

**COUNTY OF TRINITY**

**Management Report  
with Required Communication**

**For the Year Ended June 30, 2015**

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**COUNTY OF TRINITY**

Management Report  
For the Year Ended June 30, 2015

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Board of Supervisors  
County of Trinity  
Weaverville, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the County of Trinity (County) for the year ended June 30, 2015. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated May 6, 2015. Professional standards also require that we communicate to you the following information related to our audit as discussed in the Required Communications section of this report.

In planning and performing our audit of the basic financial statements of the County for the fiscal year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County'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 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.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

We previously reported on the County's internal control in our Single Audit report dated February 20, 2015, which contains our report on significant deficiencies and material weaknesses in the County's internal control. This letter does not affect our report dated February 25, 2016, on the basic financial statements of the County of Trinity.

During our audit we also became aware of a matter that is an opportunity for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters.

This report is intended for the use of management, the Board of Supervisors, and officials of the federal and state grantor agencies.

We thank the County's staff for its cooperation during our audit.

A handwritten signature in cursive script that reads 'Gallina LLP'.

Roseville, California  
February 25, 2016

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## COUNTY OF TRINITY

Required Communication  
For the Year Ended June 30, 2015

### **Our Responsibilities Under U.S. Generally Accepted Auditing Standards and OMB Circular A-133**

As communicated in our engagement letter dated May 6, 2015, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the internal control of the County of Trinity solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the County's 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. Also, in accordance with OMB Circular A-133, we examined, on a test basis, evidence about the County's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the County's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the County's compliance with those requirements.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, and as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

## COUNTY OF TRINITY

Required Communication  
For the Year Ended June 30, 2015

### **Qualitative Aspects of the Entity's Significant Accounting Practices**

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the County of Trinity is included in Note 1 to the financial statements.

As described in the Note 1 to the financial statements, the County adopted new accounting guidance, GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*, during the fiscal year 2015.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on 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 markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- Management believes receivables are fully collectible based on historical experience. Accordingly, no allowance for doubtful accounts is included in the financial statements.
- Management's estimate of the claims liabilities is based on actuarial valuation reports obtained from experts.
- Management's estimate of the other post-employment benefits (OPEB) liability is based on actuarial valuation reports obtained from experts.
- Management's estimate of the net pension liability and related deferred inflows/outflows is based on actuarial valuation reports obtained from CalPERS.
- Management's estimate of the liability for the landfill closure/postclosure care costs is based on yearly estimates prepared by the County's Public Works department and reviewed by the California Department of Resources Recycling and Recovery agency.

We evaluated the key factors and assumptions used to develop the estimates described above and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

### **Significant Difficulties Encountered in Performing the Audit**

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

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the



## COUNTY OF TRINITY

Required Communication  
For the Year Ended June 30, 2015

effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. No material misstatements were noted as a result of our audit.

### **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, which could be significant to the County of Trinity's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letters dated February 25, 2016.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the County of Trinity, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the County of Trinity's auditors.

This report is intended solely for the information and use of the Board of Supervisors, and management of the County of Trinity and is not intended to be and should not be used by anyone other than these specified parties.

## COUNTY OF TRINITY

### Management Report – Current Year Comments and Recommendations For the Year Ended June 30, 2015

#### **NEGATIVE CASH BALANCES**

##### Criteria

Good cash management and control activities involve properly managing the flow of cash receipts and expenditures in each fund.

##### Condition

We noted that various County Funds are carrying negative cash balances in the Treasurer's Investment Pool. Though the County recorded interfund liabilities as required by generally accepted accounting principles to eliminate the cash deficits for reporting purposes and has adopted a formal policy for addressing overdrawn accounts, it still had several grant funds with negative cash balances at the end of the fiscal year.

##### Cause

Deficit cash may be caused by poor budgeting by departments, late billings for reimbursement-based grants or payment delays from other governments.

##### Effect of Condition

Overdrawn accounts are an indication that cash management policies of the County are not effective. In some cases, the cash deficits have been caused by departments not properly managing the flow of cash receipts and expenditures. Some programs may not be generating sufficient resources to support continued operations.

##### Recommendation

Initially, we recommend the County and its departments review all funds with deficit cash balances and determine why the fund has a deficit cash balance and provide a process for the elimination of the deficit, as well as the time frame to doing so.

On an ongoing basis, we recommend the County implement a process that would not allow a fund's share of the pooled cash to be deficit unless certain approvals from management are in place. Consideration should be given to implementing cash planning procedures at the department level where each department is held responsible for resolving existing cash deficits and then implementing steps that will prevent or at least minimize deficit cash balances.

**COUNTY OF TRINITY**

Management Report – Current Year Comments and Recommendations  
For the Year Ended June 30, 2015

**NEGATIVE CASH BALANCES** (continued)

The following schedule summarizes County funds with negative cash balances, excluding fiduciary funds, tax resources fund (\$1,077,391) and the hospital fund (\$4,676,221) since these funds are not related to a program or grant:

Fund	Fund Name	Balance June 30, 2015
147	EMERGENCY SERVICES	\$ 142,090
159	DISASTER RECOVERY INITIATIVE	299,426
173	NATURAL RESOURCES	241,793
176	WOMEN, INFANTS & CHILDREN	51,629
182	CDBG REHAB ACCOUNT	186,652
184	MISC GRANTS	473,268
187	STATE GRANTS	13,682
191	PROTECTION ORDER ENFORCEMENT	10,477
193	GRANTS ADMINISTRATION	11,136
543	HOSPITAL PREPAREDNESS PROGRAM	41,057
550	CDC PUB HLTH EMERG PREP	28,749
556	SHERIFF INMATE FUND	2,197

Management Response

The County concurs with this finding.

## COUNTY OF TRINITY

### Management Report – Current Year Comments and Recommendations For the Year Ended June 30, 2015

#### REVIEW OF TREASURER'S DAILY CASH CONTROL

##### Criteria

The Treasurer's Daily Cash Control summary should accurately reflect the cash and investments balance in the Treasury prior to certification and submittal since the Auditor-Controller's Office relies on the certified summary to reconcile cash and investments in the general ledger to the Treasury's balance.

Further, Section 26920(b) of the California Government code requires that an audit be performed at least once in each quarter and an opinion be expressed as to whether the Treasurer's statement of assets is presented fairly and in accordance with generally accepted accounting principles.

##### Condition

During our audit of cash and investments, we noted revisions being made to daily cash control summaries that had been certified in previous months.

##### Cause

The Treasurer's Daily Cash Control sheets do not appear to be thoroughly reviewed prior to certification and submittal.

##### Effect of Condition

Cash and investments cannot be properly reconciled at month-end if the Treasury's cash and investments balance is not accurate and continues to change throughout the year.

##### Recommendation

We recommend the County implement controls to ensure the Treasurer's Daily Cash Control summary is thoroughly reviewed prior to certification and submitted timely to allow the Auditor-Controller's Office to reconcile cash in the general ledger to the Treasurer's balance timely.

While the Auditor-Controller reviews the Treasurer's cash on a monthly basis, we further recommend the Auditor-Controller perform a more in-depth audit of the Treasury's cash and investments at least once every quarter in accordance with Government Code section 26920(b). These audits should include reconciliations of the deposit and investment balances to the external bank statements and/or bank confirmations with all significant timing differences being accounted for.

##### Management Response: Auditor-Controller

The Trinity County Auditor-Controller's office is in agreement with your findings. We will implement the recommended Auditor-Controller random quarterly in-depth audits of the Treasury's cash and investments in accordance with Government Code Section 26920(b). We will account for all significant timing differences which may result from these random audits.

## COUNTY OF TRINITY

### Management Report – Current Year Comments and Recommendations For the Year Ended June 30, 2015

#### **REVIEW OF TREASURER'S DAILY CASH CONTROL** (continued)

##### Management Response: Treasurer

During the audit of cash and investments, the external auditors noted that revisions were made to the daily cash control summaries that had been certified in previous months. The Treasurer acknowledges and agrees that there were changes made to the daily cash control summaries that had been certified in previous months.

The Treasurer does not agree with the auditor's assessment for the condition causing the changes to be made. During the time frame that was audited the Treasury went through a bank merger, a transition to the merger bank and ultimately another bank change. During this time frame we experienced incorrect, erroneous, or duplicate bank postings. The bank was inconsistent in how they handled the correction of errors. The majority of the inconsistencies were: errors in their corrections or the corrections were posted on the wrong days. The inconsistencies caused the Treasurer's office to send corrected, recertified copies of the daily cash control sheets. It is part of the daily procedures for the Treasurer's office to reconcile the County's book balances with the bank balances.

The Treasurer's office was aware of the issues caused by the inconsistencies at the bank. The Treasurer's office met with the bank to discuss and standardize the way the bank will process corrections. The conditions causing the issues were a result of the posting process methods used from the bank. The previous method used was memo posting. When a change is made using the memo posting method, it will not reflect a visible change to the user's account until the end of day processes, which is typically midnight. The current process being used is real time posting. When a change is made using real time posting the account will reflect a visible change immediately.

The bank has agreed that if there is an issue that will require them to make a correction to a County account they will now contact the Treasurer's office prior to making any changes. The Treasurer's office has implemented additional controls to ensure any corrections take place timely and correctly.

## COUNTY OF TRINITY

### Management Report – Status of Prior Year Recommendations For the Year Ended June 30, 2015

#### **NEGATIVE CASH BALANCES**

##### Recommendation

Initially, we recommend the County and its departments review all funds with deficit cash balances and determine why the fund has a deficit cash balance and provide a process for the elimination of the deficit, as well as the time frame to doing so.

On an ongoing basis, we recommend the County implement a process that would not allow a fund's share of the pooled cash to be deficit unless certain approvals from management are in place. Consideration should be given to implementing cash planning procedures at the department level where each department is held responsible for resolving existing cash deficits and then implementing steps that will prevent or at least minimize deficit cash balances.

##### Status

In Progress