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# **NOVATO UNIFIED SCHOOL DISTRICT**

## **MEASURE G BOND BUILDING FUND**

### **AUDIT REPORT**

**FOR THE YEAR ENDED  
JUNE 30, 2020**

**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
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JUNE 30, 2020**

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**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
INTRODUCTION AND CITIZENS' BOND OVERSIGHT COMMITTEE MEMBER LISTING  
JUNE 30, 2020**

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The Novato Unified School District (the "District") operates under a locally elected Board form of government and provides educational services to grades K – 12 as mandated by the state and federal agencies. The District operates seven elementary schools, one K-8 school, two middle schools, two high schools and one alternative education center.

On November 8, 2016, the voters of the District approved by more than the required 55% favorable vote the Measure G, authorizing the issuance of \$222,000,000 of general obligation bonds to upgrade classrooms, science labs, libraries and facilities to meet current academic/safety standards; provide dedicated space for science, math, engineering, arts and music instruction; and improve student access to modern instructional technology. Because the bond required only 55% of the vote in accordance with Proposition 39 (Article XIII of the California State Constitution), the District was required to establish a citizens' bond oversight committee and to conduct a financial and performance audit.

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 G including formation, composition and purpose of the Citizens' Bond Oversight Committee, and authorization for injunctive relief against the improper expenditure of bond revenues.

The Citizens' Bond Oversight Committee had the following members as of June 30, 2020:

<b>Name</b>	<b>Title</b>	<b>Representation</b>
Erich Mesenburg	Chair	PTA Member
Jeffrey Vaillant	Vice Chair	Senior Citizen Association
Sylvia Barry	Member	Business Organization
Ali Iqbal	Member	Taxpayer Organization
Gregory Côté	Member	Parent Member
Brigit Nevin	Member	Member At Large
Judith Adison-Hight	Member	Member At Large

## INDEPENDENT AUDITORS' REPORT

Measure G Citizens' Bond Oversight Committee and  
Governing Board Members of the  
Novato Unified School District  
Novato, California

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

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

### **Management's Responsibility for the Financial Statements**

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

### **Auditors' Responsibility**

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

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

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

### **Opinion**

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

### **Emphasis of Matter**

As discussed in Note 1A, the financial statements present only the Measure G Bond Building Fund and do not purport to, and do not present fairly the financial position of the Novato Unified School District, as of June 30, 2020, 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.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated February 24, 2021 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters specific to the Measure G 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 Measure G Bond Building Fund'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.

### **Report of Other Legal and Regulatory Requirements**

In accordance with the requirements of Proposition 39, as incorporated in California Constitution Article 13A, we have issued our performance audit dated February 24, 2021, on our consideration of the District's compliance with the requirements of Proposition 39 as it directly relates to the Measure G Bond Building Fund. That report is an integral part of our audit of the Measure G Bond Building Fund of Novato Unified School District, as of and for the year ended June 30, 2020, and should be considered in assessing the results of our financial audit.

A handwritten signature in blue ink that reads "Christy White, Inc". The signature is fluid and cursive.

San Diego, California  
February 24, 2021

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## **FINANCIAL SECTION**

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**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
BALANCE SHEET  
JUNE 30, 2020**

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**ASSETS**

Cash and investments	\$ 44,649,577
<b>Total Assets</b>	<u>\$ 44,649,577</u>

**LIABILITIES**

Accrued liabilities	\$ 8,337,187
<b>Total Liabilities</b>	<u>8,337,187</u>

**FUND BALANCE**

Restricted	<u>36,312,390</u>
<b>Total Fund Balance</b>	<u>36,312,390</u>
<b>Total Liabilities and Fund Balance</b>	<u>\$ 44,649,577</u>

The accompanying notes to financial statements are an integral part of this statement.

**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2020**

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<b>REVENUES</b>	
Other local sources	\$ 1,152,040
<b>Total Revenues</b>	<u>1,152,040</u>
<b>EXPENDITURES</b>	
Current	
Facilities acquisition and maintenance	53,267,641
Debt service	
Other - debt issuance costs	<u>159,736</u>
<b>Total Expenditures</b>	<u>53,427,377</u>
<b>Excess (Deficiency) of Revenues</b>	
<b>Over Expenditures</b>	<u>(52,275,337)</u>
<b>Other Financing Sources (Uses)</b>	
Other sources	<u>55,000,000</u>
<b>Net Financing Sources (Uses)</b>	<u>55,000,000</u>
<b>NET CHANGE IN FUND BALANCE</b>	2,724,663
<b>Fund Balance - Beginning</b>	<u>33,587,727</u>
<b>Fund Balance - Ending</b>	<u>\$ 36,312,390</u>

The accompanying notes to financial statements are an integral part of this statement.



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

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

**A. Financial Reporting Entity**

The Novato 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 Measure G bond. 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 Measure G bond funds for school capital improvements within the scope of projects outlined in the Measure G bond project list. In fulfilling its duties, the CBOC reviews, among other things, the District’s annual performance and financial audits of Measure G activity.

The statements presented are for the individual Measure G Bond Building Fund of the District, consisting of the net construction proceeds of Measure G general obligation bonds as issued by the District, through the County of Marin, 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. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. “Available” means the resources will be collected 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. 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. Cash equivalents also include cash with county treasury balances for purposes of the statement of cash flows.

**D. 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.

**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**E. 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 Measure G 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 regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation.

**F. 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.

**G. 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, 2020 are classified in the accompanying financial statements as cash in county treasury for \$44,649,577.

**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.

**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 2 – CASH AND INVESTMENTS (continued)**

**A. Policies and Practices (continued)**

**Investment in County Treasury** – The District maintains substantially all of its cash in the County Treasury in accordance with *Education Code Section 41001*. The Marin 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.

**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 District maintains a pooled investment with the County Treasury with a fair value of approximately \$44,876,995 and an amortized book value of \$44,649,577. The average weighted maturity for this pool is 220 days.

**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 2 – CASH AND INVESTMENTS (continued)**

**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. As of June 30, 2020, the pooled investments in the County Treasury were rated A or higher by Moody's Investment Service.

**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 Marin County Treasury Investment Pool 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, 2020 were as follows:

	<u><b>Uncategorized</b></u>
Investment in county treasury	<u>\$ 44,876,995</u>
<b>Total</b>	<u><b>\$ 44,876,995</b></u>

**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
NOTES TO FINANCIAL STATEMENTS, continued  
JUNE 30, 2020**

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**NOTE 3 – ACCRUED LIABILITIES**

Accrued liabilities at June 30, 2020 consisted of \$8,337,187 in construction costs.

**NOTE 4 – 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, 2020.

**B. Construction Commitments**

As of June 30, 2020, the District had commitments with respect to unfinished capital projects of \$23,727,569.

**NOTE 5 – SUBSEQUENT EVENTS**

**General Obligation Bonds**

On November 19, 2020, the District issued \$101,000,000 of General Obligation Election 2016, 2020 Series C Bonds to finance the acquisition, construction, furnishing and equipping of District facilities. These bonds have a true interest cost of 2.22%. The issuance consisted entirely of current interest bonds. The bonds have a final maturity date of August 1, 2041.

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## **OTHER INDEPENDENT AUDITORS' REPORTS**

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**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

Measure G Citizens' Bond Oversight Committee and  
Governing Board Members of the  
Novato Unified School District  
Novato, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure G Bond Building Fund of Novato Unified School District (the "District"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Novato Unified School District's basic financial statements of the Measure G Bond Building Fund, and have issued our report thereon dated February 24, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Novato 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 Measure G Bond Building Fund, but not for the purpose of expressing an opinion on the effectiveness of Novato Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Novato 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.

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

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Novato Unified School District's financial statements of the Measure G 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.

A handwritten signature in blue ink that reads "Christy White, Inc". The signature is fluid and cursive.

San Diego, California  
February 24, 2021



**REPORT ON PERFORMANCE**Independent Auditors' Report

Measure G Citizens' Bond Oversight Committee and  
Governing Board Members of the  
Novato Unified School District  
Novato, California

**Report on Performance**

We have audited Novato Unified School District's compliance with the performance audit procedures described in the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810, that could have a direct and material effect on Novato Unified School District's Measure G Bond Building Fund for the year ended June 30, 2020, as identified below.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to local school construction bonds.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance of Novato Unified School District's Measure G Bond Building Fund based on our performance audit of the types of compliance requirements referred to above. We conducted our performance audit in accordance with generally accepted government auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810. Those standards require that we plan and perform the performance audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. An audit includes examining, on a test basis, evidence about Novato Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that the evidence obtained in our performance audit provides a reasonable basis for our findings and conclusions based on our audit objectives. However, our audit does not provide a legal determination of Novato Unified School District's compliance with those requirements.

**Opinion on Performance**

In our opinion, Novato Unified School District complied, in all material respects, with the types of compliance requirements referred to above that are applicable to the Measure G Bond Building Fund noted below for the year ended June 30, 2020.

## Procedures Performed

In connection with the performance audit referred to above, we selected and tested transactions and records to determine Novato Unified School District's compliance with the state laws and regulations applicable to the Financial Audit Procedures and Performance Audit Procedures over the Measure G Bond Building Fund. Additional agreed upon procedures relating to the Measure G Bond Building Fund may also be included.

The results of the procedures performed and the related results are further described in the accompanying audit procedures and results section following this Report on Performance.

A handwritten signature in blue ink that reads "Christy White, Inc." The signature is written in a cursive, flowing style.

San Diego, California  
February 24, 2021

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## **AUDIT PROCEDURES AND RESULTS SECTION**

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**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
AUDIT PROCEDURES AND RESULTS  
FOR THE YEAR ENDED JUNE 30, 2020**

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**SECTION I – FINANCIAL AUDIT PROCEDURES AND RESULTS**

**Financial Statements**

As mentioned in the Report on Financial Statements, we have issued an unmodified opinion over the financial statements of the Measure G Bond Building Fund as of and for the year ended June 30, 2020.

**Internal Control Evaluation**

We tested internal controls over financial reporting and compliance with laws, regulations, or provisions of contracts or agreements and have determined through our inquiry of management and our evaluation of District processes that no significant deficiencies were noted.

**SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS**

**Facility Project Expenditures**

We selected a representative sample of expenditures charged to the Measure G Bond Building Fund and reviewed supporting documentation to ensure funds were properly expended on specific project(s) listed in the text of the Measure G ballot.

We tested sixteen (16) vendor payments (from 6 different vendors) totaling approximately \$13,225,761 or 25% of non-personnel 2019-20 Measure G Bond Building Fund expenditures for validity, allowability and accuracy and concluded that the sampled expenditures were in compliance with the terms of Measure G ballot language, the District approved facilities plan, and applicable state laws and regulations.

**Personnel Expenditures**

We reviewed salaries and benefits charged to the Measure G Bond Building Fund to verify that the personnel expenditures were allowable per Opinion 04-110 issued on November 9, 2004 by the State of California Attorney General, which concluded that “a school district may use Proposition 39 school bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on construction projects authorized by a voter approved bond measure.”

We reviewed a listing of all employees charged to the Measure G Bond Building Fund and found that all employees held positions applicable to the local school construction bond. Further, we selected a sample of two (2) employees charged to review personnel files and personnel action reports for proper allocation of salaries and benefits. We tested a total of \$237,465 or 70% of salary and benefit expenditures. Based on our testing, salary transactions were not used for general administration operations. Personnel costs charged to the Measure G Bond Building Fund appeared allowable.

**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
AUDIT PROCEDURES AND RESULTS, continued  
FOR THE YEAR ENDED JUNE 30, 2020**

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**SECTION II – PERFORMANCE AUDIT PROCEDURES AND RESULTS (continued)**

**Facility Site Walk**

We verified that funds were generally expended for the construction, renovation, furnishing, and equipping of school facilities constituting authorized bond projects by review of supporting documentation as previously noted under Facility Project Expenditures but also through performance of facilities site walks. We selected a sample of two out of ten sites where observable project expenditures took place.

The facility site walk was performed virtually through FaceTime due to COVID-19 restrictions. The facility site walk consisted of two sites where five projects were observed. We toured the San Marin High School (STEM Building and Performing Arts Building) and Novato High School (Center for the Arts, Athletic Field Complex, and Center for the Sciences). Based on our site walks, the projects for the school sites tested appear to be successfully completed or advanced into 2020-21 construction phases and funds appear to be expended for authorized bond projects.

**Contract and Bid Procedures**

We reviewed a listing of contracts awarded during the fiscal year ended June 30, 2020 and selected a sample to ensure that contracts for public projects followed appropriate bidding procedures per applicable Public Contract Code. Additionally, we reviewed overall expenditures by vendor in order to determine if multiple projects under the applicable bidding threshold were identified to suggest any possible bid-splitting.

From a sample of three (3) of seven (7) contracts awarded during the year, we noted that applicable bidding procedures were followed and that contracts were appropriately awarded to the lowest responsible bidder for the following projects:

- Novato High School Old Gym/Olive Ave Warehouse Re-Roofing (San Francisco Roofing Services)
- Loma Verde Elementary School Admin Building HVAC (RJ Mechanical)
- San Marin High School IT Infrastructure Upgrade Phase 1 (Pacific Power & Supply)

Based on our review of overall expenditures and projects by vendor, no instances or possible indications of bid-splitting were identified. The District appears to be properly reviewing projects and applying appropriate procedures over contract and bidding procedures.

**Contracts and Change Orders**

We reviewed a listing of contracts and change orders during the fiscal year ended June 30, 2020 and selected a sample to ensure that change orders were properly approved and in accordance with District policies. Additionally, cumulative change orders for any given contract were reviewed to ensure that total change orders did not exceed ten percent of the total original contract.

We reviewed a total of five change orders executed during the 2019-20 year. The change orders tested were the following:

- San Marin High School PA System (BHM): Change Order #1
- Grounds, Maintenance, & Operations (GMO) Building (GMH Builders): Change Order #5
- Food and Nutritional Services (FANS) Tenant Infill (GMH Builders): Change Order #3
- 3 School Re-roof and Skylight Replacement Lynwood ES, San Jose MS & Novato HS (Stronger Builders): Change Order #1
- School HVAC Upgrade Lynwood, Loma Verde, & Olive Elementary (Matrix HG): Change Order #1

We verified that the total of the change orders did not exceed ten percent of the total contract price for each project. All change orders were properly reviewed and approved by management and the governing board in accordance with District policy.

The previous Report on Performance is an integral part of the above performance audit results.

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## **FINDINGS AND RECOMMENDATIONS SECTION**

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**NOVATO UNIFIED SCHOOL DISTRICT  
MEASURE G BOND BUILDING FUND  
SCHEDULE OF FINDINGS AND RECOMMENDATIONS  
FOR THE YEAR ENDED JUNE 30, 2020**

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**PART I – SUMMARY OF AUDITORS' RESULTS**

**FINANCIAL STATEMENTS**

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

**PERFORMANCE AUDIT**

Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified?	<u>None Reported</u>
Type of auditor's report issued on performance for local school construction bonds:	<u>Unmodified</u>

**PART II – FINANCIAL STATEMENT FINDINGS**

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

**PART III – PERFORMANCE AUDIT FINDINGS**

There were no findings or recommendations related to the Measure G Bond Building Fund for the year ended June 30, 2020.

**PART IV – PRIOR AUDIT FINDINGS**

There were no findings and recommendations during the year ended June 30, 2019.