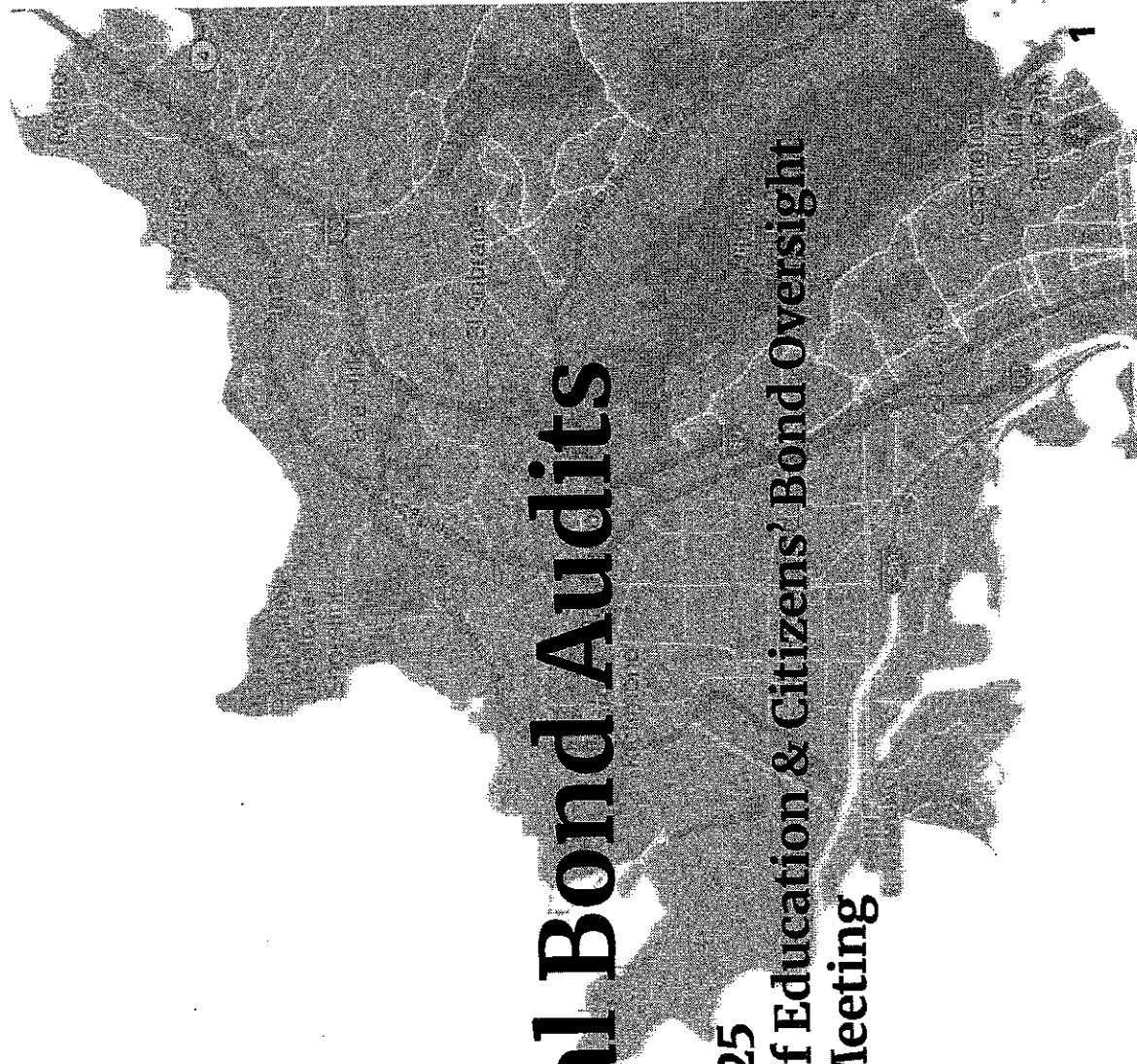
Approved _____ Not Approved _____ Tabled _____



Annual Bond Audits

March 19, 2025

Joint Board of Education & Citizens' Bond Oversight
Committee Meeting



Annual Bond Program Financial Audit, Fiscal Year 2024 Christy White

The Bond Program Financial Audit reviews the General Obligation Bonds Building Fund's basic financial statements.

This annual audit is required by Proposition 39.

FY 2024 Anticipated Timeline

March 2025: The CBOC will receive the draft report for review.

March 31, 2025: Final audit delivered to BOE and CBOC.

April 2025: Auditor will present the final report to the BOE.

Historical Archive of Annual Bond Financial Audits
<https://www.wccusd.net/domain/1871>

Annual Bond Program Performance Audit, Fiscal Year 2024 Eide Bailly

Auditor:
Eide Bailly

**FY 2024 Audit
Review Period:**

July 1, 2023 –
June 30, 2024

Bond Measures:

2010 Measure D
2012 Measure E
2020 Measure R

The Bond Program Performance Audit verifies that Bond proceeds are used on projects listed in the ballot measure and not on District's general administration or operations.

This annual audit is required by Proposition 39.

FY 2024 Anticipated Timeline

March 2025: The CBOC will receive the draft report for review.

March 31, 2025: Final audit delivered to BOE and CBOC.

April 2025: Auditor will present the final report to the BOE.

Historical Archive of Annual Bond Financial Audits
<https://www.wccusd.net/domain/1871>

Appendix - Full Statutory References

Education Code §15278 (c) (1-2)	(c) In furtherance of its purpose, the citizens' oversight committee may engage in any of the following activities: (1) Receiving and reviewing copies of the annual, independent performance audit required by subparagraph (C) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution. (2) Receiving and reviewing copies of the annual, independent financial audit required by subparagraph (C) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution.
Education Code §15280 (a) (2)	(2) The governing board of the district shall provide the citizens' oversight committee with responses to any and all findings, recommendations, and concerns addressed in the annual, independent financial and performance audits required by subparagraphs (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution within three months of receiving the audits.
Education Code §15286	Consistent with the provisions contained in subparagraphs (C) and (D) of paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution, the required annual, independent financial and performance audits for the preceding fiscal year shall be submitted to the citizens' oversight committee established pursuant to Section 15278 at the same time they are submitted to the school district or community college district, no later than March 31 of each year. These audits shall be conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States for financial and performance audits.

Historical Archive of Annual Bond Financial Audits
<https://www.wccusd.net/domain/1871>

Performance Audit Report
2010 Measure D, 2012 Measure E, and 2020 Measure R
General Obligation Bond Funds
June 30, 2024

West Contra Costa Unified School
District

DRAFT

West Contra Costa Unified School District
2010 Measure D, 2012 Measure E, and 2020 Measure R Funds
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June 30, 2024

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DRAFT

Independent Auditor's Report on Performance

Board of Education
Governing Board and Citizens' Bond Oversight Committee
West Contra Costa Unified School District
South Richmond, California

We were engaged to conduct a performance audit of the West Contra Costa Unified School District's (District) 2010 Measure D, 2012 Measure E, and 2020 Measure R (general obligation bonds) Construction Bond Programs (Bond Program) for the year ended June 30, 2024.

We conducted this performance audit in accordance with generally accepted government auditing standards issued by the Comptroller General of the United States (*Government Auditing Standards*), and Appendix A of the *2023-24 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 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.

Audit Authority/Purpose

The general obligation bonds were issued pursuant to the Constitution and laws of the State of California (State), including the provisions of Chapters 4 and 1.5 of Part 10 Education Code Sections 15264 - 15288 of the California *Education Code*, and other applicable provisions of law. The bonds are authorized to be issued by resolution adopted by the Board of Education of the District on March 3, 2010, August 1, 2012, and March 3, 2020.

2010 Measure D

The District received authorization from an election held on June 8, 2010, to issue bonds of the District in an aggregate principal amount not to exceed \$380,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (2010 Authorization). The bonds represent Series A through F issuances under the 2010 Authorization, totaling \$380,000,000 as of June 30, 2024.

2012 Measure E

The District received authorization from an election held on November 6, 2012, to issue bonds of the District in an aggregate principal amount not to exceed \$360,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2012 Authorization). The bonds represent Series A through E issuances issued under the 2012 Authorization, totaling \$360,000,000 as of June 30, 2024.

2020 Measure R

The District received authorization from an election held on March 3, 2020, to issue bonds of the District in an aggregate principal amount not to exceed \$575,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2020 Authorization). The bonds represent Series A through D issuances issued under the 2020 Authorization, totaling \$575,000,000 as of June 30, 2024.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the California *Education Code* to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Measure D, Measure E, and Measure R including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

Purpose

The general obligation bond funds of the District are to finance the design, acquisition, installation, restoration and construction of public schools and school facilities and providing facilities improvements and upgrades, and the acquisition of one or more school sites, and related facilities costs, including, but not limited to, financing the following: renovation of student restrooms, classrooms, and science labs; repair and replacement of heating, upgrading of electrical systems and wiring to safely accommodate computers, technology and other electrical devices; repair and replacement of plumbing, sewer, and water pipes, fixtures and systems; replacement of emergency communications and security systems; demolition; seismic upgrades, asbestos and mold abatement; and, improved access for disabled persons. Project costs for expansion of existing facilities may include, but is not limited to, some or all of the following: site and/or other real property acquisition, including payments on or for interim financing, preparation, infrastructure and related expenses; construction or lease of temporary or permanent classrooms, instructional support and/or ancillary facilities. Project costs for furniture and equipment may include but is not limited to some or all of the following: desks and tables; window and floor covering; computer, media recording and presentation equipment; cafeteria and food preparation equipment; science laboratory equipment; and/or other electronic equipment.

Authority

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of rental property for school facilities," upon approval by 55 percent of the electorate. In addition to reducing the approval threshold from two-thirds to 55 percent, Proposition 39 and the enacting legislation (AB 1908 and AB 2659) requires the following accountability measures as codified in *Education Code* sections 15278-15282:

1. Requires that the proceeds from the sale of the bonds be used only for the purposes specified in Article XIII A, Section 1(b)(3)(C) of the California Constitution, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.
2. The school district must list the specific school facilities projects to be funded in the ballot measure and must certify that the governing board has evaluated safety, class size reduction and information technology needs in developing the project list.
3. Requires the school district to appoint a citizen's oversight committee.
4. Requires the school district to conduct an annual independent financial audit and performance audit in accordance with the Government Auditing Standards issued by the Comptroller General of the United States of the bond proceeds until all of the proceeds have been expended.
5. Requires the school district to conduct an annual independent performance audit to ensure that the funds have been expended only on the specific projects listed.

Objectives of the Audit

Our audit was limited to the objectives listed below which includes determining the District's compliance with the performance requirements as referred to in Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution and Appendix A contained in the *2023-2024 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the California Education Audit Appeals Panel. Management is responsible for the District's compliance with those requirements.

1. Determine whether expenditures charged to the bond funds have been made in accordance with the bond project list approved by the voters through the approval of Measure D, Measure E, and Measure R.
2. Determine whether salary transactions, charged to the bond funds were in support of Measure D, Measure E, and Measure R and not for District general administration or operations.

Scope of the Audit

The scope of our performance audit covered the period of July 01, 2023 to June 30, 2024. The population of expenditures tested included all object and project codes associated with the bond projects. The propriety of expenditures for capital projects and maintenance projects funded through other State or local funding sources, other than proceeds of the bonds, were not included within the scope of the audit. Expenditures incurred subsequent to June 30, 2024, were not reviewed or included within the scope of our audit or in this report.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39 and outlined in Article XIII A, Section 1(b)(3)(C) of the California Constitution but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. We did not audit District's financial statements. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Methodology

We obtained the general ledger, the project expenditure reports, list of bids and contracts awarded, and list of approved change orders prepared by the District for the fiscal year ended June 30, 2024, for Measure D, Measure E, and Measure R projects separately. Within the fiscal year audited, we obtained the actual invoices, purchase orders, bidding and procurement documents, contract files, change orders and other supporting documentation for a sample of expenditures, contracts, and change orders to ensure compliance with the requirements of Article XIII A, Section 1(b)(3)(C) of the *California Constitution* and Measure D, Measure E, and Measure R as to the approved bond projects list. We performed the following procedures:

1. We reviewed the District's policies and procedures to develop a basis of our testing over the following areas:
 - a. Payment processing
 - b. Salary time documentation
 - c. Procurement, bidding and contract management
 - d. Citizens' bond oversight committee
2. We reviewed expenditures and projects charged to the general obligation bond funds by obtaining the general ledger of bond fund expenditures and the project listing. Our testing included vendor expenditures, such as construction invoices, professional services invoices, and other invoices. We also tested employee reimbursements and payroll expenditures, which encompassed both salaries and benefit expenditures.

3. We selected a sample of vendor expenditures using the following criteria:
- a. We considered all expenditures recorded in all object codes, including transfers out.
 - b. We considered all expenditures recorded in all projects that were funded from July 1, 2023 through June 30, 2024 from Measure D, Measure E, and Measure R bond proceeds.
 - c. We judgmentally selected expenditures based on risk assessment and consideration of coverage of all object codes, including transfers out, and projects for period starting July 1, 2023 and ending June 30, 2024. The results can be projected to the intended population.
4. Our analysis of vendor expenditures encompassed transactions amounting to \$9,458,133 out of the total \$17,007,747 for Measure D, \$21,845,970 out of the total \$26,207,335 for Measure E, and \$2,596,737 out of the total \$3,480,382 for Measure R. This corresponds to 56 percent of the total expenditures for Measure D, 83 percent for Measure E, and 75 percent for Measure R.

Measure	Transaction Amount	Total Amount	Percentage
Measure D	\$9,458,133	\$17,007,747	56%
Measure E	\$21,845,970	\$26,207,335	83%
Measure R	\$2,596,737	\$3,480,382	75%

5. We reviewed the invoices and other supporting documentation to determine that:
- a. Bond expenditures were supported by invoices with evidence of proper approval and documentation of receipting goods or services.
 - b. Bond expenditures were preceded by proper bid documentation, as applicable.
 - c. Bond expenditures were only for voter-approved lister bond projects.
6. The accounting records for payroll expenditures were obtained for evaluation. Our sample encompassed all individuals funded by Measure D, Measure E, and Measure R during a four-month period. The District allocated payroll expenditures among the general fund, capital facilities fund, and bond funds based on the proportion of hours dedicated to direct support of bond program activities. This allocation process was verified to ensure compliance with funding requirements and proper utilization of funds.
- 7.
8. We examined the salaries and benefits of individuals charged to the bond funds to ensure that the District has a documented method for allocation based on bond-related activities.
9. We compared the time documentation received with the actual payroll expenditures recorded in the general ledger and the bond fund allocation percentage as determined by the position control report. Our review of the position responsibilities and time documentation confirmed that the payroll expenditure allocation to the bond fund complied with bond-funded allowable activities. Additionally, we verified that the actual payrolls are allocated in accordance with the position control report.
10. We obtained the bid schedule and the expenditures general ledgers to select samples for bidding, procurement, and contract management testing.

11. We selected total of 23 contracts and purchase orders to ensure compliance with District policies, public contracting codes over bidding, procurement, and contract management, and other related statues.

Audit Results

The result of our tests indicated that the District has met the compliance requirements of Article XIII A, Section 1(b)(3)(C) of the *California Constitution* and Measure D, Measure E, and Measure R as to the approved bond projects list, with the following clarifications.

The District has properly accounted for the expenditures held in Measure D, Measure E, and Measure R and that such expenditures were made for authorized Bond projects.

Benefits are centrally paid and allocated to the bond program via the District's payroll system. Our separate testing of the allocation of these benefits indicated that the benefit rate is reasonable.

Funds held in Measure D, Measure E, and Measure R, were used for salaries only to the extent of performing administrative oversight on construction projects as permitted by Opinion 04-110 issued on November 9, 2004, by the State of California Attorney General.

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

Menlo Park, California

DRAFT

West Contra Costa Unified School District
2010 Measure D, 2012 Measure E, and 2020 Measure R Bond Funds
June 30, 2024

Appendix A – List of Expenditures Reviewed

Measure D					
Contract/ PO #	Vendor Name	Invoice Date	Amount	Description	
1000004033	ALTEN CONSTRUCTION INC	09/12/23	\$ 2,062,758	COLLINS ES CNP & HVAC JULY 202	
1000004033	ALTEN CONSTRUCTION INC	09/12/23	1,547,263	COLLINS ES CNP & HVAC JULY 202	
1000004154	SOLPAC CONSTRUCTION INC	12/11/23	1,065,971	HERCULES MS/HS SCIENCE BLDG NO	
1000004154	SOLPAC CONSTRUCTION INC	02/23/24	985,884	HERCULES MS/HS SCIENCE BUILDIN	
1000004154	SOLPAC CONSTRUCTION INC	01/16/24	937,879	HERCULES MS/HS SCIENCE BUILDIN	
1000004154	SOLPAC CONSTRUCTION INC	04/22/24	864,391	HERCULES MS/HS SCIENCE BUILDIN	
1000004154	SOLPAC CONSTRUCTION INC	03/28/24	792,458	HERCULES MS/HS SCIENCE BUILDIN	
1000004033	ALTEN CONSTRUCTION INC	09/07/23	566,806	COLLINS ES CNP & HVAC AUGUST 2	
1000004298	CVE NB CONTRACTING GROUP, INC.	02/06/24	125,800	KENNEDY HS 900'S PORTABLE DEMO	
1000004033	ALTEN CONSTRUCTION INC	10/31/23	117,798	COLLINS ES CNP&HVAC SEPTEMBER	
1000004515	CUMMING MANAGEMENT GROUP	06/30/24	54,242	FOC PROJECT AND CONSTRUCTION J	
20244640	ABC SCHOOL EQUIPMENT INC	06/20/24	52,616	KHS MARKERBOARD PURCHASE	
1000003024	SWINERTON MANAGEMENT & CONSULTING	10/11/23	40,337	FOC - STAFF AUGMENTATION SEPTE	
1000003024	SWINERTON MANAGEMENT & CONSULTING	04/10/24	34,393	FOC - STAFF AUGMENTATION MARCH	
1000003606	RGM KRAMER INC	05/31/23	30,499	FOC PROJECT AND CONSTRUCTION M	
1000003734	ALTEN CONSTRUCTION INC	10/03/23	28,725	LAKE ES CAMPUS REPLACE DESIGN	
1000004087	DSA SCHOOL INSPECTORS, INC.	07/31/23	21,394	LAKE ES CAMPUS REPLACEMENT JUL	
1000003895	ALAN KROPP AND ASSOCIATES INC	01/18/24	17,320	LAKE ES CAMPUS REPLACEMENT 11/	
1000004087	DSA SCHOOL INSPECTORS, INC.	04/30/24	12,644	LAKE ES CAMPUS REPLACEMENT APR	
1000004087	DSA SCHOOL INSPECTORS, INC.	06/30/24	12,401	LAKE ES CAMPUS REPLACEMENT JUN	
1000003734	ALTEN CONSTRUCTION INC	06/04/24	12,684	LAKE ES CAMPUS REPLACE DESIGN	
1000004208	APEX TESTING LABORATORIES, INC	11/17/23	11,744	HERCULES MHS CNP SCIENCE BUILD	
	Payroll benefits	06/28/24	10,775	WARRANT=240601 RUN=1 REGULAR	
1000003601	DSK LLP	12/12/23	10,455	HERCULES M/H SCHOOL CNP ARCH&E	
	Payroll benefits	05/31/24	(1,225)	WARRANT=240501 RUN=1 REGULAR	
	Payroll benefits	10/01/23	9,044	WARR= JUL22 RUN= T	
1000003805	ATLAS TECHNICAL CONSULTANTS LLC	11/01/23	8,471	HERCULES MS/HS - NEW SCIENCE BL	
1000003942	ROEBBLEN CONSTRUCTION MANAGEMENT S	12/08/23	8,120	VARIOUS SITES PROJECT COORDINA	
1000004233	INTERFACE ENGINEERING, INC	08/31/23	3,906	CAMERON CNP AUGUST 2023	
1000004107	AQUATECH CONSULTANCY, INC	10/05/23	3,835	LAKE ES REPLACEMENT PROJECT SE	
1000004115	BRADLEY J WILLIAMSON	08/31/23	2,640	CAMERON SCHOOL CNP PROJ JULY 2	
1000003895	ALAN KROPP AND ASSOCIATES INC	11/16/23	2,438	LAKE ES CAMPUS REPLACEMENT 11/	
	Payroll benefits	09/01/23	(2,638)	WARR= OCT22 RUN= T	
	Payroll benefits	04/30/24	1,910	WARRANT=240401 RUN=1 REGULAR	
	Payroll benefits	09/29/23	1,864	WARRANT=230901 RUN=1 REGULAR	
1000004383	AQUATECH CONSULTANCY, INC	03/05/24	1,595	HERCULES MHS SCIENCE LAB CNP F	
	Payroll benefits	10/01/23	(1,080)	WARR= JUN23 RUN= T	
	Payroll benefits	10/01/23	(408)	WARR= SEP22 RUN= T	
1000003805	ATLAS TECHNICAL CONSULTANTS LLC	05/24/24	1,192	HERCULES MS/HS - NEW SCIENCE B	
	Payroll benefits	09/01/23	(267)	WARR= JAN23 RUN= T	

Measure D Expenditures Total Tested \$ 9,458,133

Measure D Expenditures Total \$ 17,007,747

Percentage Tested 56%

West Contra Costa Unified School District
2010 Measure D, 2012 Measure E, and 2020 Measure R Bond Funds
June 30, 2024

Appendix A – List of Expenditures Reviewed (continued)

Measure E					
Contract/ PO #	Vendor Name	Invoice Date	Amount	Description	
1000003734	ALTEN CONSTRUCTION INC	09/09/23	\$ 2,774,690	LAKE ES CAMPUS REPLACE CONSTRU	
1000003734	ALTEN CONSTRUCTION INC	10/03/23	2,690,017	LAKE ES CAMPUS REPLACE CONSTRU	
1000003734	ALTEN CONSTRUCTION INC	12/01/23	2,366,746	LAKE ES CAMPUS REPLACE CONSTRU	
1000003734	ALTEN CONSTRUCTION INC	08/03/23	2,077,050	LAKE ES CAMPUS REPLACE CONSTRU	
1000003734	ALTEN CONSTRUCTION INC	11/03/23	1,881,167	LAKE ES CAMPUS REPLACE CONSTRU	
1000003734	ALTEN CONSTRUCTION INC	02/01/24	1,525,900	LAKE ES CAMPUS REPLACE CONSTRU	
1000003734	ALTEN CONSTRUCTION INC	01/02/24	1,521,480	LAKE ES CAMPUS REPLACE CONSTRU	
1000003734	ALTEN CONSTRUCTION INC	03/01/24	1,366,750	LAKE ES CAMPUS REPLACE CONTRUC	
1000003734	ALTEN CONSTRUCTION INC	04/01/24	1,338,171	LAKE ES CAMPUS REPLACE CONSTRU	
1000004154	SOLPAC CONSTRUCTION INC	06/17/24	1,008,455	HERCULES MS/HS SCIENCE BLDG MA	
1000004154	SOLPAC CONSTRUCTION INC	06/30/24	988,460	HERCULES MS/HS SCIENCE BUILDIN	
1000003734	ALTEN CONSTRUCTION INC	05/03/24	918,768	LAKE ES CAMPUS REPLACE CONSTRU	
1000004154	SOLPAC CONSTRUCTION INC	05/16/24	794,608	HERCULES MS/HS SCIENCE BLDG AP	
1000004154	SOLPAC CONSTRUCTION INC	08/11/23	543,476	HERCULES MS/HS SCIENCE BUILDIN	
	COLBI TECHNOLOGIES	07/05/23	19,077	COLBI REIMBURSABLE EXPENSES JU	
20240435	COLBI TECHNOLOGIES	06/03/24	17,361	FOC PROGRAM MANAGEMENT SOFTWARE	
1000003536	TIMOTHY R. HALEY	02/12/24	13,800	FOC DESIGN MANAGEMENT JANUARY	

Measure E Expenditures Total Tested \$ 21,845,970

Measure E Expenditures Total \$ 26,207,335

Percentage Tested 83%

West Contra Costa Unified School District
2010 Measure D, 2012 Measure E, and 2020 Measure R Bond Funds
June 30, 2024

Appendix A – List of Expenditures Reviewed (continued)

Measure R

Contract/ PO #	Vendor Name	Invoice Date	Amount	Description
1000004234	DLR GROUP INC, A CALIFORNIA CORPORA	06/10/24	\$ 525,440	RICHMOND HS MODERNIZATION PROJ
1000004235	HKIT ARCHITECTS	03/31/24	480,000	KENNEDY HS MODERNIZATION PROJE
1000004235	HKIT ARCHITECTS	06/20/24	478,543	KENNEDY HS MODERNIZATION PROJE
1000004234	DLR GROUP INC, A CALIFORNIA CORPORA	04/10/24	320,000	RICHMOND HS MODERNIZATION PROJ
1000004234	DLR GROUP INC, A CALIFORNIA CORPORA	06/30/24	206,880	RICHMOND HS MODERNIZATION PROJ
1000004235	HKIT ARCHITECTS	04/30/24	160,000	KENNEDY HS MODERNIZATION PROJE
1000004235	HKIT ARCHITECTS	05/31/24	160,000	KENNEDY HS MODERNIZATION PROJE
1000003935	BHM CONSTRUCTION, INC	07/31/23	145,875	KENNEDY HS BLEACHER & PRESS BO
1000004234	DLR GROUP INC, A CALIFORNIA CORPORA	05/10/24	120,000	RICHMOND HS MODERNIZATION PROJ

Measure R Expenditures Total Tested \$ 2,596,737

Measure R Expenditures Total \$ 3,480,382

Percentage Tested 75%

West Contra Costa Unified School District
2010 Measure D, 2012 Measure E, and 2020 Measure R Bond Funds
June 30, 2024

Appendix B – List of Contracts and Procurement Documents Reviewed

Contract #	Vendor Name	Contract amount	Sites/Projects
1000003024	SWINERTON MANAGEMENT & CONSULTING	\$ 3,388,782	District Wide
1000003536	TIMOTHY R. HALEY	330,000	District Wide
1000003601	DSK Architects	757,050	Hercules Middle and High School Critical Needs
1000003606	RGM KRAMER INC	1,437,248	District Wide
1000003734	Alten Construction, Inc.	57,154,282	Lake Elementary School Campus Replacement
1000003805	Atlas Technical Consultants, LLC	44,370	Hercules Middle and High School Critical Needs
1000003895	Alan Kropp and Associates, Inc.	282,420	Lake Elementary School Campus Replacement
1000003935	BHM Construction, Inc	5,042,000	Kennedy High School Bleacher & Press Box
1000003942	ROEBBELEN CONSTRUCTION MANAGEMENT S	155,260	OPERATIONAL SUPPT SRVS CENTRAL
1000004033	Alten Construction, Inc.	9,064,000	Cameron School & Collins Elementary School Critical Needs
1000004087	DSA School Inspectors Inc.	865,953	Lake Elementary School Campus Replacement
1000004107	Aquatech Consultancy, Inc.	55,000	Lake Elementary School Campus Replacement
1000004115	Bradely J Williamson	66,024	Cameron School & Collins Elementary School Critical Needs
1000004154	Soltek Pacific Construction Company	15,613,000	Hercules Middle and High School Critical Needs
1000004208	Apex Testing Laboratories, Inc.	84,983	Hercules Middle and High School Critical Needs
1000004233	Interface Engineering, Inc.	32,550	Cameron School & Collins Elementary School Critical Needs
1000004234	DLR Group	14,171,496	Richmond High School Modernization
1000004235	HKIT Architects	13,204,823	Kennedy High School Modernization
1000004298	Central Valley Environmental	125,800	Berk Temp Campus
1000004383	Aquatech Consultancy, Inc.	16,530	Hercules Middle and High School Critical Needs
1000004515	CUMMING MANAGEMENT GROUP	4,303,931	District Wide
20240435	Colbi Technologies	75,000	District Wide
20244640	ABS School Equipment Inc.	54,112	District Wide

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R

BOND BUILDING FUND

FINANCIAL AUDIT REPORT

FOR THE YEAR ENDED
JUNE 30, 2024

DRAFT 3/18/2024

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
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JUNE 30, 2024**

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WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
INTRODUCTION
JUNE 30, 2024

The West Contra Costa Unified School District was established as the Richmond Unified School District on July 1, 1985, with the passage of AB 535, was renamed the West Contra Costa Unified School District on March 17, 1993. The District is comprised of an area of approximately 112 square miles located in Contra Costa County. There were no changes in the boundaries of the District during the current year. The District is operating one special education pre-school, thirty-two elementary schools, five kindergarten through eighth elementary schools, six middle schools, one middle-college high school and six high schools. The District also maintains an elementary community day school and two alternative high schools including a virtual academy option, and a school for continuing adult education.

The general obligation bonds associated with Measure D were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 Education Code Sections 15264 - 15288 of the California Education Code, and other applicable provisions of law. The bonds are authorized to be issued by a resolution adopted by the Board of Education of the District on March 3, 2010.

The District received authorization from an election held on June 8, 2010, to issue bonds of the District in an aggregate principal amount not to exceed \$380,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2010 Authorization). The bonds represent Series A through F issuances under the 2010 Authorization, totaling \$380,000,000 as of June 30, 2024.

The general obligation bonds associated with Measure E were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law. The bonds are authorized to be issued by a resolution adopted by Board of Education of the District on August 1, 2012.

The District received authorization from an election held on November 6, 2012, to issue bonds of the District in an aggregate principal amount not to exceed \$360,000,000 to finance specific construction and renovation projects approved by eligible voters within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2012 Authorization). The bonds represent Series A through E issuances issued under the 2012 Authorization, totaling \$360,000,000 as of June 30, 2024.

The general obligation bonds associated with Measure R were issued pursuant to the Constitution and laws of the State of California (the State), including the provisions of Chapters 1 and 1.5 of Part 10 of the California Education Code, and other applicable provisions of law. The bonds are authorized to be issued by a resolution adopted by Board of Education of the District on November 20, 2019.

The District received authorization from an election held on March 3, 2020, to issue bonds of the District in an aggregate principal amount not to exceed \$575,000,000 to repair, upgrade neighborhood schools, modernize core classrooms; provide safe, secure school environments, including updated technology and air conditioning, that improve academic achievement and provide relevant career pathways for all students within the District. The proposition required approval by at least 55 percent of the votes cast by eligible voters within the District (the 2020 Authorization). The bonds represent Series A-1 through A-2 issuances issued under the 2020 Authorization, totaling \$75,000,000 as of June 30, 2024.

Upon passage of Proposition 39, an accompanying piece of legislation, AB 1908 (Chapter 44, Statutes of 2000), was also enacted, which amended the Education Code to establish additional procedures which must be followed if a District seeks approval of a bond measure pursuant to the 55% majority authorized in Measure D, E and R including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
INTRODUCTION, continued
JUNE 30, 2024

GOVERNING BOARD AS OF JUNE 30, 2024

Member	Office	Term Expires
Jamela Smith-Folds	President	December 2024
Demetrio Gonzalez-Hoy	Clerk	December 2026
Otheree Christian	Member	December 2024
Mister Phillips	Member	December 2024
Leslie Reckler	Member	December 2026

The following are members who served on the Citizens' Bond Oversight Committee at June 30, 2024:

CITIZENS' BOND OVERSIGHT COMMITTEE AS OF JUNE 30, 2024

Name	Representation	Education Code Section
Brendan Daughton (Chair)	Parent or Guardian & PTA Member	15282(a)(5)
Lorraine Humes (Vice Chair)	Active in a Bona Fide Taxpayers' Organization	15282(a)(3)
Don Gosney	Active in a Senior Citizens' Organization	15282(a)(2)
Lin Johnson	Parent or Guardian	15282(a)(4)
Andrew Butt	Active in a Business Organization	15282(a)(1)
Jia Ma	At-Large Community Member	N/A
Ariel Xi (Secretary)	At-Large Community Member	N/A
Tashiana Johnson	At-Large Community Member	N/A
Vacant	At-Large Community Member	N/A
Vacant	At-Large Community Member	N/A
Vacant	At-Large Community Member	N/A

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Independent Auditors' Report

2010 Measure D, 2012 Measure E and 2020 Measure R Citizens' Bond Oversight Committee and
Governing Board Members of the
West Contra Costa Unified School District
Richmond, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund of West Contra Costa Unified School District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund of West Contra Costa Unified School District, as of June 30, 2024, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, Appendix A of the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund and do not purport to, and do not present fairly the financial position of the West Contra Costa Unified School District, as of June 30, 2024, and the changes 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.

Responsibilities of Management for the Financial Statements

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user of the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The 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, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 17, 2025 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 specific to the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund. 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 specific to the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund.

FINANCIAL SECTION

DRAFT 3/18/2025

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
BALANCE SHEET
JUNE 30, 2024

	Measure D	Measure E	Measure R	Total
ASSETS				
Cash and investments	\$ 24,121,457	\$ 35,115,422	\$ 71,108,602	\$ 130,345,481
Accounts receivable	305,740	305,741	178,157	789,638
Total Assets	\$ 24,427,197	\$ 35,421,163	\$ 71,286,759	\$ 131,135,119
LIABILITIES				
Accrued liabilities	\$ 1,085,037	\$ 5,478,066	\$ 2,813,020	\$ 9,376,123
Total Liabilities	1,085,037	5,478,066	2,813,020	9,376,123
FUND BALANCES				
Restricted for Measure D, E & R projects	23,342,160	29,943,097	68,473,739	121,758,996
Total Fund Balances	23,342,160	29,943,097	68,473,739	121,758,996
Total Liabilities and Fund Balances	\$ 24,427,197	\$ 35,421,163	\$ 71,286,759	\$ 131,135,119

DRAFT 3/18/2024

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2024

	Measure D	Measure E	Measure R	Total
REVENUES				
Interest income	\$ 2,211,628	\$ 2,211,629	\$ 1,754,230	\$ 6,177,487
Net increase (decrease) in the fair value of investments	290,082	452,136	458,876	1,201,094
All other local sources	456,785	-	-	456,785
Total Revenues	2,958,495	2,663,765	2,213,106	7,835,366
EXPENDITURES				
Current				
Facilities acquisition and construction	17,007,747	26,207,335	3,480,383	46,695,465
Total Expenditures	17,007,747	26,207,335	3,480,383	46,695,465
NET CHANGE IN FUND BALANCE	(14,049,252)	(23,543,570)	(1,267,277)	(38,860,099)
Fund Balance - Beginning	37,391,412	53,486,667	69,741,016	160,619,095
Fund Balance - Ending	\$ 23,342,160	\$ 29,943,097	\$ 68,473,739	\$ 121,758,996

DRAFT 3/18/2025

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2024**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The West Contra Costa Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the district conform to generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

An oversight committee to the District's Governing Board and Superintendent, called the Citizens' Bond Oversight Committee (CBOC), was established pursuant to the requirements of state law and the provisions of the 2010 Measure D, 2012 Measure E and 2020 Measure R bonds. The CBOC is required by state law to actively review and report on the proper expenditure of taxpayers' money for school construction. The CBOC provides oversight and advises the public whether the District is spending the 2010 Measure D, 2012 Measure E and 2020 Measure R bond funds for school capital improvements within the scope of projects outlined in the 2010 Measure D, 2012 Measure E and 2020 Measure R bond project lists. In fulfilling its duties, the CBOC reviews, among other things, the District's annual performance and financial audits of 2010 Measure D, 2012 Measure E and 2020 Measure R activity.

The statements presented are for the individual 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund of the District, consisting of the net construction proceeds of Election 2010 Series A through F, Election 2012 Series A through E, and Election 2020 Series A-1 through A-2, as issued by the District, through the County of Contra Costa, and are not intended to be a complete presentation of the District's financial position or results of operations. There are no related parties or component units included in this financial statement presentation.

B. Basis of Accounting

Basis of accounting refers to when revenues and expenditures 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.

The financial statements are presented on the modified accrual basis of accounting. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available. "Available" means the resources will be collectible within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. Generally, "available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

C. Cash and Cash Equivalents

The District's cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

D. Interfund Balances

Receivables and payables resulting from short-term interfund loans are classified as "Due from other funds/Due to other funds."

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Accrued Liabilities

In general, payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the fund.

F. Fund Balance

Under GASB Statement No. 54, fund balance is divided into five classifications based primarily on the extent to which the District is bound to observe constraints imposed upon the use of the resources in the governmental funds. The fund balance in 2010 Measure D, 2012 Measure E and 2020 Measure R is considered restricted.

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

G. Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented in the financial statements.

H. 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.

I. Budgetary Data

The budgetary process is prescribed by provisions of the California Education Code and requires the governing board to hold a public hearing and adopt an operating budget no later than July 1 of each year. The District governing board satisfied these requirements. The adopted budget is subject to amendment throughout the year to give consideration to unanticipated revenue and expenditures primarily resulting from events unknown at the time of budget adoption with the legal restriction that expenditures cannot exceed appropriations by major object account.

NOTE 2 – CASH AND INVESTMENTS

Cash and investments as of June 30, 2024 are classified in the accompanying financial statements as follows:

	Measure D	Measure E	Measure R	Total
Investment in county treasury	\$ 12,622,389	\$ 21,356,977	\$ 71,307,246	\$ 105,286,612
Net decrease in fair value of investments	(83,870)	(141,907)	(473,801)	(699,578)
Cash with fiscal agent	275,290	2,592,704	275,157	3,143,151
Local Agency Investment Fund (LAIF)	11,307,648	11,307,648	-	22,615,296
Total	\$ 24,121,457	\$ 35,115,422	\$ 71,108,602	\$ 130,345,481

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024**

NOTE 2 – CASH AND INVESTMENTS (continued)

A. Policies and Practices

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the state; U.S. Treasury instruments; registered state warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; collateralized mortgage obligations; and the County Investment Pool.

Investment in County Treasury – The District maintains substantially all of its cash in the County Treasury in accordance with *Education Code Section 41001*. The Contra Costa County Treasurer's pooled investments are managed by the County Treasurer who reports on a monthly basis to the board of supervisors. In addition, the function of the County Treasury Oversight Committee is to review and monitor the County's investment policy. The committee membership includes the Treasurer and Tax Collector, the Auditor-Controller, Chief Administrative Officer, Superintendent of Schools Representative, and a public member. The fair value of the District's investment in the pool is based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Cash with Fiscal Agent – The Cash with Fiscal Agent in the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund represents contract retentions that are placed with an independent third party. These amounts are carried in the contractor's name and all investment risk resides with the contractor.

Local Agency Investment Fund (LAIF) – West Contra Costa Unified School District places certain funds with the State of California's Local Agency Investment Fund (LAIF). The District is a voluntary participant in LAIF, which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California and the Pooled Money Investment Board. The State Treasurer's Office pools these funds with those of other governmental agencies in the state and invests the cash. The fair value of the District's investment in the pool is reported in the accompanying financial statements based upon the District's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The monies held in the pooled investments funds are not subject to categorization by risk category. The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Funds are accessible and transferable to the master account within twenty-four hours' notice. Included in LAIF's investment portfolio are collateralized mortgage obligations, mortgage-backed securities, other asset-backed securities, and floating rate securities issued by federal agencies, government sponsored enterprises and corporations.

LAIF is administered by the State Treasurer. LAIF investments are audited annually by the Pooled Money Investment Board and the State Controller's Office. Copies of this audit may be obtained from the State Treasurer's Office: 915 Capitol Mall; Sacramento, California 95814. The Pooled Money Investment Board has established policies, goals, and objectives to make certain that their goal of safety, liquidity and yield are not jeopardized.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 2 – CASH AND INVESTMENTS (continued)

B. General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest District funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table below identifies the investment types permitted by California Government Code.

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

C. Interest Rate Risk

Interest rate risk is the risk that changes in market 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 District manages its exposure to interest rate risk by investing in the County Treasury. The 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund maintains a pooled investment with the County Treasury with a fair value of approximately \$104,587,034. The average weighted maturity for this pool is 261 days. Investments consist of amounts on deposit with the Local Agency Investment Fund (LAIF) with a combined amortized book value of \$22,615,296, and an equivalent combined fair market value.

D. Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The investments in the County Treasury are not required to be rated.

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 2 – CASH AND INVESTMENTS (continued)

E. Fair Value

The District categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, either directly or indirectly.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the District's own data. The District should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the District are not available to other market participants.

Uncategorized - Investments in the Contra Costa County Treasury Investment Pool and Local Agency Investment Funds are not measured using the input levels above because the District's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The District's fair value measurements at June 30, 2024 were as follows:

	<u>Uncategorized</u>
Investment in county treasury	\$ 104,587,034
Local Agency Investment Fund (LAIF)	22,615,296
Total	<u>\$ 127,202,330</u>

NOTE 3 – ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2024 consisted of the following:

	<u>Measure D</u>	<u>Measure E</u>	<u>Measure R</u>	<u>Total</u>
Local Government				
Local sources	\$ 305,740	\$ 305,741	\$ 178,157	\$ 789,638
Total	<u>\$ 305,740</u>	<u>\$ 305,741</u>	<u>\$ 178,157</u>	<u>\$ 789,638</u>

NOTE 4 – ACCRUED LIABILITIES

Accrued liabilities at June 30, 2024 consisted of the following:

	<u>Measure D</u>	<u>Measure E</u>	<u>Measure R</u>	<u>Total</u>
Construction	\$ 1,085,037	\$ 5,478,066	\$ 2,813,020	\$ 9,376,123
Total	<u>\$ 1,085,037</u>	<u>\$ 5,478,066</u>	<u>\$ 2,813,020</u>	<u>\$ 9,376,123</u>

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 5 – COMMITMENTS AND CONTINGENCIES

A. Litigation

The District is involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the District at June 30, 2024.

B. Construction Commitments

As of June 30, 2024, the District had commitments with respect to Measure D unfinished capital projects of \$7,068,107, Measure E unfinished capital projects of \$147,050 and Measure R unfinished capital projects of \$41,017,075, as follows:

	<u>Remaining Construction Commitment</u>
Capital Projects	
Lake ES Campus Replacement Project	\$ 41,017,075
Cameron School & Collins ES Critical Needs	6,228,479
Riverside ES Playground Improvements	671,220
Kennedy HS Bleacher & Press Box	145,875
Kennedy HS Exterior Painting	1,175
Various Sites - E-Rate Year 24 Wireless Upgrade	168,408.00
Total	<u>\$ 48,232,232</u>

NOTE 6 – RECONCILIATION OF BUILDING FUND BALANCE

<u>Description</u>	<u>Measure D, E & R Bond Audit</u>	<u>Other Building Funds</u>	<u>District Audit: Building Fund</u>
Revenues	\$ 7,835,366	\$ 1,873,647	\$ 9,709,013
Expenditures	46,695,465	463,864	47,159,329
Other Financing Sources	-	16,375,292	16,375,292
Net Change in Fund Balance	(38,860,099)	17,785,075	(21,075,024)
Beginning Fund Balance	160,619,095	33,427,883	194,046,978
Ending Fund Balance	<u>\$ 121,758,996</u>	<u>\$ 51,212,958</u>	<u>\$ 172,971,954</u>

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 6 – RECONCILIATION OF BUILDING FUND BALANCE (continued)

Other Building Funds consisted of the following at June 30, 2024:

State Funding Balances	47,592,543
Pooled Earnings	3,168,662
All Other Revenue	790,002
Fair Value Adjustment to Cash in County Treasury	(338,249)
Total	\$ 51,212,958

DRAFT 3/18/2025

SUPPLEMENTARY INFORMATION SECTION

DRAFT 3/18/2023

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH AUDITED FINANCIAL
STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

	Measure D	Measure E	Measure R
June 30, 2024, annual financial and budget report fund balance	\$ 23,426,030	\$ 30,085,004	\$ 68,947,540
Adjustments and reclassifications:			
Increase (decrease) in total fund balances:			
Fair value adjustment - cash in county treasury	(83,870)	(141,907)	(473,801)
Net adjustments and reclassifications	(83,870)	(141,907)	(473,801)
June 30, 2024, audited financial statement fund balance	\$ 23,342,160	\$ 29,943,097	\$ 68,473,739

DRAFT 3/18/2025

OTHER INDEPENDENT AUDITORS' REPORTS

DRAFT 3/18/2025

**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**

Independent Auditors' Report

2010 Measure D, 2012 Measure E and 2020 Measure R Citizens' Bond Oversight Committee and
Governing Board Members of the
West Contra Costa Unified School District
RichmondRichmond, 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 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund of West Contra Costa Unified School District (the "District"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the West Contra Costa Unified School District's basic financial statements of the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund, and have issued our report thereon dated March 17, 2025.

Emphasis of Matter

As discussed in Note 1, the financial statements of the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund of West Contra Costa Unified School District are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of the District as of June 30, 2024, and the changes 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.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements of the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund of West Contra Costa Unified School District, we considered West Contra Costa Unified School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements of the 2010 Measure D, 2012 Measure E and 2020 Measure R Bond Building Fund, but not for the purpose of expressing an opinion on the effectiveness of West Contra Costa Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of West Contra Costa Unified School 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.

Report on Internal Control over Financial Reporting (continued)

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 or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements of the 2010 Measure D, 2012 Measure E and 2020 Measure R 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 financial statements. 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.

San Diego, California
March 17, 2025

FINDINGS AND RECOMMENDATIONS SECTION

DRAFT 3/18/2025

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT
2010 MEASURE D, 2012 MEASURE E AND 2020 MEASURE R BOND BUILDING FUND
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED JUNE 30, 2024**

PART I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None Reported
Non-compliance material to the financial statements?	No

PART II – FINANCIAL STATEMENT FINDINGS

There were no financial statement findings for the year ended June 30, 2024.

PART III – PRIOR AUDIT FINDINGS

FINDING #2023-001: FINANCIAL REPORTING

Criteria: The California Education Code, California School Accounting Manual, and best business practices require an entity to maintain a sound financial system that supports financial reporting and budget monitoring. Compliance with this requirement includes proper accruals as of year-end and maintaining proper supporting documentation for year-end accruals and the closing process.

Condition: We noted that a check for \$1,922,042 was not voided timely. This resulted in an overstatement of \$2,022,320 in accounts payable at June 30, 2023, including retention that was double booked.

Cause: Staffing transitions during the closing period.

Effect: Potential for incorrect reporting of balance sheet items and transactions.

Repeat Finding: This is not a repeat finding.

Recommendation: The District is responsible for understanding and maintaining information related to year end accruals and journal entries to close its fiscal year financial reporting. Consistent supervision and adequately trained staff in all areas should be a high priority of the District.

Corrective Action Plan: The delay in requesting that the check be voided results from unforeseen staffing transitions during the closing period. The current team has been trained on the process and timeliness required when requesting that a check be voided.

Current Status: Implemented.

West Contra Costa Unified School District
1108 Bissell Avenue
Richmond, California 94801
Office of the Superintendent

ITEM REQUIRING ATTENTION---BOARD OF EDUCATION

To: Board of Education

Meeting Date: 3-19-25

From: Melissa Payne
Interim Associate Superintendent, Operations

Agenda Item: Discussion

Subject: Honoring Lorraine Humes

Background Information:

Lorraine Humes has served on the CBOC for three terms (six years). We want to thank Lorraine for her dedication to the CBOC, her commitment to oversight and accountability, her steady and thoughtful leadership, and her commitment to educating all members on CBOC processes and procedures. We wish her the best and she will be sorely missed!

Recommendation Discussion

Fiscal Impact: None

DISPOSITION BY BOARD OF EDUCATION

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____