

AGENDA ITEM 2 A  
Action Item

**MEMORANDUM**

**DATE:** September 6, 2018

**TO:** El Dorado County Transit Authority

**FROM:** Julie Petersen, Finance Manager

**SUBJECT:** Appointment Chairperson and Vice-Chairperson as members of an ad hoc Audit Review Committee

**REQUESTED ACTION:**  
**BY MOTION,**

1. Form an ad hoc Audit Review Committee to receive and review fiscal year (FY) 2017/18 independent fiscal and compliance audit reports
2. Appoint Chairperson and Vice-Chairperson as members to the Audit Review Committee

**BACKGROUND**

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve public transportation services and encourage regional transportation coordination. Known as the Transportation Development Act (TDA) of 1971, this law provides funding to be allocated for transit and non-transit related purposes.

The TDA provides two (2) funding sources:

1. Local Transportation Fund (LTF), which is derived from a ¼ cent of the general sales tax collected statewide.
2. State Transit Assistance (STA), which is derived from the statewide sales tax on diesel fuel.

The California Department of Tax and Fee Administration, based on sales tax collected in each county, returns the general sales tax revenues in each county's LTF. The STA funds are appropriated by the Legislature to the State Controller's Office (SCO). The SCO then allocates the tax revenues, by formula, to planning and other selected agencies.

To ensure program compliance, fiscal audits are conducted. TDA Section 6664 requires independent fiscal and TDA compliance audits to be completed within 180 days following the end of each fiscal year. The El Dorado County Transportation Commission (EDCTC) is

responsible for ensuring that each TDA claimant under its jurisdiction receiving an allocation submits to EDCTC and the State Controller an annual certified fiscal audit report.

## **DISCUSSION**

Richardson and Co. auditors will perform the fiscal year 2017/18 on-site audit field work at the El Dorado County Transit Authority during the week of October 1, 2018. Final audit reports will be completed in late October 2018 or early November 2018.

The Audit Review Committee would convene to receive an oral and written presentation of audit reports by Richardson & Company. The audit reports would then be included in the December 6, 2018 Board agenda packet as a Consent Item for consideration by the full Board.

Annually, the El Dorado County Transit Authority appoints a two (2) person sub-committee of the Board to receive the auditors' presentation of the audit prior to submission to the full Board. Staff is recommending the establishment of an ad hoc Audit Review Committee with the Chairperson and Vice-Chairperson as permanent members.

Audit Review Committee responsibilities include:

1. Review of fiscal and compliance audits
2. One (1) meeting to receive a presentation from independent auditors of agency fiscal and compliance reports