



Topic: **Reservoir Committee Agenda Item 3-2**      **2018 July 20**

Subject: **2016 & 2017 Financial Audit Report**

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**Requested Action:**

No action requested. Information item.

**Detailed Description/Background:**

Fechter and Company, CPA, was awarded a contract to conduct an audit of the Authority's financial information for the fiscal years 2016, 2017, and 2018. The audit for the years 2016 and 2017 were initiated in April 2018 and completed in early July.

The reports concluded: "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of December 31, 2016, and the results of its operations and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America".

**Prior Reservoir Committee Action:**

None.

**Fiscal Impact/Funding Source:**

None.

**Staff Contact:**

Joe Trapasso

**Attachments:**

Attachment A - Draft 2016 Financial Audit Report

Attachment B – Draft 2017 Financial Audit Report

Attachment C – Draft 2016 & 2017 Management Report

**SITES PROJECT AUTHORITY**  
**ANNUAL FINANCIAL REPORT**  
**WITH**  
**INDEPENDENT AUDITOR'S REPORT**  
**THEREON**  
**DECEMBER 31, 2016**

**SITES PROJECT AUTHORITY**

Annual Financial Report  
December 31, 2016

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# SITES PROJECT AUTHORITY

Organization of Authority and List of Board of Directors  
December 31, 2016

Sites Project Authority (the Authority) was established on August 26, 2010, when seven regional entities, including several local water agencies and Counties, executed the Joint Exercise of Power Agreement. The primary purpose of the Authority, as stated in the agreement, is to pursue the development and construction of the Sites Reservoir Project, which has long been viewed as an ideal location for additional off stream storage to provide direct and real benefits to instream flows, the Delta ecosystem, and water supply. In keeping their commitment to move the project forward on behalf of the region, the Authority has spent the last six years working towards this goal by engaging the public, various stakeholders, state and federal agencies and landowners, initiating the required environmental planning process, and conducting feasibility studies, among other efforts.

## GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Member Represented</u>
Kim Dolbow Vann	Chair	County of Colusa
Fritz Durst	Vice Chair	Reclamation District 108
Jamie Traynham	Secretary/Treasurer	Westside Water District
Leigh McDaniel	Member	County of Glenn
Don Bransford	Member	Glenn-Colusa Irrigation District
Jeff Sutton	Member	Tehama-Colusa Canal Authority
Mary Wells	Member	Maxwell Irrigation District
Joe Marsh	Member	Colusa County Water District
Jim Jones	Member	Orland Artois Water District
Dan Jones	Member	TC 5 Districts

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Sites Project Authority  
Maxwell, California

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

We have audited the accompanying financial statements of the governmental activities and each major fund of the Sites Project Authority (the Authority), as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

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

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

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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, and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 opinions.

Board of Directors  
Sites Project Authority

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of December 31, 2016, and the results of its operations and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis information, and the budgetary comparison schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated July 9, 2018 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 Authority's internal control over financial reporting and compliance.

Fechter & Company  
Certified Public Accountants



Sacramento, California  
July 9, 2018

# SITES PROJECT AUTHORITY

## Management Discussion and Analysis December 31, 2016

The following Management's Discussion and Analysis (MD&A) of activities and financial performance of the Sites Project Authority (the Authority) provides an introduction to the financial statements of the Authority for the year ended December 31, 2016, and a comparison to the prior audited financial statements for the year ended December 31, 2015. We encourage readers to consider the information presented here in conjunction with the transmittal letter in the Introductory Section and with the basic financial statements and related notes, which follow this section.

### ***Financial Highlights***

- The Authority's assets exceed liabilities by \$1,285,598 as of December 31, 2016.
- The Authority's revenues exceeded expenditures by \$579,298 for the year ending December 31, 2016. The Authority's largest expense was for professional services. Professional services were 75% of total expenses for the year ending December 31, 2016.

### ***Required Financial Statements***

This annual report consists of a series of financial statements. The *Statement of Net Position* and the *Statement of Activities* provide information about the activities and performance of the Authority using accounting methods similar to those used by private sector companies.

The *Statement of Net Position* includes all of the Authority's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for computing a rate of return, evaluating the capital structure of the Authority, and assessing the liquidity and financial flexibility of the Authority. All of the current period's revenue and expenses are accounted for in the *Statement of Activities*. This statement measures the success of the Authority's operations over the past year and can be used to determine if the Authority has successfully recovered all of its costs through its revenues. This statement can also be used to evaluate profitability and credit worthiness.

More detailed information about the Authority's most significant funds – not the Authority as a whole, is provided in the fund financial statements. Funds are accounting devices the Authority uses to keep track of specific sources of funding and spending on particular programs. The *Balance Sheet* for governmental funds presents financial information by fund types showing money left at year-end available for spending. The *Statement of Revenues, Expenditures, and Changes in Fund Balances* for all governmental fund types focuses on how money flows into and out of the various funds.

### ***Financial Analysis of the Authority***

One of the most important questions asked about the Authority finances is, "Is the Authority better off or worse off as a result of this year's activities?" The *Statement of Net Position* and the *Statement of Activities* report information about the Authority in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the Authority's net assets and changes in them. You can think of the Authority's net assets - the difference between assets and liabilities - as one way to measure the Authority's financial health or financial position. Over time, increases or decreases in the Authority's

## SITES PROJECT AUTHORITY

### Management Discussion and Analysis December 31, 2016

net assets are one indicator of whether its financial health is improving or deteriorating. However, one will need to consider other non-financial factors such as changes in economic conditions, population growth, zoning, and new or changed government legislation, such as changes in Federal and State regulations.

#### *Notes to the Basic Financial Statements*

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

#### *Statement of Net Position*

<b>Assets</b>	<b>2016</b>	<b>2015</b>	<b>Change</b>
Cash and investments	\$ 2,484,136	\$ 881,048	\$ 1,603,088
Other current assets	29,777	39,344	(9,567)
Total Assets	<u>2,513,913</u>	<u>920,392</u>	<u>1,593,521</u>
<b>Liabilities</b>			
Accounts payable	1,228,315	115,092	1,113,223
Total Liabilities	<u>1,228,315</u>	<u>115,092</u>	<u>1,113,223</u>
<b>Net Position</b>			
Unrestricted	<u>1,285,598</u>	<u>805,300</u>	<u>480,298</u>
Total Net Position	<u>\$ 1,285,598</u>	<u>\$ 805,300</u>	<u>\$ 480,298</u>

As discussed earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$1,285,598 and \$805,300 as of December 31, 2016 and 2015, respectively.

The largest portion, 99%, of the Authority's assets was cash in bank as of December 31, 2016.

Accounts payable increased from \$115,092 as of December 31, 2015, to \$1,228,315 as of December 31, 2016, due to the substantial increase in the size and scope of the project from 2015 to 2016.

At the end of fiscal years 2016 and 2015, the Authority showed a positive balance in its unrestricted net position of \$1,285,598 and \$805,300, respectively.

**SITES PROJECT AUTHORITY**

Management Discussion and Analysis  
December 31, 2016

*Statement of Activities*

	<u>2016</u>	<u>2015</u>	<u>Change</u>
<b>General Revenues</b>			
Membership Admin/Authority	\$ 561,300	\$ 242,699	\$ 318,601
Membership - Water	3,296,640	900,800	2,395,840
Total Revenues	<u>3,857,940</u>	<u>1,143,499</u>	<u>2,714,441</u>
<b>Operating expenses</b>			
Authority/Admin	463,995	138,669	325,326
Reservoir	2,814,647	224,994	2,589,653
Total Expenditures	<u>3,278,642</u>	<u>363,663</u>	<u>2,914,979</u>
<b>Change in Net Position</b>	<u>\$ 579,298</u>	<u>\$ 779,836</u>	<u>\$ (200,538)</u>

The *Statement of Activities* shows how the Authority's net position changed during the periods. In the case of the Authority, net position increased by \$579,298 and \$779,836 for the years ending December 31, 2016 and 2015, respectively.

A closer examination of the sources of changes in net position reveals that:

Total revenue, which consisted of member dues and assessments, increased by \$2,714,441 from the year ending December 31, 2015, to the year ended December 31, 2016. Total expenses increased by \$2,914,979 from the year ending December 31, 2015, to the year ended December 31, 2016.

Authority/Admin expenses comprised 14.15% and 38.14% of total expenses for the years ending December 31, 2016 and 2015, respectively. Reservoir expenses comprised 85.85% and 61.86% of total expenses for the years ending December 31, 2016 and 2015, respectively.

***General Fund Budgetary Highlights***

The Authority's total budget for the General Fund for the year ended December 31, 2016, showed excess revenue over expenditures of \$15,000 compared to the actual amount of \$97,305. The difference was primarily due to the timing of critical path expenditures necessary to meet the California Water Commissions (CWC) Prop 1 application deadline.

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Revenues	\$ 561,300	\$ 543,902	\$ 17,398
Operating Expenses	463,995	528,902	64,907
Net Increase (Decrease)	<u>\$ 97,305</u>	<u>\$ 15,000</u>	<u>\$ 82,305</u>

## **SITES PROJECT AUTHORITY**

Management Discussion and Analysis  
December 31, 2016

### ***Conditions Affecting Current Financial Position***

The Authority plans to submit an application to the CWC, which requires the preparation of technical and environmental studies. The 2016-approved work plan includes increases in revenues needed to offset the study costs. The current members have agreed to a not-to-exceed amount that supports this increased level of planned spending.

### ***Future Plans for the Sites Reservoir Project***

Since the last audit, the Authority completed and submitted its California Water Commission (CWC) application seeking Proposition 1 funding. The Authority will continue to respond to CWC requests for information regarding the application until the CWC process is completed in 2018.

The Authority will continue to expand its governance and member participation. In March 2017, the Authority added two additional to the Board; the City of Roseville and Placer County sharing one seat and the Western Canal filling the second seat.

Additional key activities planned for the next year also include developing a detailed Phase 2 work plan and financing plan, and the development of the process and requirements needed to procure professional services to support the implementation of the Phase 2 work plan.

### ***Requests for Information***

This financial report is designed to provide the Authority's funding sources, customers, stakeholders, and other interested parties with an overview of the Authority's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional financial information, please contact the Authority's Treasurer at P.O. Box 517, Maxwell, California 95955 or view the website of the Authority at [www.sitesjpa.org](http://www.sitesjpa.org).

**SITES PROJECT AUTHORITY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2016**

**ASSETS**

Cash and investments	\$ 2,484,136
Due from other governments	28,140
Prepaid expenses	<u>1,637</u>

**TOTAL ASSETS** 2,513,913

**LIABILITIES**

Accounts payable	<u>1,228,315</u>
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**TOTAL LIABILITIES** 1,228,315

**NET POSITION**

Unrestricted	<u>1,285,598</u>
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**NET POSITION** \$ 1,285,598

The accompanying notes are an integral part of these financial statements.

**SITES PROJECT AUTHORITY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2016**

**GOVERNMENTAL ACTIVITIES:**

**EXPENSES:**

Authority/Admin	\$ 463,995
Reservoir	<u>2,814,647</u>
 Total expenses	 <u>\$ 3,278,642</u>

**GENERAL REVENUES:**

Membership Admin/Authority	\$ 561,300
Membership - Water	<u>3,296,640</u>
 Total general revenues	 <u>3,857,940</u>
 Change in net position	 579,298
 Net position, beginning of fiscal year	 805,300
Prior period adjustment	(99,000)
Net position, beginning of fiscal year, restated	<u>706,300</u>
 Net position at end of fiscal year	 <u><u>\$ 1,285,598</u></u>

The accompanying notes are an integral part of these financial statements.

**SITES PROJECT AUTHORITY  
BALANCE SHEET - GOVERNMENTAL FUNDS  
DECEMBER 31, 2016**

	General Fund - Authority	Special Revenue - Reservoir	Total
<b>ASSETS</b>			
Cash and investments	\$ 190,756	\$2,293,380	\$2,484,136
Accounts receivable	13,000	15,140	28,140
Prepaid expenses	1,637	-	1,637
<b>TOTAL ASSETS</b>	<b>\$ 205,393</b>	<b>\$2,308,520</b>	<b>\$2,513,913</b>
<b>LIABILITIES</b>			
Accounts payable	\$ 79,681	\$1,148,634	\$1,228,315
Total liabilities	79,681	1,148,634	1,228,315
<b>FUND BALANCES</b>			
Fund balance:			
Non-spendable	1,637	-	1,637
Assigned to development of the reservoir		1,159,886	1,159,886
Unassigned	124,075		124,075
Total fund balance	125,712	1,159,886	1,285,598
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 205,393</b>	<b>\$2,308,520</b>	<b>\$2,513,913</b>

The accompanying notes are an integral part of these financial statements.

**SITES PROJECT AUTHORITY**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2016**

	<u>General Fund - Authority</u>	<u>Special Revenue - Reservoir</u>	<u>Total</u>
<b>REVENUES</b>			
Membership Admin/Authority	\$ 561,300	\$ -	\$ 561,300
Membership Water	-	3,296,640	3,296,640
	<hr/>	<hr/>	<hr/>
Total revenues	561,300	3,296,640	3,857,940
<b>EXPENDITURES</b>			
Current:			
Accounting services	54,400	-	54,400
Administrative support	8,994	-	8,994
General manager	83,865	335,459	419,324
Insurance	2,203	-	2,203
Legal services	93,599	11,644	105,243
Office expenses	24,584	-	24,584
Professional fees	18,881	2,437,544	2,456,425
Public information office	176,046	-	176,046
Website, computer support	1,423	-	1,423
Water/Reservoir Contingency	-	30,000	30,000
	<hr/>	<hr/>	<hr/>
Total expenditures	463,995	2,814,647	3,278,642
Net changes in fund balances	97,305	481,993	579,298
Fund balances, beginning of year	127,407	677,893	805,300
Prior period adjustment	(99,000)	-	(99,000)
Fund balances, beginning of year, restated	<hr/>	<hr/>	<hr/>
	28,407	677,893	706,300
Fund balances, end of year	<hr/>	<hr/>	<hr/>
	\$ 125,712	\$ 1,159,886	\$ 1,285,598

The accompanying notes are an integral part of these financial statements.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2016

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity: Sites Project Authority (the Authority) was established as an independent special agency in August of 2010 under the Joint Exercise of Powers Act, California Government Code, Section 6500.

As of December 31, 2016, 12 special districts and two counties were approved members of the Authority as follows:

Glenn-Colusa Irrigation District  
Reclamation District 108  
Tehama-Colusa Canal Authority  
Maxwell Irrigation District  
County of Glenn  
County of Colusa  
Colusa County Water District  
Orland Artois Water District  
Westside Water District  
Proberta Water District  
LaGrande Water District  
Dunnigan Water District  
Cortina Water District  
Davis Water District

The Authority is a public entity district and therefore, falls under the guidelines of a special district governmental entity. The Authority is governed by a board of directors that consists of one representative for each board seat.

The Authority was developed with the purpose to effectively study, promote, develop, design, finance, acquire, construct, manage, and operate Sites Reservoir and the related facilities. The purpose of pursuing and developing the Sites Reservoir are to: (a) increase surface water storage and enhance water management flexibility in the Sacramento Valley, (b) provide flood control benefits, (c) improve conditions for fish and wildlife in the Sacramento Valley and (d) improve the operation of the State's water system.

Financial Statement Presentation: The *Statement of Net Position* and *Statement of Activities* display information about the primary government (the Authority). These statements include the financial activities of the overall government. These statements report the governmental activities of the Authority, which are normally supported by inter-governmental revenues. The Authority had no business-type activities as of and for the year ended December 31, 2016.

The *Statement of Activities* presents a comparison between direct expenses and program revenues for each function of the Authority's governmental activities. Direct expenses are those that are specifically associated with a program or function and; therefore, are clearly identifiable to a particular function. Program revenues include operating grants. Revenues that are not classified as program revenues are presented instead as general revenues.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2016

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Fund financial statements of the Authority are organized into one fund which is considered to be a separate accounting entity. The fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures. The Authority reports two funds, the General Fund, which accounts for all revenues and expenditures necessary to carry out the administrative activities of the Authority, and the Reservoir Fund, a special revenue fund used to account for specific work activities for the development of the Sites Reservoir Project.

Basis of Accounting and Measurement Focus: Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the Authority gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements, and donations.

Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Charges for services, operating grants, and use of money and property are accrued when their receipt occurs within sixty days after the end of the accounting period so as to be both measurable and available. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

Cash: The Authority's cash includes demand deposits. The Authority had no investments during the year ending December 31, 2016.

The governing board has not formally adopted any deposit and investment policies that limits the Authority's allowable deposits or investments and addresses the specific type of risk to which the Authority is exposed.

Due from Other Governments: Amounts due from other governments represent amounts due from member agencies that has been earned but not received by the end of the period.

As of December 31, 2016, the Authority has determined that all amounts are collectable and therefore, no doubtful account allowance was deemed necessary as of December 31, 2016.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2016

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Prepaid Expenses: Payments for insurance that were made during the year ending December 31, 2016, and the expenditure relates to future accounting periods are recorded as prepaid items in the Authority's financial statements.

Capital Assets: The Authority defines capital assets as property, plant, equipment, and infrastructure assets with an initial individual cost of \$5,000 and a useful life of three years or more. As of December 31, 2016, the Authority had no capital assets.

Government-Wide Net Position:

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, then unrestricted resources as they are needed.

Government-wide net position is reported in three components - net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

Net investment in capital assets - This component consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted - This component consists of constraints placed on net position through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted - This component consists of all other net position that does not meet the definition of "restricted" or "net investment in capital assets", as defined above.

Governmental Fund Balance: In the governmental fund financial statements, fund balances are classified as follows:

Nonspendable - Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted - Amounts that can be spent only for specific purposes because of state or federal laws, or externally imposed conditions by grantors or creditors.

Committed - Amounts that can be used only for specific purposes determined by formal action of the Authority.

Assigned - Amounts that are designated by the Authority to be used for specific purposes, but are neither restricted nor committed. The board of directors has the authority to assign amounts to be used for specific purposes.

Unassigned - All amounts not included in other spendable classifications.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2016

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Estimates: The preparation of 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.

### NOTE 2: CASH AND INVESTMENTS

Demand Deposits: The carrying amount and the bank balance of the Authority's cash as of December 31, 2016, were \$2,484,136 and \$2,497,246, respectively. The Federal Deposit Insurance Corporation (FDIC) insures deposits up to \$250,000. As of December 31, 2016, \$2,247,246, was in excess of the insurance coverage.

Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned to it. The California Government Code and the Authority's investment policy do not contain legal or policy requirements limiting exposure to custodial risk for deposits or investments. The California Government Code requires that a bank secures deposits made by state and local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by public agencies. California law also allows financial institutions to secure the Authority's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

### NOTE 3: RISK MANAGEMENT

The Authority is exposed to various risks and general liabilities. The Authority participates in a public entity risk pool as a member of Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Each ACWA-JPIA member agency shares surpluses and deficits proportional to their participation. The Authority pays retrospectively rated annual premiums to ACWA-JPIA for its insurance coverage and has met all obligations since participation began.

### NOTE 4: COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability. The amount of expenditures, if any, which may be disallowed by the grantor, cannot be determined at this time although the Authority expects such amounts, if any, to be immaterial.

The Authority has outstanding contracts related to EIR/EIS and feasibility study. The remaining commitments on these contracts, as of December 31, 2016, were minimal as the contracts can be canceled with a thirty-day notice.

**SITES PROJECT AUTHORITY**

Notes to the Financial Statements  
December 31, 2016

**NOTE 5: PRIOR PERIOD ADJUSTMENT**

A prior period adjustment of -\$99,000 was recorded in both the fund statements and the government-wide statements to reflect an adjustment to revenue in the prior year. The adjustment included the following:

County of Colusa 2016 revenue incorrectly recorded in 2015	\$ (56,000)
Reclamation District 108 2016 revenue incorrectly recorded in 2015	(56,000)
Yolo County Flood Control adjustment to 2015 revenue/receivable	<u>13,000</u>
	<u>\$ (99,000)</u>

**NOTE 6: SUBSEQUENT EVENTS**

Subsequent events have been evaluated through July 9, 2018, the date the financial statements were available to be issued and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred, the nature of which would require disclosure.

**REQUIRED SUPPLEMENTARY INFORMATION**

**SITES PROJECT AUTHORITY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2016**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		(Negative)
<b>REVENUES</b>				
Membership Admin/Authority	\$ 543,902	\$ 543,902	\$ 561,300	\$ 17,398
Total revenues	543,902	543,902	561,300	17,398
<b>EXPENDITURES</b>				
Current:				
Accounting services	51,200	51,200	54,400	(3,200)
Administrative support	14,250	14,250	8,994	5,256
General manager	85,364	85,364	83,865	1,499
Grant management and admin services	53,000	53,000	-	53,000
Insurance	5,570	5,570	2,203	3,367
Legal services	61,349	61,349	93,599	(32,250)
Office expenses	4,161	4,161	24,584	(20,423)
Professional fees	118,508	118,508	18,881	99,627
Public information office	130,000	130,000	176,046	(46,046)
Utilities	2,500	2,500	-	2,500
Website, computer support	3,000	3,000	1,423	1,577
Total expenditures	528,902	528,902	463,995	64,907
Excess of revenues over expenditures	\$ 15,000	\$ 15,000	\$ 97,305	\$ 82,305

See notes to required supplementary information.

**SITES PROJECT AUTHORITY  
RESERVOIR FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2016**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Membership Water	\$ 3,362,300	\$ 3,362,300	\$ 3,296,640	(65,660)
Total revenues	3,362,300	3,362,300	3,296,640	(65,660)
<b>EXPENDITURES</b>				
Current:				
Administrative support	93,000	93,000	-	93,000
Financial services - Bond	90,000	90,000	-	90,000
General manager	288,536	288,536	335,459	(46,923)
Insurance	7,500	7,500	-	7,500
Legal services	275,000	275,000	11,644	263,356
Professional fees	2,429,405	2,429,405	2,437,544	(8,139)
Water/Reservoir Contingency	178,859	178,859	30,000	148,859
Total expenditures	3,362,300	3,362,300	2,814,647	547,653
Excess of revenues over expenditures	\$ -	\$ -	\$ 481,993	\$ 481,993

See notes to required supplementary information.

## SITES PROJECT AUTHORITY

Notes to the Required Supplementary Information  
December 31, 2016

**Note 1 - Budgetary Basis of Accounting**

Budgets are prepared on the cash and expenditures or encumbrances basis. Revenues are budgeted in the year receipt is expected; expenditures are budgeted in the year that the applicable warrant requisitions are expected to be issued. The budget and actual financial statements are reported on the above basis, with no material differences between them.

Annual budget requests are submitted by the Authority's staff to the board of directors for preliminary review and approval. After public hearing, a final budget is approved by the board of directors, with a resolution adopting said budget. Copies of the approved budget are sent to all required agencies.

## **OTHER REPORTS**

**INDEPENDENT AUDITOR'S 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**

To the Board of Directors  
Sites Project Authority  
Maxwell, 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 governmental activities and the General Fund of Sites Project Authority, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated July 9, 2018.

**Internal Control Over Financial Reporting**

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

To the Board of Directors  
Sites Project Authority

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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

Fechter & Company  
Certified Public Accountants



Sacramento, California  
July 9, 2018

**SITES PROJECT AUTHORITY**  
**ANNUAL FINANCIAL REPORT**  
**WITH**  
**INDEPENDENT AUDITOR'S REPORT**  
**THEREON**  
**DECEMBER 31, 2017**

**SITES PROJECT AUTHORITY**

Annual Financial Report  
December 31, 2017

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## SITES PROJECT AUTHORITY

Organization of Authority and List of Board of Directors  
December 31, 2017

Sites Project Authority (the Authority) was established on August 26, 2010, when seven regional entities, including several local water agencies and Counties, executed the Joint Exercise of Power Agreement. The primary purpose of the Authority, as stated in the agreement, is to pursue the development and construction of the Sites Reservoir Project, which has long been viewed as an ideal location for additional off stream storage to provide direct and real benefits to instream flows, the Delta ecosystem, and water supply. In keeping their commitment to move the project forward on behalf of the region, the Authority has spent the last seven years working towards this goal by engaging the public, various stakeholders, state and federal agencies and landowners, initiating the required environmental planning process, and conducting feasibility studies, among other efforts.

### GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Member Represented</u>
Kim Dolbow Vann	Chair	County of Colusa
Fritz Durst	Vice Chair	Reclamation District 108
Jamie Traynham	Secretary/Treasurer	Westside Water District
Leigh McDaniel	Member	County of Glenn
Don Bransford	Member	Glenn-Colusa Irrigation District
Jeff Sutton	Member	Tehama-Colusa Canal Authority
Mary Wells	Member	Maxwell Irrigation District
Joe Marsh	Member	Colusa County Water District
Jim Jones	Member	Orland Artois Water District
Dan Jones	Member	TC 5 Districts

## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Sites Project Authority  
Maxwell, California

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

We have audited the accompanying financial statements of the governmental activities and each major fund of the Sites Project Authority (the Authority), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

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

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

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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, and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 opinions.

Board of Directors  
Sites Project Authority

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Authority as of December 31, 2017, and the results of its operations and cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis information, and the budgetary comparison schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated July 9, 2018 on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 Authority's internal control over financial reporting and compliance.

Fechter & Company  
Certified Public Accountants



Sacramento, California  
July 9, 2018

# SITES PROJECT AUTHORITY

## Management Discussion and Analysis December 31, 2017

The following Management's Discussion and Analysis (MD&A) of activities and financial performance of the Sites Project Authority (the Authority) provides an introduction to the financial statements of the Authority for the year ended December 31, 2017, and a comparison to the prior audited financial statements for the year ended December 31, 2016. We encourage readers to consider the information presented here in conjunction with the transmittal letter in the Introductory Section and with the basic financial statements and related notes, which follow this section.

### ***Financial Highlights***

- The Authority's assets exceed liabilities by \$7,148,968 as of December 31, 2017.
- The Authority's revenues exceeded expenditures by \$5,863,370 for the year ending December 31, 2017. The Authority's largest expense was for professional services. Professional services were 81% of total expenses for the year ending December 31, 2017.

### ***Required Financial Statements***

This annual report consists of a series of financial statements. The *Statement of Net Position* and the *Statement of Activities* provide information about the activities and performance of the Authority using accounting methods similar to those used by private sector companies.

The *Statement of Net Position* includes all of the Authority's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for computing a rate of return, evaluating the capital structure of the Authority, and assessing the liquidity and financial flexibility of the Authority. All of the current period's revenue and expenses are accounted for in the *Statement of Activities*. This statement measures the success of the Authority's operations over the past year and can be used to determine if the Authority has successfully recovered all of its costs through its revenues. This statement can also be used to evaluate profitability and credit worthiness.

More detailed information about the Authority's most significant funds – not the Authority as a whole, is provided in the fund financial statements. Funds are accounting devices the Authority uses to keep track of specific sources of funding and spending on particular programs. The *Balance Sheet* for governmental funds presents financial information by fund types showing money left at year-end available for spending. The *Statement of Revenues, Expenditures, and Changes in Fund Balances* for all governmental fund types focuses on how money flows into and out of the various funds.

### ***Financial Analysis of the Authority***

One of the most important questions asked about the Authority finances is, "Is the Authority better off or worse off as a result of this year's activities?" The *Statement of Net Position* and the *Statement of Activities* report information about the Authority in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when the cash is received or paid.

These two statements report the Authority's net assets and changes in them. You can think of the Authority's net assets - the difference between assets and liabilities - as one way to measure the Authority's financial health or financial position. Over time, increases or decreases in the Authority's

## SITES PROJECT AUTHORITY

### Management Discussion and Analysis December 31, 2017

net assets are one indicator of whether its financial health is improving or deteriorating. However, one will need to consider other non-financial factors such as changes in economic conditions, population growth, zoning, and new or changed government legislation, such as changes in Federal and State regulations.

#### *Notes to the Basic Financial Statements*

The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

#### *Statement of Net Position*

<b>Assets</b>	<b>2017</b>	<b>2016</b>	<b>Change</b>
Cash and investments	\$ 7,627,135	\$ 2,484,136	\$ 5,142,999
Other current assets	161,982	29,777	132,205
Total Assets	<u>7,789,117</u>	<u>2,513,913</u>	<u>5,275,204</u>
<b>Liabilities</b>			
Accounts payable	640,149	1,228,315	(588,166)
Total Liabilities	<u>640,149</u>	<u>1,228,315</u>	<u>(588,166)</u>
<b>Net Position</b>			
Unrestricted	<u>7,148,968</u>	<u>1,285,598</u>	<u>5,863,370</u>
Total Net Position	<u>\$ 7,148,968</u>	<u>\$ 1,285,598</u>	<u>\$ 5,863,370</u>

As discussed earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, assets exceeded liabilities by \$7,148,968 and \$1,285,598 as of December 31, 2017 and 2016, respectively.

The largest portion, 98%, of the Authority's assets was cash in bank as of December 31, 2017.

Accounts payable decreased from \$1,228,315 as of December 31, 2016, to \$640,149 as of December 31, 2017, due primarily to professional fees incurred in the last quarter of 2016 but not paid until 2017.

At the end of fiscal years 2017 and 2016, the Authority showed a positive balance in its unrestricted net position of \$7,148,968 and \$1,285,598, respectively.

**SITES PROJECT AUTHORITY**

Management Discussion and Analysis  
December 31, 2017

***Statement of Activities***

	<u>2017</u>	<u>2016</u>	<u>Change</u>
<b>General Revenues</b>			
Membership Admin/Authority	\$ 720,001	\$ 561,300	\$ 158,701
Membership - Water	11,725,027	3,296,640	8,428,387
Total Revenues	<u>12,445,028</u>	<u>3,857,940</u>	<u>8,587,088</u>
<b>Operating expenses</b>			
Authority/Admin	667,301	463,995	203,306
Reservoir	5,914,357	2,814,647	3,099,710
Total Expenditures	<u>6,581,658</u>	<u>3,278,642</u>	<u>3,303,016</u>
<b>Change in Net Position</b>	<u>\$ 5,863,370</u>	<u>\$ 579,298</u>	<u>\$ 5,284,072</u>

The *Statement of Activities* shows how the Authority's net position changed during the periods. In the case of the Authority, net position increased by \$5,863,370 and \$579,298 for the years ending December 31, 2017 and 2016, respectively.

A closer examination of the sources of changes in net position reveals that:

Total revenue, which consisted of member dues and assessments, increased by \$8,587,088 from the year ending December 31, 2016, to the year ended December 31, 2017. Total expenses increased by \$3,303,016 from the year ending December 31, 2016, to the year ended December 31, 2017, due primarily to the increased scope of work required to further the project.

Authority/Admin expenses comprised 10.14% and 14.15% of total expenses for the years ending December 31, 2017 and 2016, respectively. Reservoir expenses comprised 89.86% and 85.85% of total expenses for the years ending December 31, 2017 and 2016, respectively.

***General Fund Budgetary Highlights***

The Authority's total budget for the General Fund for the year ended December 31, 2017, showed excess expenditures over revenues of \$404 compared to the actual amount of excess revenues over expenditures of \$52,700. The difference was primarily due to the determination of critical tasks that were required to be postponed.

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Revenues	\$ 720,001	\$ 780,000	\$ (59,999)
Operating Expenses	667,301	780,404	113,103
Net Increase (Decrease)	<u>\$ 52,700</u>	<u>\$ (404)</u>	<u>\$ 53,104</u>

## **SITES PROJECT AUTHORITY**

Management Discussion and Analysis  
December 31, 2017

### ***Conditions Affecting Current Financial Position***

The Authority continues to plan and expand project activities to build the large water infrastructure project. Expanding activities results in a continuation of yearly increases to annual financial budgets.

### ***Future Plans for the Sites Reservoir Project***

Since the last audit, the Authority completed and submitted its California Water Commission (CWC) application seeking Proposition 1 funding. The Authority will continue to respond to CWC requests for information regarding the application until the CWC process is completed in 2018.

The Authority will continue to expand its governance and member participation. In March 2017, the Authority added two additional to the Board; the City of Roseville and Placer County sharing one seat and the Western Canal filling the second seat.

Additional key activities planned for the next year also include developing a detailed Phase 2 work plan and financing plan, and the development of the process and requirements needed to procure professional services to support the implementation of the Phase 2 work plan.

### ***Requests for Information***

This financial report is designed to provide the Authority's funding sources, customers, stakeholders, and other interested parties with an overview of the Authority's financial operations and financial condition. Should the reader have questions regarding the information included in this report or wish to request additional financial information, please contact the Authority's Treasurer at P.O. Box 517, Maxwell, California 95955 or view the website of the Authority at [www.sitesjpa.org](http://www.sitesjpa.org).

**SITES PROJECT AUTHORITY  
STATEMENT OF NET POSITION  
DECEMBER 31, 2017**

**ASSETS**

Cash and investments	\$ 7,627,135
Due from other governments	160,345
Prepaid expenses	<u>1,637</u>

**TOTAL ASSETS** 7,789,117

**LIABILITIES**

Accounts payable	<u>640,149</u>
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**TOTAL LIABILITIES** 640,149

**NET POSITION**

Unrestricted	<u>7,148,968</u>
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**NET POSITION** \$ 7,148,968

The accompanying notes are an integral part of these financial statements.

**SITES PROJECT AUTHORITY  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**GOVERNMENTAL ACTIVITIES:**

**EXPENSES:**

Authority/Admin	\$	667,301
Reservoir		<u>5,914,357</u>
 Total expenses	 \$	 <u>6,581,658</u>

**GENERAL REVENUES:**

Membership Admin/Authority	\$	720,001
Membership - Water		<u>11,725,027</u>
 Total general revenues		 <u>12,445,028</u>
 Change in net position		 5,863,370
 Net position, beginning of fiscal year		 <u>1,285,598</u>
 Net position at end of fiscal year	 \$	 <u><u>7,148,968</u></u>

The accompanying notes are an integral part of these financial statements.

**SITES PROJECT AUTHORITY  
BALANCE SHEET - GOVERNMENTAL FUNDS  
DECEMBER 31, 2017**

	<u>General Fund - Authority</u>	<u>Special Revenue - Reservoir</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and investments	\$ 220,064	\$ 7,407,071	\$ 7,627,135
Accounts receivable	16,851	143,494	160,345
Prepaid expenses	<u>1,637</u>	<u>-</u>	<u>1,637</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 238,552</u></b>	<b><u>\$ 7,550,565</u></b>	<b><u>\$ 7,789,117</u></b>
<b>LIABILITIES</b>			
Accounts payable	<u>\$ 60,140</u>	<u>\$ 580,009</u>	<u>\$ 640,149</u>
Total liabilities	<u>60,140</u>	<u>580,009</u>	<u>640,149</u>
<b>FUND BALANCES</b>			
Fund balance:			
Non-spendable	1,637	-	1,637
Assigned to development of the reservoir		6,970,556	6,970,556
Unassigned	<u>176,775</u>	<u>-</u>	<u>176,775</u>
Total fund balance	<u>178,412</u>	<u>6,970,556</u>	<u>7,148,968</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u>\$ 238,552</u></b>	<b><u>\$ 7,550,565</u></b>	<b><u>\$ 7,789,117</u></b>

The accompanying notes are an integral part of these financial statements.

**SITES PROJECT AUTHORITY**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	General Fund - Authority	Special Revenue - Reservoir	Total
<b>REVENUES</b>			
Membership Admin/Authority	\$ 720,001	\$ -	\$ 720,001
Membership Water	-	11,725,027	11,725,027
	<hr/>	<hr/>	<hr/>
Total revenues	720,001	11,725,027	12,445,028
<b>EXPENDITURES</b>			
Current:			
Accounting services	38,870	-	38,870
Administrative support	8,379	11,123	19,502
General manager	84,129	336,264	420,393
Insurance	2,203	-	2,203
Legal services	197,181	515,847	713,028
Office expenses	22,092	6,864	28,956
Dues and Subscriptions	6,845	-	6,845
Professional fees	281,605	5,044,259	5,325,864
Website, computer support	12,456	-	12,456
Flood damage expense	13,541	-	13,541
	<hr/>	<hr/>	<hr/>
Total expenditures	667,301	5,914,357	6,581,658
Net changes in fund balances	52,700	5,810,670	5,863,370
Fund balances, beginning of year	<hr/>	<hr/>	<hr/>
	125,712	1,159,886	1,285,598
Fund balances, end of year	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	\$ 178,412	\$ 6,970,556	\$ 7,148,968

The accompanying notes are an integral part of these financial statements.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2017

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity: Sites Project Authority (the Authority) was established as an independent special agency in August of 2010 under the Joint Exercise of Powers Act, California Government Code, Section 6500.

As of December 31, 2017, 19 public entities, filling 12 Board seats, were approved members of the Authority as follows:

Glenn-Colusa Irrigation District	Westside Water District
Reclamation District 108	Proberta Water District
Tehama-Colusa Canal Authority	LaGrande Water District
Maxwell Irrigation District	Dunnigan Water District
County of Glenn	Cortina Water District
County of Colusa	Davis Water District
Colusa County Water District	4M Water District
Orland Artois Water District	City of Roseville
Tehama-Colusa Canal Authority	Placer County Water District
Western Canal Water District	

The Authority is a public entity district and therefore, falls under the guidelines of a special district governmental entity. The Authority is governed by a board of directors that consists of one representative of each member.

The Authority was developed with the purpose to effectively study, promote, develop, design, finance, acquire, construct, manage, and operate Sites Reservoir and the related facilities. The purpose of pursuing and developing the Sites Reservoir are to: (a) increase surface water storage and enhance water management flexibility in the Sacramento Valley, (b) provide flood control benefits, (c) improve conditions for fish and wildlife in the Sacramento Valley and (d) improve the operation of the State's water system.

Financial Statement Presentation: The *Statement of Net Position* and *Statement of Activities* display information about the primary government (the Authority). These statements include the financial activities of the overall government. These statements report the governmental activities of the Authority, which are normally supported by inter-governmental revenues. The Authority had no business-type activities as of and for the year ended December 31, 2017.

The *Statement of Activities* presents a comparison between direct expenses and program revenues for each function of the Authority's governmental activities. Direct expenses are those that are specifically associated with a program or function and; therefore, are clearly identifiable to a particular function. Program revenues include operating grants. Revenues that are not classified as program revenues are presented instead as general revenues.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2017

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Fund financial statements of the Authority are organized into one fund which is considered to be a separate accounting entity. The fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures. The Authority reports two funds, the General Fund, which accounts for all revenues and expenditures necessary to carry out the administrative activities of the Authority, and the Reservoir Fund, a special revenue fund used to account for specific work activities for the development of the Sites Reservoir Project.

Basis of Accounting and Measurement Focus: Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the Authority gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements, and donations.

Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Charges for services, operating grants, and use of money and property are accrued when their receipt occurs within sixty days after the end of the accounting period so as to be both measurable and available. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

Cash: The Authority's cash includes demand deposits. The Authority had no investments during the year ending December 31, 2017.

The governing board has not formally adopted any deposit and investment policies that limits the Authority's allowable deposits or investments and addresses the specific type of risk to which the Authority is exposed.

Due from Other Governments: Amounts due from other governments represent amounts due from member agencies that has been earned but not received by the end of the period.

As of December 31, 2017, the Authority has determined that all amounts are collectable and therefore, no doubtful account allowance was deemed necessary as of December 31, 2017.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2017

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Prepaid Expenses: Payments for insurance that were made during the year ending December 31, 2017, and the expenditure relates to future accounting periods are recorded as prepaid items in the Authority's financial statements.

Capital Assets: The Authority defines capital assets as property, plant, equipment, and infrastructure assets with an initial individual cost of \$5,000 and a useful life of three years or more. As of December 31, 2017, the Authority had no capital assets.

Government-Wide Net Position:

When both restricted and unrestricted resources are available for use, it is the Authority's policy to use restricted resources first, then unrestricted resources as they are needed.

Government-wide net position is reported in three components - net investment in capital assets, restricted, and unrestricted. These classifications are defined as follows:

Net investment in capital assets - This component consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted - This component consists of constraints placed on net position through external constraints imposed by creditors (such as through debt covenants), grantors, contributors, or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted - This component consists of all other net position that does not meet the definition of "restricted" or "net investment in capital assets", as defined above.

Governmental Fund Balance: In the governmental fund financial statements, fund balances are classified as follows:

Nonspendable - Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted - Amounts that can be spent only for specific purposes because of state or federal laws, or externally imposed conditions by grantors or creditors.

Committed - Amounts that can be used only for specific purposes determined by formal action of the Authority.

Assigned - Amounts that are designated by the Authority to be used for specific purposes, but are neither restricted nor committed. The board of directors has the authority to assign amounts to be used for specific purposes.

Unassigned - All amounts not included in other spendable classifications.

## SITES PROJECT AUTHORITY

Notes to the Financial Statements  
December 31, 2017

### NOTE 1: SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

Estimates: The preparation of 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.

### NOTE 2: CASH AND INVESTMENTS

Demand Deposits: The carrying amount and the bank balance of the Authority's cash as of December 31, 2017, were \$7,627,135 and \$7,629,215, respectively. The Federal Deposit Insurance Corporation (FDIC) insures deposits up to \$250,000. As of December 31, 2017, \$7,379,215 was in excess of the insurance coverage.

Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned to it. The California Government Code and the Authority's investment policy do not contain legal or policy requirements limiting exposure to custodial risk for deposits or investments. The California Government Code requires that a bank secures deposits made by state and local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by public agencies. California law also allows financial institutions to secure the Authority's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

### NOTE 3: RISK MANAGEMENT

The Authority is exposed to various risks and general liabilities. The Authority participates in a public entity risk pool as a member of Association of California Water Agencies Joint Powers Insurance Authority (ACWA-JPIA). Each ACWA-JPIA member agency shares surpluses and deficits proportional to their participation. The Authority pays retrospectively rated annual premiums to ACWA-JPIA for its insurance coverage and has met all obligations since participation began.

### NOTE 4: COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability. The amount of expenditures, if any, which may be disallowed by the grantor, cannot be determined at this time although the Authority expects such amounts, if any, to be immaterial.

The Authority has outstanding contracts related to EIR/EIS and feasibility study. The remaining commitments on these contracts as of December 31, 2017, were minimal as the contracts can be canceled with a thirty-day notice.

## **SITES PROJECT AUTHORITY**

Notes to the Financial Statements  
December 31, 2017

### **NOTE 5: SUBSEQUENT EVENTS**

Subsequent events have been evaluated through July 9, 2018, the date the financial statements were available to be issued and have determined that no adjustments are necessary to the amounts reported in the accompanying financial statements nor have any subsequent events occurred, the nature of which would require disclosure.

**REQUIRED SUPPLEMENTARY INFORMATION**

**SITES PROJECT AUTHORITY  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		(Negative)
<b>REVENUES</b>				
Membership Admin/Authority	\$ 780,000	\$ 780,000	\$ 720,001	\$ (59,999)
Total revenues	780,000	780,000	720,001	(59,999)
<b>EXPENDITURES</b>				
Current:				
Accounting services	70,000	70,000	38,870	31,130
Administrative support	12,640	12,640	8,379	4,261
General manager	86,881	86,881	84,129	2,752
Insurance	2,183	2,183	2,203	(20)
Legal services	104,000	104,000	197,181	(93,181)
Office expenses	4,500	4,500	22,092	(17,592)
Dues and Subscriptions	1,000	1,000	6,845	(5,845)
Professional fees	432,000	432,000	281,605	150,395
Website, computer support	12,200	12,200	12,456	(256)
Contingency	55,000	55,000	13,541	41,459
Total expenditures	780,404	780,404	667,301	113,103
Excess of revenues over (under) expenditures	\$ (404)	\$ (404)	\$ 52,700	\$ 53,104

See notes to required supplementary information.

**SITES PROJECT AUTHORITY  
RESERVOIR FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND  
BALANCES - BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Membership Water	\$ 11,645,233	\$ 11,645,233	\$ 11,725,027	\$ 79,794
Total revenues	11,645,233	11,645,233	11,725,027	79,794
<b>EXPENDITURES</b>				
Current:				
Administrative support	50,560	50,560	11,123	39,437
General manager	347,523	347,523	336,264	11,259
Insurance	7,500	7,500	-	7,500
Legal services	310,000	310,000	515,847	(205,847)
Office expenses	-	-	6,864	(6,864)
Professional fees	7,417,340	7,417,340	5,044,259	2,373,081
Contingency	928,479	928,479	-	928,479
Total expenditures	9,061,402	9,061,402	5,914,357	3,147,045
Excess of revenues over expenditures	\$ 2,583,831	\$ 2,583,831	\$ 5,810,670	\$ 3,226,839

See notes to required supplementary information.

## SITES PROJECT AUTHORITY

Notes to the Required Supplementary Information  
December 31, 2017

**Note 1 - Budgetary Basis of Accounting**

Budgets are prepared on the cash and expenditures or encumbrances basis. Revenues are budgeted in the year receipt is expected; expenditures are budgeted in the year that the applicable warrant requisitions are expected to be issued. The budget and actual financial statements are reported on the above basis, with no material differences between them.

Annual budget requests are submitted by the Authority's staff to the board of directors for preliminary review and approval. After public hearing, a final budget is approved by the board of directors, with a resolution adopting said budget. Copies of the approved budget are sent to all required agencies.

## **OTHER REPORTS**

**INDEPENDENT AUDITOR'S 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**

To the Board of Directors  
Sites Project Authority  
Maxwell, 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 governmental activities and the General Fund of Sites Project Authority, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated July 9, 2018.

**Internal Control Over Financial Reporting**

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

To the Board of Directors  
Sites Project Authority

### **Compliance and Other Matters**

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

### **Purpose of this Report**

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

Fechter & Company  
Certified Public Accountants



Sacramento, California  
July 9, 2018

**SITES PROJECT AUTHORITY  
MANAGEMENT REPORT  
FOR THE YEARS ENDED  
DECEMBER 31, 2016 and 2017**

**SITES PROJECT AUTHORITY**

Management Report  
For the Years Ended December 31, 2016 and 2017

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Board of Directors of the  
Sites Project Authority  
Maxwell, California

In planning and performing our audit of the financial statements of the Sites Project Authority for the years ended December 31, 2016 and 2017, we considered the Authority's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

Our consideration of the internal control would not necessarily disclose all matters in the internal control that might be material weaknesses under standards established by the American Institute of Certified Public Accountants. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce, to a relatively low level, the risk that errors or irregularities in amounts that would be material in relation to the basic financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. We thank the Authority's staff for its cooperation on this audit.

Fechter & Company,  
Certified Public Accountants



July 9, 2018  
Sacramento, California

**SITES PROJECT AUTHORITY**  
**Required Communications**  
**For the Year Ended December 31, 2016 and 2017**

**The Auditor's Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated March 13, 2018, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

In planning and performing our audit, we considered the Authority's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the Authority financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

**Significant Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Authority are described in Note 1 to the financial statements. We noted no transactions entered into by the Authority during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

**Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Our audit did not disclose any sensitive estimates affecting the financial statements.

**SITES PROJECT AUTHORITY**  
**Required Communications**  
**For the Year Ended December 31, 2016 and 2017**

**Audit Adjustments**

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the Authority's financial reporting process (that is, cause future financial statements to be materially misstated). The following audit adjustments, in our judgment, indicate matters that could have a significant effect on the Authority's financial reporting process:

Audit adjustments for the year ended December 31, 2016:

- Reclassify \$17,169 of capital assets to expense.
- Record a prior period adjustment of \$112,000 for 2016 dues that were incorrectly recognized in the prior year.
- Record additional receivable of \$13,000 for 2015 Yolo County Flood Control District membership fee. The offset was a prior period adjustment.
- Record a reduction to revenue of \$11,794 for LaGrande Water District.
- Record additional payables of \$609,655 that were not recorded by management.

Audit adjustments for the year ended December 31, 2017:

- Record an adjustment of \$3,220 from retained earnings to expense which was incorrectly recorded. This adjustment was needed in order to reconcile beginning equity.
- Reclassify revenue of \$69,000 for Reclamation District 108 from the General Fund to the Reservoir Fund to agree to the customer ledger.
- Reclassify \$1,000 of revenue from the Reservoir Fund to the General Fund to agree to the customer ledger.
- Record additional payables of \$340,209 that were not recorded by management.

**Disagreements with Management**

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

**Management Representations**

We have requested certain representations from management that are included in the management representation letter dated July 9, 2018.

**SITES PROJECT AUTHORITY**  
**Required Communications**  
**For the Year Ended December 31, 2016 and 2017**

**Consultations with Other Independent Auditors**

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

**Issues Discussed Prior to Retention of Independent Auditors**

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

**Difficulties Encountered in Performing the Audit**

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

**Other Matters**

During our audit, we became aware of the following deficiencies in internal control, other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency:

1. Recording Revenue and Expense Accruals: In order to present a more accurate picture of the Authority’s operations, it is important to record revenues and expenditures in the period in which they were incurred, not necessarily when they were paid. During our audit of the Authority, we found several instances in which revenues and expenditures had not been recorded in the proper period which required audit adjustments. We recommend that the Authority perform a more thorough review of transactions subsequent to year-end to accurately reflect revenues and expenditures in the correct period.
2. Written Financial Policies and Procedures: Financial policies can provide a solid foundation for sound fiscal practices by a local agency. They should be in writing and adopted by the governing body. As such, they provide:
  - a. A means through which the governing body can communicate its policies and goals to staff, the public, and others;
  - b. Direction to staff and standards against which current practices can be measured and changes in practices can be evaluated; and
  - c. A way to optimize credit for borrowing. Ratings agencies who assess local agencies' credit for borrowing review their written financial policies. Well-documented policies can mean higher rating grades and lower borrowing costs.

**SITES PROJECT AUTHORITY**  
**Required Communications**  
**For the Year Ended December 31, 2016 and 2017**

Board members and staff need to understand why they are doing the things they are doing and be committed to doing them correctly and completely. Written policies and procedures enhance this understanding. Specific policies will vary depending upon the nature and scope of a district's operations. Nevertheless, having a range of policies (from big picture to practical and operational) helps an agency chart a wise course financially and avoid operational missteps.

During the audit, we became aware that the Authority does not have written policies and procedures. We recommend that the Authority prepare written financial policies and procedures and make these available to all parties that initiate, authorize, and record transactions for the Authority.

3. Development, Implementation, and Monitoring of an Annual Budget: Budgets are an agency's tool for linking near-term goals with the resources available to achieve them, while keeping in mind long-term goals. Budgeting typically involves:
  - a. Establishing goals and priorities for the agency;
  - b. Allocating resources according to those goals and priorities; and
  - c. Comparing actual expenses and revenues to those estimated (budgeted), making adjustments during the course of the budget year as necessary.

Although the Authority does prepare budgets, we found that the adjustments to the budget made during the year in the board minutes were not reflected in the budget document or in the monthly monitoring process. This resulted in the end-of-year budgets being unrealistic when compared to actual amounts. We recommend that the budgets be entered into Quickbooks and be amended throughout the year so the budget can be used as a management tool rather than portraying unrealistic expectations.

**Restriction on Use**

This information is intended solely for the use of the Board of Directors and management of the Sites Project Authority and is not intended to be, and should not be, used by anyone other than these specified parties.