

**CITY/COUNTY ASSOCIATION  
OF GOVERNMENTS OF  
SAN MATEO COUNTY**

**INDEPENDENT AUDITOR'S  
REPORTS AND SCHEDULE OF  
EXPENDITURES OF TRANSPORTATION  
FUND FOR CLEAN AIR PROGRAM  
MANAGER FUND PROJECTS**

**PROJECT PERIOD ENDED JUNE 30, 2011**

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF  
SAN MATEO COUNTY**

**TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGERS FUND**

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**Gilbert Associates, Inc.**  
CPAs and Advisors

## INDEPENDENT AUDITOR'S REPORT

**Board of Directors**  
**City/County Association of Governments of San Mateo County**  
**Redwood City, California**

**Board of Directors**  
**Bay Area Air Quality Management District**  
**San Francisco, California**

We have audited the accompanying Schedule of Expenditures of Projects (Schedule) of the City/County Association of Governments of San Mateo County (C/CAG) Transportation Fund for Clean Air (TFCA) Program Manager Fund Projects for the project period ended June 30, 2011. This Schedule is the responsibility of the C/CAG's management. Our responsibility is to express an opinion on this Schedule based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the Schedule is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Schedule. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall Schedule presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying Schedule was prepared to present expenditures of the C/CAG's TFCA funding as described in Note 1 and is not intended to be a complete presentation of the C/CAG's financial position or changes in financial position.

In our opinion, the Schedule referred to above presents fairly, in all material respects, the expenditures of the projects of the C/CAG's TFCA Program for the project period ended June 30, 2011, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 4, 2012, on our consideration of the C/CAG's internal control over financial reporting pertaining to the C/CAG's TFCA Program and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

**GILBERT ASSOCIATES, INC.**  
**Sacramento, California**

**September 4, 2012**

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF  
SAN MATEO COUNTY**

**TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGER FUND**

**SCHEDULE OF EXPENDITURES OF PROJECTS  
FOR THE PROJECT PERIOD ENDED JUNE 30, 2011**

<u>Project Description</u>	<u>TFCA Project Number</u>	<u>Original TFCA Project Allocation</u>	<u>Final TFCA Project Allocation</u>	<u>Final Project Expenditures through 6/30/11</u>
<b>City/County Association of Governments of San Mateo County</b>				
Program Administration	08SM00	\$ 57,400	\$ 50,785	\$ 48,320
Program Administration	09SM00	53,536	51,044	29,242
<b>Peninsula Traffic Congestion Relief Alliance</b>				
County-Wide Voluntary Trip Reduction Program	08SM01	500,000	500,000	495,995
County-Wide Voluntary Trip Reduction Program	09SM01	449,000	449,000	431,400
<b>San Mateo County Transit District</b>				
Sam Trans Shuttle Bus Program	08SM02	636,000	636,000	630,938
Sam Trans Shuttle Bus Program	09SM02	<u>570,000</u>	<u>570,000</u>	<u>547,600</u>
Total		<u>\$ 2,265,936</u>	<u>\$ 2,256,829</u>	<u>\$ 2,183,495</u>

The accompanying notes are an integral part of this financial schedule.

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF  
SAN MATEO COUNTY**

**TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGER FUND**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF PROJECTS  
FOR THE PROJECT PERIOD ENDED JUNE 30, 2011**

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**1. PROGRAM DESCRIPTION**

Health and Safety Code Sections 44223 and 44225 authorize a surcharge on the motor vehicle registration fee (surcharge) to be used by the Bay Area Air Quality Management District (Air District) and local governments specifically for programs to reduce air pollution from motor vehicles. The Department of Motor Vehicles collects the surcharge and allocates the amounts to the Air District. The Air District administers these funds through the Transportation Fund for Clean Air (TFCA) Program. Under the TFCA Program, money is allocated to two funds: (1) 60% is placed in the Regional Fund and allocated to agencies on a competitive basis by the Air District and (2) 40% is placed in the Program Managers Fund and allocated to designated agencies. Allowable projects under Health and Safety Code Section 44241 include the following:

- Ridesharing program
- Purchase or lease of clean fuel school and transit buses
- Feeder or shuttle bus service to rail and ferry stations and airports
- Arterial traffic management
- Demonstrations in congestion pricing of highways, bridges, and public transit
- Rail bus integration and regional transit information systems
- Low emission vehicle projects
- Bicycle facility improvement projects
- Physical improvements that support "Smart Growth" projects

Relationship to City/County Association of Governments of San Mateo County's Basic Financial Statements

The City/County Association of Governments of San Mateo County (C/CAG) is the designated Program Manager for the County of San Mateo, and accounts for TFCA Program activities within a special revenue fund. The accompanying Schedule of Expenditures of Projects (Schedule) represents only the TFCA Program Manager Funds allocated to C/CAG for certain projects and is not intended to present fairly the financial position and changes in financial position of the C/CAG in conformity with accounting principles generally accepted in the United States of America.

**2. PROGRAM MANAGER PROJECTS**

The Schedule reports on certain TFCA projects selected by the Air District for audit. The projects in the Schedule represent projects funded through the Program Manager Fund and completed between July 1, 2008, and June 30, 2011. Projects may have started several years earlier.

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF  
SAN MATEO COUNTY**

**TRANSPORTATION FUND FOR CLEAN AIR PROGRAM MANAGER FUND**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF PROJECTS  
FOR THE PROJECT PERIOD ENDED JUNE 30, 2011**

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**3. BASIS OF ACCOUNTING**

The TFCA Program funds are accounted for on a spending or current financial resources measurement focus and the modified accrual basis of accounting. Under this basis of accounting, expenditures are recorded in the accounting period in which the liability is incurred. Expenditures as noted in the Schedule represent only the amount funded by the Air District. Expenditures of matching and other funding sources are not included on the Schedule.

**4. INVESTMENT POOL**

C/CAG's Investment Policy allows it to invest in the state's Local Agency Investment Fund (LAIF) and the San Mateo County Investment Fund (SMCIF). LAIF is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. SMCIF is regulated by California Government Code Section 5600 under the oversight of the treasurer of the County of San Mateo. The relative shares in each pool are guided through the process outlined in the C/CAG Investment Policy. Day to day management of C/CAG's portfolio is conducted by the C/CAG Fiscal Agent Administrative Services Director and Finance Officer. The C/CAG Fiscal Agent has an investment committee that meets as necessary to discuss changes to the investment strategy. Any interest earned on TFCA cash deposits in the pools is used for TFCA Program Manager Fund projects.



**Gilbert Associates, Inc.**  
CPAs and Advisors

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
THE SCHEDULE OF EXPENDITURES OF PROJECTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* AND  
REQUIREMENTS OF SECTION 44241 OF THE CALIFORNIA HEALTH AND  
SAFETY CODE**

**Board of Directors**  
**City/County Association of Governments of San Mateo County**  
**Redwood City, California**

**Board of Directors**  
**Bay Area Air Quality Management District**  
**San Francisco, California**

We have audited the Schedule of Expenditures of Projects (Schedule) of City/County Association of Governments of San Mateo County (C/CAG) Transportation Fund for Clean Air (TFCA) Program Manager Fund Projects for the project period ended June 30, 2011, and have issued our report thereon dated September 4, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of the C/CAG is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the C/CAG's internal control over financial reporting of the Schedule as a basis for designing our auditing procedures for the purpose of expressing our opinion on the Schedule, but not for the purpose of expressing an opinion on the effectiveness of the C/CAG's internal control over financial reporting of the Schedule. Accordingly, we do not express an opinion on the effectiveness of the C/CAG's internal control over financial reporting of the TFCA Program.

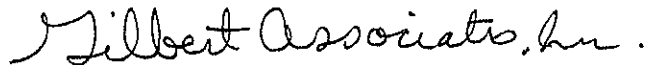
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the C/CAG's Schedule will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting of the Schedule that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the C/CAG's Schedule is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including Section 44241 of the California Health and Safety Code, noncompliance with which could have a direct and material effect on the determination of Schedule amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit of the Schedule, 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*.

This report is intended solely for the information and use of the C/CAG's Board of Directors and management, and the Bay Area Air Quality Management District's Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.



**GILBERT ASSOCIATES, INC.**  
Sacramento, California

September 4, 2012