

CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY

REGULAR MEETING

TELECONFERENCE MEETING NOTICE and AGENDA

LOCATIONS LISTED BELOW

10:30 A.M.

Thursday, October 26, 2023

Zoom Call Information

<https://us02web.zoom.us/j/83090950409?pwd=0m-8petUUMOnlGjf9Cv-ucfTFWNKIK.1>

Meeting ID: 830 9095 0409

Passcode: 866446

One tap mobile

+16699006833,,83090950409#,,,,*866446# US (San Jose)

+13462487799,,83090950409#,,,,*866446# US (Houston)

Call to Order and Roll Call

Statement of Disclosure

Action Items

1. Consent Agenda
 - a. Approve Minutes from October 5, 2023.
2. Approve James Marta & Associates Proposal for CEDA Annual Audit for 2022 and 2023.

Public Comment

Chair Report

Other Business

Adjournment

Members of CEDA and members of the public may access this meeting at the following locations:

California Association for Local
Economic Development
(Contact Michelle Stephens)
2150 River Plaza Dr., Suite 275
Sacramento, CA 95833

Rural County Representatives of
California (Contact Robert Burris)
1215 K Street, Suite 1650
Sacramento, CA 95814

City of Ontario
(Contact Jennifer Hiramoto)
303 E. B Street
Ontario, CA 91764

City of Vista
(Contact Larry Vaupel)
200 Civic Center
Vista, CA 92084

City of West Sacramento
(Contact Aaron Laurel or
Sandra Barcnas)
1110 West Capitol Avenue, 3rd Floor
West Sacramento, CA 95691

Josh Metz
(Contact Josh Metz)
5753 Desoto Dr.
Santa Rosa, Ca 95409

City of Corona
(Contact Jessica Gonzales)
400 S. Vicentia Avenue
Corona, CA 92882

Opportunity Stanislaus
(Contact Dave White)
1625 I Street
Modesto, CA 95354

This agenda can be obtained at <https://ceda.caled.org>. The California Enterprise Development Authority complies with the Americans with Disabilities Act (ADA) by ensuring that the facilities are accessible to persons with disabilities and by providing this notice and information in alternative formats when requested. If you need further assistance, you may contact us before the meeting at (916) 448-8252, ext. 12.

CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY

MINUTES

Regular Meeting

TELECONFERENCE MEETING

CEDA BOARD OF DIRECTORS

Thursday, October 5, 2023

Zoom Call Location

<https://us02web.zoom.us/j/83090950409?pwd=0m-8petUUMOnlGjf9Cv-ucfTFWNKIK.1>

Meeting ID: 830 9095 0409

Teleconference Locations

California Association for Local Economic Development (Contact Michelle Stephens) 2150 River Plaza Dr., Suite 275 Sacramento, CA 95833	City of Vista (Contact Larry Vaupel) 200 Civic Center Vista, CA 92084	City of Corona (Contact Jessica Gonzales) 400 S. Vicentia Avenue Corona, CA 92882
Rural County Representatives of California (Contact Robert Burris) 1215 K Street, Suite 1650 Sacramento, CA 95814	City of West Sacramento (Contact Aaron Laurel or Sandra Barcenas) 1110 West Capitol Avenue, 3 rd Floor West Sacramento, CA 95691	Opportunity Stanislaus (Contact Dave White) 1625 I Street Modesto, CA 95354
City of Ontario (Contact Jennifer Hiramoto) 303 E. B Street Ontario, CA 91764	Josh Metz (Contact Josh Metz) 5753 Desoto Dr. Santa Rosa, Ca 95409	

Call to Order

Jessica Gonzales, Acting Chair of the California Enterprise Development Authority, called the meeting to order at 10:30 a.m.

Roll Call

Members Present:

Robert Burris

Jessica Gonzales

Jennifer Hiramoto (10:33 am)

Josh Metz (10:31 am)

Gurbax Sahota (present, but not in posted location, not voting)

Larry Vaupel

CALED Management/ Staff Present:

Michelle Stephens

Laura Cole-Rowe

Public:

Thomas Bruder

David Mnatsakanyan

Statement of Disclosure

None

Action Items

1. Consent Agenda
 - a. Approve Minutes from September 21, 2023.

CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY

Motion: Board Member Robert Burris made the motion to approve the Consent Agenda. Board Member Larry Vaupel seconded the motion on the floor.

The motion passed with the following roll call vote:

Robert Burris	Yes
Jessica Gonzales	Yes
Larry Vaupel	Yes

2. Approve Resolution 23-28 of the California Enterprise Development Authority Authorizing and Approving a Loan Agreement Pursuant to Which the California Enterprise Development Authority Will Make One or More Loans for the Purpose of Financing, Refinancing and/or Reimbursing the Cost of Acquisition, Construction, Renovation, Improvement, Equipping and Furnishing of Assisted Living and Skilled Nursing Facilities for the Benefit of Mercy Retirement and Care Center and/or a Related or Successor Entity; Providing the Terms and Conditions for Such Loan Agreement and Other Matters Relating Thereto Herein Specified.

Discussion: Michelle Stephens gave the staff report.

Motion: Board Member Larry Vaupel made the motion to approve Resolution 23-28. Board Member Robert Burris seconded the motion on the floor.

The motion passed with the following roll call vote:

Robert Burris	Yes
Jessica Gonzales	Yes
Josh Metz	Yes
Larry Vaupel	Yes

Public Comment

None

Chair Report

Michelle Stephens reported that no meeting is scheduled for this next at this time. Gurbax Sahota reported that there have been some public record requests.

Other Business

None

Adjournment

Motion: Larry Vaupel made the motion to adjourn the meeting. Robert Burris seconded the motion on the floor. Acting Chair Jessica Gonzales adjourned the meeting at 10:34 am after the roll call vote.

The motion passed with the following roll call vote:

Robert Burris	Yes
Jessica Gonzales	Yes
Jennifer Hiramoto	Yes
Josh Metz	Yes
Larry Vaupel	Yes

Staff Report

Action Requested	Approve James Marta & Associates Proposal for CEDA Annual Audit for 2022 and 2023.
Staff Discussion	<p>Staff sent a Request for Proposal to three accounting firms for the annual audit.</p> <p>From this initial communication, we only received one proposal from James Marta & Associates.</p> <p>Upon reviewing the proposal, staff recommends engaging James Marta & Associates to conduct the CEDA Annual Audit in 2023 and 2024.</p> <p>James Marta & Associates has provided a comprehensive audit for CEDA in the past and with their large staff, ensures that different auditors work on CEDA's audit every year. In addition, they provided a competitive quote for a high-quality product and staff feel that James Marta & Associates consistently does an exceptional job with CEDA's audit.</p>
Recommendation	Staff recommends approval of the James Marta & Associates Proposal for CEDA Annual Audit for 2022 and 2022.



James Marta & Company LLP

Certified Public Accountants

Accounting, Auditing, Consulting and Tax

California Enterprise Development Authority
Proposal for Annual Auditor Services
June 30, 2023 and 2024

Michelle Stephens
Program Director
California Enterprise Development Authority
2150 River Plaza Drive, Suite 275, Sacramento, CA 95833

James Marta & Company LLP
Contact: Jesse Deol, CPA
Email: JDeol@JPMCPA.com
701 Howe Avenue, Suite E3
Sacramento, CA 95825

(916) 993-9494
Fax (916) 993-9489

www.JPMCPA.com



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James Marta & Company LLP

Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

October 2, 2023

Michelle Stephens

Program Director

California Enterprise Development Authority

2150 River Plaza Drive, Suite 275, Sacramento, CA 95833

RE: Proposal for Independent Financial Audit Services

We are pleased to present our proposal to the California Enterprise Development Authority (CEDA) to conduct an annual financial audit for the fiscal years ending June 30, 2023 and 2024.

James Marta & Company LLP is a Certified Public Accountant that has specialized in auditing Joint Powers Authorities, Special Districts, and Local Government Agencies since 1988. We are licensed, qualified, trained and experienced in conducting financial audits of JPAs with complex fund structures, federal grants, PERS contributions and GASB requirements. Here's how James Marta & Company makes a difference:

- **Partner Engagement:** You'll gain partner-level insight at every step of the project – all year round.
 - **JPA Specialists:** We apply deep experience providing audit, consulting and accounting services to JPAs that provide risk management, self-insurance, workers compensation and more.
 - **No Surprises:** You stay up to speed with updates and a project portal that shows real-time status.
 - **We Value your Time:** We've honed our approach to minimize disruptions while meeting deadlines.
 - **We Help You Apply Your Audit to Improve:** Your audit can help you better understand operational risks and improve controls. We help you apply your audit for continual improvement.
 - **Ongoing Support:** We're your year-round resource for independent perspectives and practical advice on closings, financial statements, and compliance.
- If we are selected for this engagement, we will commit the resources necessary for the successful and timely completion of the work. We have a long record of on-time delivery. We will do that for you as well.
 - If we are selected for this engagement, we will commit the resources necessary for the successful and timely completion of the work. This proposal is valid for sixty (60) days from October 5, 2023. Please contact me or James Marta (JMarta@JPMCPA.com) if we can provide additional information.

Sincerely,

Jesse Deol, CPA, Partner

James Marta & Company LLP

JDeol@JPMCPA.com | (916) 999-9124



1. ORGANIZATION

CONTACT

Jesse Deol, CPA, Partner

JDeol@JPMCPA.com

(916) 993-9494 x37

STRUCTURE AND SIZE

James Marta & Company LLP is a Partnership. We have three partners and a team of 21 Staff, Seniors and Supervisors. All members of our staff perform governmental audits.

LOCATION OF OFFICE WHERE WORK WILL BE PERFORMED

Footprint: James Marta & Company is a regional firm that serves clients in California, Oregon, Washington, Alaska, Utah, and Vermont.

Address: 701 Howe Avenue, Suite E3, Sacramento, CA 95825

Telephone: 916-993-9494

LICENSED TO PRACTICE IN CALIFORNIA

James Marta & Company LLP is licensed as a Certified Public Accountant in the State of California. We have maintained our certification since 1988.

We will assign a California-Licensed CPA as the auditor in charge.

The screenshot shows the California Board of Accountancy website. At the top, there are logos for CA.GOV and the Board of Accountancy (BOA) SEARCH. The main content area displays the following information:

BOARD OF ACCOUNTANCY

LICENSING DETAILS FOR: 7657

NAME: JAMES MARTA & COMPANY, LLP
LICENSE TYPE: CPA - PARTNERSHIPS
LICENSE STATUS: CLEAR

ADDRESS
 701 HOWE AVENUE, SUITE E3
 SACRAMENTO CA 95825
 SACRAMENTO COUNTY
[MAP](#)

ISSUANCE DATE
 SEPTEMBER 5, 2014

EXPIRATION DATE
 SEPTEMBER 30, 2020

CURRENT DATE / TIME
 FEBRUARY 12, 2019
 8:35:26 AM



KEY DIFFERENTIATORS

James Marta & Company LLP is a regional partnership serving clients in California, Oregon, Washington, Utah, Alaska, and Vermont. We are uniquely qualified to help you conduct your audit. Here's why:

Our Partners Are Your Partners: At James Marta & Company, the term Partner is more than a title. We're here to help you work through your toughest challenges. Have a question? Our Partners routinely pick up the phone. Need help beyond your audit? We provide insight on strategy, performance, Board training and more — year-round.

Ongoing Support: As your year-round resource, we provide an independent perspective and practical advice on closings, financial statements, and compliance standards. We not only meet statutory requirements, we also produce practical recommendations tailored to your needs. We don't just identify issues; we're here as a resource to answer your audit and accounting-related questions throughout the year. These services include:

- Evaluate and provide consulting for closing entries;
- Guide in the preparation of Annual Financial Statements;
- Advise and assist in implementing new GASB pronouncements;
- Assist with new federal or state compliance standards;
- Year-round availability for consultation; and
- Advise and assist on a variety of Accounting issues.

We Communicate Throughout the Project: We start by developing a great working relationship. Then, we communicate at every step through conversations and status reports. We also provide a portal that shows real-time progress on every request. At the end of the project there should be no surprises.

We Value Your Time: We've honed our approach to minimize disruptions and meet your deadlines. We start with a plan, define risks, set expectations, and publish due dates. Then we apply field-proven methods and state-of-the-art tools to ensure an effective effort.

- We create checklists that show requests and streamline processes.
- Our secure portal lets you drag and drop hundreds of documents at once. It shows real-time status of every request so you know what's complete, what's due, and what's next.
- We keep you informed with regular communication at every step.
- Where possible we use existing schedules and analyses to eliminate duplicate effort.

QUALIFICATIONS

Following is a summary of our qualifications:

- Over 30 years' experience providing audit, accounting and controller/CFO services to Joint Powers Authorities, Special Districts, Municipal Agencies, and State Government.
- Accreditation Manager for California Association of Joint Powers Authorities (CAJPA)
- Board Member Fiscal Oversight, Risk Financing – CSDA/CAJPA
- Experience with debt financing, refinancing, and arbitrage calculations.

How We Make Your Audit Easy

- Checklists show every request and help streamline the process.
- Progress screens show real-time status.
- You can easily and securely upload hundreds of documents.
- We minimize the time working in your space.
- Regular project communication keeps you up to date.



- Specialized training in audits of JPAs, Special Districts, and Governmental Entities.
- Extensive experience and training in conducting single audits of federally funded programs in accordance with Uniform Guidance (formerly OMB Circular A-133).
- Experience preparing Comprehensive Annual Financial Reports according to GFOA standards.
- Experience preparing, reviewing and submitting the Financial Transactions Report required by the State Controller's Office.
- Member and presenter for California Special Districts Association at conferences and webinars.
- Experience in calculating Net Pension and Other Post Employment Benefits (OPEB) liability in accordance with GASB standards.
- All staff in the firm are trained, experienced and qualified to audit governmental agencies.
- Frequent presenter and trainer at CAJPA conference on subjects including the Board's Role in Finance and Fiscal Accountability, Compliance, Internal Controls, Fraud Prevention and Detection, Accounting, Auditing and Board Governance Responsibility and Accountability.
- Year-round resource to answer questions and assist in applying your audit for continual improvement.

PEER REVIEW

The firm's quality control program is verified through AICPA's independent peer review program. This review verifies that we uphold the professional standards of quality in our policies, procedures and practices. Our most recent peer review resulted in a rating of Pass – the highest rating available. A copy of our 2022 peer review report is included in [Appendix B](#).

EQUAL OPPORTUNITY EMPLOYER

James Marta & Company LLP is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers.

INSURANCE

James Marta & Company LLP maintains the following insurance coverages at minimum:

- Commercial General Liability: Up to \$2,000,000 per claim and \$4,000,000 aggregate.
- Workers' Compensation: Up to \$1,000,000 per claim.
- Business Auto Coverage: Up to \$2,000,000 per claim.
- Professional Liability insurance: Up to \$1,000,000 per claim and \$2,000,000 aggregate.



SIMILAR ENGAGEMENTS

We apply extensive experience serving a variety of government entities including joint powers authorities and special districts. We also work with nonprofit associations, school districts, community college districts, and county offices of education.

The following list represents organizations for whom we have provided audit and consulting services.

REPRESENTATIVE JPA CLIENTS

- Alaska Municipal League Joint Insurance Assoc.
- Alaska Municipal Pool JIA
- Alpha Fund
- Association of Oregon Counties Insurance Trust
- Bay Area Housing Authority Risk Mgmt. Agency
- Bay Area Schools Insurance Cooperative
- Beverage Distributors of California
- California Assoc. for Park and Recreation Indemnity
- California Housing Worker's Comp. Authority
- California Joint Powers Insurance Authority
- California Sanitation Risk Mgmt. Authority
- California Self Insurance Guarantee Assoc.
- California Transit Systems JPA
- Central Regional Self Insurance Group
- Central Valley Financing Authority
- Central Valley Schools JPA
- Central Valley Schools Risk Management Authority
- City County Insurance Services Trust
- Contra Costa County School Insurance Authority
- Credit Union Health Benefits of America
- Credit Union Self Insurance Group
- CSAC - Excess Insurance Authority
- East Bay Schools Insurance Group
- Golden State Risk Management Authority
- Independent Cities Risk Management Authority
- Local and Regional Gov't Services Authorities
- Municipal Pooling Authority
- Non Profits United
- North Bay Schools Insurance Authority
- North Coast Schools Insurance Group
- North Coast Schools Medical Insurance Group
- North Dakota Workforce Safety & Insurance
- North Valley Schools Insurance Group
- Northern California Cities Self-Insurance Fund
- Northern California Gas Authority
- Oregon Cities Insurance Trust
- Plastics Manufactures Self Insurance Program
- Preferred Auto Dealers Self Insurance Program
- Public Entity Risk Management Authority
- Sacramento Cogeneration Authority
- Sacramento Municipal Utility District Financing Authority
- San Mateo County Schools Insurance Group
- Santa Cruz – San Benito SIG
- Santa Cruz County Schools Health Insurance Gr.
- Schools Excess Liability Fund
- Schools Insurance Authority
- Schools Self Insurance of Contra Costa County
- SIGNAL I
- SIGNAL II
- South Bay Area Schools Insurance Authority
- Special Districts Risk Management Authority
- State of Colorado Risk Management Dept.
- Statewide Educational Wrap Up Program
- Washington Schools Risk Management Pool
- Washington State Risk Manager
- West San Gabriel Liability/Property JPA
- West San Gabriel Workers' Compensation JPA
- Western Independent Banks Self Insurance Program



REFERENCES

We work hard to earn the trust of our clients and strive to develop a partnership to work as a team.

Please call our references to learn how we make a difference for our clients.

Organization	Contact	Work/Dates
Northern California Cities Self Insurance Fund (NCCSIF)	Marcus Beverly Program Manager 916-643-2704 marcus.beverly@alliant.com	Accounting and Consulting 2002 – present
California Joint Powers Insurance Authority (CJPIA)	Alex Smith Finance Director 562-467-8727 asmith@cjpia.org	Audit 2011 – present
Public Entity Risk Management Authority (PERMA)	Beth Lyons Executive Director 760-258-4255 blyons@permarisk.gov	Audit 1999 – present



2. PERSONNEL QUALIFICATIONS

Your audit team will be comprised of the following individuals:

Name, Certification, Classification	Experience
Jesse Deol, CPA, ARM Lead Partner	Jesse has more than 15 years of experience conducting financial audits, single audits, bond audits, and GASB consulting for county offices of education, school districts, charter schools, special districts, nonprofits, and joint powers authorities.
James Marta, CPA, CGMA, ARPM Technical Review Partner	Mr. Marta has more than 30 years of experience with financial audit, single audit, bond audit, and GASB consulting for county offices of education, school districts, charter schools, special districts, nonprofits, and joint powers authorities.
Michael Manduca, CPA Audit Manager	Michael has more than 17 years of experience with financial audit, single audit, bond audit, and GASB consulting for county offices of education, school districts, charter schools, special districts, nonprofits, and joint powers authorities.
Jhon Munoz, CPA Senior Auditor	Jhon has 4 years of experience in conducting financial audits of school districts, county offices of education charter schools, special districts, nonprofits, and joint powers authorities.
Spencer Blanda Staff Auditor	Spencer has 2 years of experience in conducting financial audits of school districts, county offices of education charter schools, special districts, nonprofits, and joint powers authorities.

We assign two Partners to every engagement – an Engagement Partner and a Technical-Review Partner. These roles are intentionally divided to serve the client’s needs while maintaining professional standards.



- Engagement Partner: Jesse Deol, CPA will provide project oversight throughout the engagement; present the final audit report; and answer questions throughout the year.
- Technical Review Partner: James Marta, CPA will validate the team's work, providing the independent perspective required for thorough quality control.

Together, these leaders bring more than 60 years of direct experience in conducting financial audits of Special Districts. You'll benefit from their practical knowledge, lessons learned and proficiency. As a mid-sized firm, our Partners work closely on every engagement, maintaining clear communication about project status, issues and concerns, and opportunities for improvement.

All Partners are licensed by the State of California to practice as Certified Public Accountants.

TRAINED AND EXPERIENCED TEAM

Delivering a high-quality audit requires an effective team with appropriate experience. Each of our staff is experienced in auditing Joint Powers Authorities and governmental agencies. We invest in regular professional training to ensure that each team member can carry out his or her responsibilities according to the exacting standards set by our profession. All proposed team members have met their required CPE targets including government specific CPE hours.

RESUMES

Resumes for each member of our proposed audit team are provided in [Appendix A](#).

Each resume includes information on the individual's license, certifications, government auditing experience, CPE, and professional affiliations.

3. AUDIT METHODOLOGY

PROJECT UNDERSTANDING

We understand that CEDA is seeking the services of a Certified Public Accountant to conduct an Independent Financial Audit for the fiscal years ending June 30, 2023 and 2024. These services include:

The Value of Experience

- We've refined our approach to make your audit as easy as possible.
- Our practical knowledge helps us identify and test for risks.
- We know how to avoid pitfalls and challenges.
- We help you apply your audit to strengthen operations.



- Conduct Financial Audits for CEDA in accordance with Generally Accepted Accounting Principles (GAAP). The audit includes risk identification, testing procedures, interim and final reports, project communications, and the auditor's opinion (see Scope).
- Prepare and forward the Financial Transactions Report (pursuant to Government Code Section 53891) to the State Controller's Office.
- Conduct all appropriate project communications including planning, entrance conference, project status updates, interim management letter, exit conference, and presentation to CEDA's Board of Directors.
- Provide year-round consultation regarding the audit report and related financial accounting.

If selected, we will conduct the audit and express an opinion on the fair presentation of the financial statements in accordance with applicable standards and laws including:

- The AICPA Audit Guide, Audits of State and Local Government Units, generally accepted auditing standards;
- The California State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special Districts; and
- The United States General Accounting Office (GAO) Government Auditing Standards, Office of Management and Budget (OMB), Audits of States, Local Governments and Nonprofit Organizations.

"Jim clearly understands not only JPA accounting considerations and challenges but pool management issues as well. If you really want to know the financial condition of your program, especially claims accounting, I highly recommend James Marta."

Peggy Kech, North Bay Schools Insurance Authority



AUDIT SCOPE AND SCHEDULE

The following table provides a visual reference for the primary tasks that occur in each audit section.

AUDIT PLANNING	FIELD WORK AND COMPLETION
<ul style="list-style-type: none"> • Conduct Entrance Conference and introduce team. • Review prior year’s audit work papers • Obtain an understanding of the entity, its environment, and internal/external factors. • Review/evaluate the design and implementation of internal controls, policies and procedures. • Review transaction cycles. • Assess the risks of material misstatement. • Determine audit plan and extent of substantive procedures. Establish materiality; perform preliminary analytical procedures; plan audit procedures. 	<ul style="list-style-type: none"> • Test operating effectiveness of controls. • Test transactions from significant transaction cycles and systems. • Review financial statements and enter into system. • Perform substantive testing and analytical procedures. • Evaluate audit evidence. • Evaluate opportunities to improve operations. • Prepare reports and presentations. • Conduct Exit Conference. • If requested: Present report to board/audit committee.
<p>DRAFT AND FINAL DELIVERABLES:</p> <ul style="list-style-type: none"> • <u>Audit Plan and Schedule</u> • <u>List of Requested Items</u> 	<p>DRAFT AND FINAL DELIVERABLES:</p> <ul style="list-style-type: none"> • <u>Audit Status Reports</u> • <u>Management Letter (if necessary)</u> • <u>Independent Auditor’s Report and Financial Statements</u> • <u>Report on Internal Control and Compliance</u> • <u>Financial Transactions Report to the State Controller’s Office</u>



WORK PLAN

Once appointed the auditor of your organization, we will promptly agree on the dates of the interim and year-end fieldwork and the corresponding deliverables and answer questions concerning your industry, your organization’s business activities, operations and accounting, and the preparation of the financial statements. The following are the key phases of our audit process *(These will be the dates of a typical audit year. If selected, we will communicate updated dates for the audit for the year ending 2023):*

SPECIFIC PROCEDURES	STAFF	SCHEDULE
PHASE I – AUDIT PLANNING		
Introduction of Staff		
<ul style="list-style-type: none"> • Meet with representatives to discuss: <ul style="list-style-type: none"> • Approach to the audit • Client assistance checklist • Timelines 	Partner Manager	July
Risk Assessment Procedures		
<ul style="list-style-type: none"> • Obtain an understanding of the external and internal factors affecting the organization • Review and evaluate the design of internal controls including policy and procedure manuals. • Review of the significant transaction cycles • Assess the risk of material misstatements 	Partner Manager Senior	July
Audit Planning		
<ul style="list-style-type: none"> • Develop the individual plan for the audit (based on the internal control review, risks identified, our understanding of the client and the industry) • Establish materiality • Perform preliminary analytical procedures • Plan audit procedures in response to assessed risks 	Partner Manager Senior	July

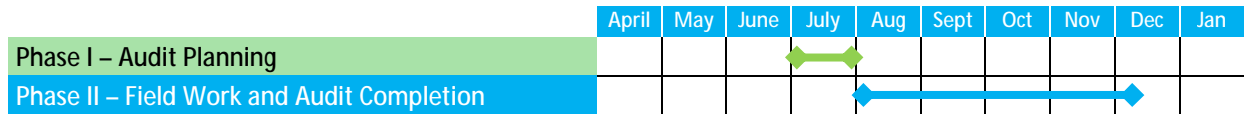
PHASE II – FIELD WORK AND AUDIT COMPLETION		
Internal Controls Testing		
<ul style="list-style-type: none"> • Test of controls. • Tests performed on transactions from significant transaction cycles and systems. 	Senior Senior Staff	September
Substantive Testing and Analytical Procedures		
<ul style="list-style-type: none"> • Obtain financial statements and enter them into financial statement program • Perform analytical procedures as necessary • Verify account balances for the relevant financial statement • Perform substantive testing • Evaluation of evidence obtained 	Senior Staff Partner Manager Senior Staff	September
Operations		
<ul style="list-style-type: none"> • Evaluate opportunities for improvements 	Partner	September



SPECIFIC PROCEDURES	STAFF	SCHEDULE
Draft Audit Report <ul style="list-style-type: none"> • Prepare audit report based on audit work and evidence obtained • Prepare all related disclosures 	Manager Senior	September
Exit Conference <ul style="list-style-type: none"> • Management comments are drafted into a letter and issued to management. • Meet with management/audit committee to discuss results • Review draft audit report 	Manager	September
Final Audit Report <ul style="list-style-type: none"> • Quality Control Review • Prepare and Issue reports including: <ul style="list-style-type: none"> • Independent Auditor’s Report and Financial Statements • Report on Internal Control and Compliance and Other Matters • Financial Transactions Report to the State Controller’s Office 	Partner Manager Senior Staff	October
Governing Board Meeting <ul style="list-style-type: none"> • Presentation of report to the board 	Partner	November (or as necessary)

PRELIMINARY SCHEDULE

We have proposed a preliminary schedule that can be accomplished without putting undue burden on your team. Once selected, we will refine this preliminary schedule in collaboration with you.



(These will be the dates of a typical audit year. If selected, we will communicate updated dates for the audit for the year ending 2023):



PROJECT APPROACH

Our audit methodology puts a strong emphasis on planning. This helps us understand your organization, the environment, financial operations, internal controls, and risks. This foundation, together with our industry expertise, helps us focus testing on the areas of highest potential risk. Advance planning results in an effective, cost-efficient and timely audit which will ultimately benefit you. Our approach involves:

- *Risk Assessment.* We identify and assess the risk of material misstatements through interviews with management, analytical procedures, observations, and inspection. Based on our assessment, we will plan and perform procedures that are responsive to risks identified. This will cover the following areas:
 - Financial reporting framework;
 - Business and industry;
 - Accounting policies and practices;
 - Financial performance; and
 - Internal controls.
- *Process of Review.* We review all work performed, management letters, and reports to ensure that all appropriate professional and technical standards are maintained. With this process, we also assess new standards and their potential impact on the audit process and its resulting report.
- *Use of Advanced Audit Tools.* We use state-of-the-art software designed to conduct paperless audits and expedite routine activities. These computer-assisted auditing techniques helps us analyze large amounts of data and more efficiently select risky items.
- *Open Communication.* Throughout the audit, we explain our procedures. We keep you apprised of our work status from the preliminary audit work through the delivery of the report and other required audit communications. An audit status report highlights the following:
 - Summary of the audit report;
 - Financial position and results of operations; and
 - Current issues and significant trends.

When you receive your draft report, there shouldn't be any surprises.

- *We Make the Audit as Easy as Possible:* We make every effort to use schedules and analyses you have prepared for internal purposes to eliminate duplicate effort. Because we're experienced working with Joint Powers Authorities, we have prepared customized forms and procedural checklists to streamline the process. You will receive an advance list of items and tasks, such as:
 - Completion of transaction testing schedules (supplied by the auditor);
 - Questionnaires (provided in electronic form);
 - Account schedules and analyses;
 - Bank statement reconciliations and confirmation letters; and
 - Other information to support notes to the financial statements.

Completing these schedules before starting fieldwork helps produce a smooth engagement and minimize interruptions. This helps keeping your audit costs low and ensures timely completion.



SYSTEMATIC QUALITY CONTROL

James Marta & Company's quality control policies and procedures align with the elements of quality control established by the AICPA's professional standards for Certified Public Accountants. All employees of the firm are trained in our quality control policies and procedures and are responsible for understanding, implementing, and adhering to them. Our Quality Control program aligns with the AICPA's six elements of quality control. These are:

- Leadership (e.g. ethical tone; independence; quality supersedes commercial considerations; documented procedures).
- Ethical requirements (e.g. objectivity and independence; integrity; confidentiality).
- Acceptance and continuance of client relationships and specific engagements (e.g. conflicts of interest).
- Human resources (e.g. adequate personnel; equal opportunity employment; training and CPE; performance evaluation).
- Engagement performance (e.g. planning and supervision; documentation and records retention; separate partners for engagement and technical review).
- Monitoring (Every engagement is reviewed by the in-charge, supervisor, and partner to ensure completeness and accuracy. Annual internal inspection and review of the QC program; updates to reflect new standards; professional development; and independent peer review).

Our procedures are verified through an independent peer review. This AICPA program verifies that we are upholding the professional standards of quality in all respects. Our most recent peer review resulted in a rating of Pass – the highest rating available. Our most recent peer review letter is provided in [Appendix B](#).

LEVEL AND NATURE OF SUPPORT

The Executive Director and/or Accounting Supervisor will ensure that all audit requests are provided in a timely manner. This will be discussed during the entrance conference. He/she will:

- Participate in determining CEDA Staff availability to support field work on the agreed dates.
- Be available for audit inquiries, entrance and exit conferences.
- Oversee CEDA Staff and ensure timely provision of requested documentation as agreed.



SOFTWARE THAT HELPS US PERFORM EFFICIENTLY AND EFFECTIVELY

We leverage two, state-of-the-art systems to help us improve effectiveness in audit efficiency, communication, document management, records retention, and workflow.

SURALINK'S INTUITIVE INTERFACE SIMPLIFIES PROJECT TRACKING

During the audit, you have access to Suralink – software that enables secure document transfer, processing, and a status tracking. You'll have unlimited storage and accessibility to the prior year's documentation for future reference. To increase accountability, notifications are sent to both parties. Requests can be assigned to an individual or a department along with questions and comments. As shown in the example, Suralink's real-time snapshot provides a visual status for all requests. Users can drill down to specific documents and requests for details.



Suralink provides:

- Clear visual status of the review in aggregate as well as individual documents;
- Secure and easy transfer for high volumes of documents;
- Auditors access and review documents within the system and track status as they go;
- Access restriction to support confidentiality;
- Store documents as a reference for future audits and to meet records retention requirements;
- Transparency of status and requests throughout the process;
- Accountability for assignments; and
- Expedites routine actions saving time throughout the project.

PROSYSTEM FX FACILITATES PAPERLESS AUDIT WORKFLOW

ProSystem fx Engagement is a digital file management system that provides versatile workflow management of workpapers, trial balances, and other documents. This paperless system helps us:

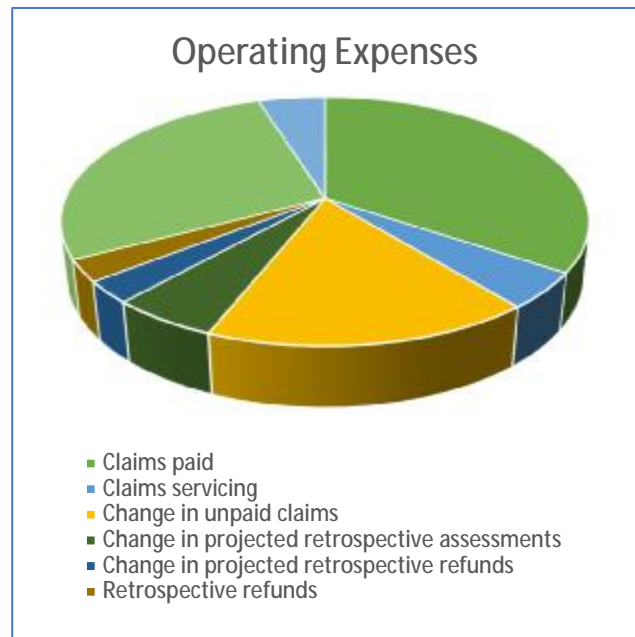
- Streamline every step securely from setup to sign off.
- Automate dissemination of data to ensure accuracy.
- Monitor and control engagements from start to finish.
- Automate trial balance reporting.
- Ensure consistent file integrity with secure document management and storage.
- Manage document and workpapers with digital binders.
- Expedite projects by allowing multiple staff to collaborate from any location with versatile access.



BENEFITS OF OUR PROCESS

Ultimately, an audit should not just check that reported numbers agree to backup documentation. Rather, we aim to help you use the audit to better understand your organization's operations and improve controls. We bring our considerable experience into your process to broaden the support of your business and operations. We help you:

- *Analyze your operations* including relationships between funding, expenditures, and service levels. This provides the information you need to:
 - Ensure that you are receiving the funding which you are entitled to receive;
 - Focus on programs from a management perspective (i.e. programs that encroach on general fund);
 - Diagnose areas that need elevated focus for improved management controls;
 - Identify training needs for personnel;
 - Anticipate growing costs and their potential effect on future budgets; and
 - Recognize opportunities to improve procedures and training.
- *Visualize your position.* Our graphical summary helps us clearly communicate your position and historical trends of your organization.
- *Be better prepared to face common pressures.* We give management practical advice on what role a board should play in overseeing their association. We have helped our clients develop accounting systems that ensure accountability and full utilization of their resources.





4. INDEPENDENCE/CONFLICT OF INTEREST

James Marta & Company LLP is independent of CEDA as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards.

We know of no professional relationships between James Marta & Company LLP or any of the firm's employees and CEDA that would pose a conflict of interest in performing an audit.

James Marta & Company LLP's quality control program aligns with the AICPA's Quality Control Standards, ethical mandates and code of professional conduct – including those related to professional independence and conflicts of interest addressed by the GAO Standards for Audit of Governmental Organizations Programs Activities and Functions. We have firm policies related to leadership, independence, objectivity, conflict of interest, client relationships, engagement supervision and review, documentation, and more.



5. COST

Classification	Total Hours	Hourly Rate	Total Amount
Partner	16	\$ 350	\$ 5,600
Supervisor	20	\$ 260	\$ 5,200
Senior	30	\$ 160	\$ 4,800
Staff	34	\$ 160	\$ 5,440
Sub-total	100		\$ 21,040
Professional Discount (multi-year)			\$ (3,040)
Proposed Fees			
For the Year Ended June 30, 2023			\$ 18,000
For the Year Ended June 30, 2024			\$ 18,900

NOTES, EXCLUSIONS AND ADDITIONS

Payment by Credit Card is subject to a 5% processing fee.

The fees quoted are based upon several assumptions about the adequacy of the accounting records, the degree of assistance to be provided by your personnel, and current auditing and accounting standards.

Our fees do not include services such as closing year-end accounts or account reconciliations. If extraordinary matters come to our attention (i.e. significant changes in your operations, material weakness in your internal controls, etc.) that require an extension of our services, we will consult with you concerning additional work to be done by you and/or an adjustment to our fees.

We will submit monthly progress billings during the audit process.

In the event that the GASB, FASB, AICPA, GAO, or the State issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you. Before proceeding, we will prepare an estimate (if necessary) for performing the additional work.



APPENDIX A: RESUMES



JESSE DEOL, CPA, ARM ENGAGEMENT PARTNER

Jesse is a firm Partner with more than 15 years of experience in audit, consulting and accounting for LEAs, Joint Powers Authorities, Special Districts, employee benefit plans, local government agencies, and nonprofits.

TEACHING & INDUSTRY LEADERSHIP

- Single Audit training per the Uniform Guidance (internal and external);
- State Compliance for LEAs (internal and external);
- Associated Student Body for various school districts;
- State Compliance for LEAs on year-end closing and GASB.

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Public Accountants (AICPA)
- California Society of Certified Public Accountants (CSCPA)
- Association of International Certified Professional Accountants

SELECT CLIENTS

Local Education Agencies (LEAs)
 Ackerman Elementary School District
 Arcata Elementary School District
 Benicia Unified School District
 Big Lagoon Union School District
 Blue Lake Union School District
 Brentwood Unified School District
 Colusa County Office of Education
 Colusa Unified School District
 Dixon Unified School District
 Esparto Unified School District
 Eureka City Unified School District
 Eureka Union School District
 First 5 Colusa County
 Gilroy Unified School District
 Griffin Technology Academies
 Humboldt County Office of Education
 Kirkwood Elementary School District
 Maxwell Unified School District
 McKinleyville Union School District
 Natomas Unified School District
 Northern Humboldt UHSD
 Peninsula Union School District
 Pierce Joint Unified School District
 Ripon Unified School District
 Rocklin Academy Family of Schools
 Sacramento County Office of Education
 San Bruno Park School District
 Southern Humboldt Union School District
 Trinidad Union School District
 Thermalito Union School District
 Vacaville Unified School District
 Visions in Education
 Washington Unified School District
 Williams Unified School District
 Winters Joint Unified School District
 Yolo County Office of Education
 Nonprofit Organizations
 CalACT
 California Hotel and Lodging Association
 California Special Districts Association
 California Transit Association
 Charis Youth Center
 Gender Health
 Sunburst Projects

Nonprofit Organizations (continued)
 Paradise Oaks Youth Services
 Resident Owned Parks
 Sacramento Tree Foundation
 State Association of County Retirement Systems
 Niles East Mobilehome Estates
 Paradise Oaks Youth Services
 Resident Owned Parks
 State Association of County Retirement Systems
 Sunburst Projects
 Joint Powers Authorities
 Bay Areas Schools Insurance Cooperative
 Calif. Housing Worker's Compensation
 California Transit Systems JPA
 Central Valley Financing Authority
 Central San Joaquin Valley RMA
 Exclusive Risk Mgmt Authority of CA
 Northern California Gas Authority
 North Coast Schools Insurance Group
 North Coast Schools Medical Insurance
 Pooled Liability Assurance Network
 Redwood Empire Municipal Insurance Fund
 Sacramento Cogeneration Authority
 Sacramento Municipal Utility District Financing Authority
 Sacramento Power Authority
 Shared Agency Risk Pool
 Trindel Insurance Fund
 Valley Clean Energy
 West San Gabriel Workers' Compensation
 West San Gabriel Liability/Property JPA

Special Districts
 Banning Library District
 Livermore Area Recreation and Park District
 Mid-Peninsula Water District
 No. Calif. Regional Public Safety Training
 NorthStar Community Services District
 Truckee-Donner Recreation and Park District
 Truckee Sanitary District
 Southgate Recreation and Park District
 Sacramento LAFCO
 Solano LAFCO



ROLE & RESPONSIBILITIES

- Audit risk assessment, audit design, planning, control, review and evaluation.
- GAAP Conformance
- Communication with executive team and Board.
- Manages audit team, tasks, progress, and schedule.
- Available for questions.

EDUCATION

- California State University, Sacramento B.S. Accounting

CERTIFICATIONS

- CPA (California, Oregon)
- Associate in Risk Management
- Intermediate Single Audit
- Cybersecurity Fundamentals for Finance and Accounting Professionals
- Not-for-Profit Certificate I

SPECIALIZATION

- Joint powers authorities, special districts, LEA, employee benefit plans, local government and non-profits.
- Single Audits using the Uniform Guidance (formerly OMB Circular A-133).

CPE

197.75 CPE hours in 2022 and 2021 (56 in Government Accounting, Single Audits and Federal Compliance, 125 in Audit and Attestation). Jesse met the *Government Auditing Standard* requirement for CPE.



JAMES P. MARTA, CPA, CGMA, ARPM TECHNICAL REVIEW PARTNER

James has 30 years of experience in audit, consulting and accounting for joint powers authorities, special districts, LEAs and nonprofits. Prior to opening James Marta & Company, he spent one year with Moss Adams and 10 years with Gilbert Accountancy Corp. where he was a Partner.

INDUSTRY LEADERSHIP

James is a regular speaker on the topics of risk financing and accounting. He worked with the GASB on standards related to risk pools and addresses industry issues. In addition, he is/was involved in:

- Accreditation Manager for CAJPA
- Member, Governor's team to improve efficiency of the California DMV and State Assembly
- Board Member Fiscal Oversight, Risk Financing – CSDA / CAJPA
- Single Audit Act – California State Auditors
- Self-Insurance Issues – CAJPA/CSDA
- Fraud Prevention and Detection – CASBO
- Author of the IEA Pool Manager Course
- Taught the IEA ARM Risk Management and Risk Financing courses.

PROFESSIONAL AFFILIATIONS

- American Institute of Certified Public Accountants (AICPA)
- California Society of Certified Public Accountants (CSCPA)
- California Association of Joint Power Authorities (CAJPA)
- California Special Districts Association (CSDA)

SELECT CLIENTS

Executive Leadership

CFO – Washington Schools Risk Mgmt Pool
Interim CEO – Yolo County Public Agency Risk Management Insurance Authority
Treasurer – S. San Joaquin Co. Fire Authority

JPA's and Risk Cooperatives

Bay Area Housing Authority RMG
Bay Area Schools Insurance Cooperative
Burlington National Insurance Company
California Association for Park & Rec Indemnity
California Association of Joint Powers Insurance Authorities
California Health Advocates
California Housing Authority Workers Compensation Agency
California Joint Powers Insurance Authority
California Mental Health Services Authority
CC SOLANO
Contra Costa County Schools Insurance Group
Finish Line Self Insurance Group
Golden State Risk Management Authority
Municipal Pooling Authority
North Bay Schools Insurance Authority
North Valley Schools Insurance Group
Post Time Self Insurance Group
Property Casualty Coverage for Education Trust
Sacramento Cogeneration Authority
SMUD Financing Authority
Santa Cruz Co. Schools Health Insurance Group
Sacramento Power Authority

San Mateo County Schools Insurance Group
Schools Self Insurance of Contra Costa Co.
Shasta-Trinity Schools Insurance Group
SIGNAL 1
South Bay Area Schools Insurance Auth.
Southern Peninsula Region Insurance Gr.
Special Districts Association of Oregon
Trindel Insurance Fund
YCPARMIA

LEAs

Benicia Unified School District
Brentwood Unified School District
Dixon Unified School District
Gilroy Unified School District
Natomas Unified School District
Sacramento County Office of Education
San Mateo Union High School District
Vacaville Unified School District
Winters Joint Unified School District

Nonprofit

California Lawyers Association
Charis Youth Center
Health Officers Association of California
Health Professional Education Foundation
Mental Health America of California
NonProfits' United Vehicle Insurance Program
Non-Profit's United Workers Compensation Gr.
Yolo Hospice
Special District
South San Joaquin County Fire Authority

ROLE & RESPONSIBILITIES

- Audit delivery and services
- Communication regarding planning, fieldwork and reporting.
- Technical resource for questions and services

EDUCATION

- Portland State University, B.S. Accounting and B.S. Finance-Law
- Insurance Institute of America, Associate in Risk Pool Management

CERTIFICATIONS

- CPA, CGMA, ARPM

SPECIALIZATION

- Audit and reviews for government, nonprofit, special districts and Joint Powers Authorities
- Implementation of accounting and internal control recommendations
- Federal and state compliance
- Risk pool financial management
- Troubled pool recovery
- Member agreements
- Board training
- Special calculations

CPE

160 CPE hours in 2022 and 2021 (92 in Government Accounting, Single Audits and Federal Compliance). James met the *Government Auditing Standard* requirement for CPE.



MICHAEL MANDUCA, CPA

AUDIT MANAGER

Michael has over 17 years of experience in auditing, consulting, and accounting for Joint Powers Authorities, special districts, local government agencies and nonprofits. His primary focus has been on audits – including single audits, full-cycle accounting for nonprofit insurance cooperatives, and attestation work for government agencies.

TEACHING & INDUSTRY LEADERSHIP

- Audit risk assessment (internal)
- Federal compliance testing (internal)

SELECT CLIENTS

Local Education Agencies
Benicia Unified School District
Brentwood Unified School District
Colusa County Office of Education
Maria Montessori Charter Academy
Sacramento County Office of Education
Vacaville Unified School District
Washington Unified School District

Joint Powers Agencies
Alaska Municipal League Joint Insurance Assoc.
Bay Area Housing Authority Risk Mgmt Agency
California Assoc for Park and Recreation Indemnity
California Joint Powers Insurance Authority
California Sanitation Risk Management Authority
Central Valley Schools Risk Management Authority
Contra Costa County Schools Insurance Group
CSAC Excess Insurance Authority
East Bay Schools Insurance Group
Local and Regional Gov't Services Authorities
Municipal Pooling Authority
North Bay Schools Insurance Authority
Public Entity Risk Management Authority

Nonprofit Organizations
CHARIS Youth Center
Credit Union Self-Insured Group of California
Crossroads Treatment Centers, Inc.
Elk Grove Benefits Employee Retirement Trust
Health Officers Association of California
Lighthouse Youth Centers, Inc.
Martins' Achievement Place
Mental Health America of California
NonProfits' United Workers' Compensation Group
Preferred Automobile Dealers Self-Ins Program
Shelter, Inc.
Sierra Sacramento Valley Medical Society
Western Independent Bankers Association
Self Insurance Program
Women's Health Specialists
Woodland Youth Services

Special Districts
Auburn Area Recreation and Park District
California Mental Health Services Authority
Mid-Peninsula Water District
Northstar Community Services District
Sacramento Municipal Utility District
Sacramento Transportation Authority
Southgate Recreation and Park District
Truckee Tahoe Airport District

ROLE & RESPONSIBILITIES

- Supports the engagement manager during audit risk assessment, design of the audit, and planning.
- Performs audit fieldwork, testing of internal controls and compliance.
- Prepares financial statements according to GAAP.
- Executes audit activities and tasks, monitors progress, and ensures schedule compliance.
- Supervises staff accountants.
- Available for issues, questions and additional services.

EDUCATION

- California State University, Sacramento, B.S. Business Administration, Concentration in Accounting

SPECIALIZATION

- Audits and single audits
- Full-cycle accounting for nonprofit insurance cooperatives
- Attestation work for government agencies.

CPE

145 CPE hours in 2022 and 2021 (90 in government accounting and audit). Michael met the *Government Auditing Standard* requirement for governmental CPE.



JHON CHRISTIAN G. MUNOZ, CPA SENIOR AUDITOR

Jhon is a senior accountant with four years of experience in Accounting and Audit. Prior to joining James Marta & Company, Jhon worked as an auditor and accountant in the Philippines.

Jhon has supported audit engagements for Joint Powers Authorities (JPAs), LEAs, Special Districts, and Nonprofits. Jhon has direct experience performing audit fieldwork including balance testing, control testing, client communication, and reconciliations.

Jhon is also part of a team providing Accounting services. In this capacity he conducts accounting procedures including preparing financial statements closing and adjusting entries, ACH, managing transactions, accounts payable, and reconciliations.

ROLE & RESPONSIBILITIES

- Performs audit fieldwork, testing of internal controls, cutoff and compliance.
- Prepares financial statements in conformance with GAAP and GFOA.
- Available for questions.

EDUCATION

Bachelor of Science in Accountancy, Sacred Heart College, Philippines

CPA in the Philippines.

SPECIALIZATION

- Joint powers authorities, special districts, LEA, employee benefit plans, local government and non-profits.

CPE

107 CPE hours in 2022 and 2020. (29 in government accounting and audit). Jhon met the *Government Auditing Standard* requirement for CPE.

SELECT CLIENTS

Education Agencies
Maxwell USD

The Rocklin Academy
Maria Montessori Charter Academy
Esparto Unified School District
Sacramento County Office of Education
Eureka City Schools
Visions in Education

Special Districts
Southgate Recreation & Park District
Truckee Tahoe Airport District
Truckee-Donner Recreation & Park District
Truckee Fire Protection District

Joint Powers Agencies
Northern California Cities SIF
Pooled Liability Assurance Network
Shared Agency Risk Pool
Shasta-Trinity Schools Insurance Group
San Mateo County Schools Insurance Group
SMUD
SMUD Financing Authority
Redwood Empire Municipal Insurance Fund
North Coast School Insurance Group
North Coast School Medical

Nonprofits

California Hotel and Lodging Association
California Lawyers Association
Elk Grove Benefits Employee Retirement Trust
Summer House, Inc.
Gender Health Center

For profits

Child Development Inc.
Burlington National Insurance Company

Captive Insurance Company
Burlington National Insurance Company



SPENCER BLANDA STAFF ACCOUNTANT

Spencer brings two years of experience in audit and accounting. He has supported audit engagements for Joint Powers Authorities (JPAs), LEAs, Special Districts, and Nonprofits.

Spencer has direct experience in performing audit fieldwork including balance testing, control testing, client communication, and reconciliations.

SELECT CLIENTS

Education Agencies

Ackerman Elementary School District
Arcata Elementary School District
Benicia School District
Blue Lake Union Elementary School District
Big Lagoon Union Elementary School District
Eureka City Unified School District
Eureka Union School District
Gilroy Unified School District
Kirkwood Elementary School District
Maxwell USD
Pacific Charter Institute
Pierce Joint Unified School District
Peninsula Union School District
Ripon Unified School District
Rocklin Academy
Roseville City School District
San Bruno Park School District
Southern Humboldt JUSD
Trinidad Union School District
Washington Unified School District
Williams Unified School District
Yolo County Office of Education

Joint Powers Agencies

BAHARMA
California Rural Water Risk Mgmt Authority
CJPIA
Contra Costa County Schools Insurance Group
Exclusive Risk Management Auth of California
Finish Line Self Insurance Group
Northern California Cities SIF
Pooled Liability Assurance Network
Post Time Self Insurance Group

Joint Power Agencies continued

Redwood Empire Municipal Insurance Fund
Shared Agency Risk Pool
South Bay Area Schools Insurance Authority
San Mateo County Schools Insurance Group

Special Districts

Livermore Area Recreation and Park District
Mid-Peninsula Water District
Multnomah County Drainage District
North Star CSD
Purissima Hills Water District
Sacramento LAFCO
Southgate Recreation & Park District
Truckee-Donner Recreation and Park District
Truckee Sanitary District
Truckee Tahoe Airport District
Valley Clean Energy Alliance

Nonprofits

CalACT
California Association of Public Retirement Systems
California Hotel and Lodging Association
California Lawyers Association
California Waterfowl Association
Coalition of California Welfare Rights Organization
CHARIS
Child Development, Inc.
Elk Grove Benefits Employee Retirement Trust
Summer House, Inc.
Sunburst Projects

ROLE & RESPONSIBILITIES

- Performs audit fieldwork, testing of internal controls, cutoff and compliance.
- Prepares financial statements in conformance with GAAP and GFOA.
- Available for questions.

EDUCATION

- California State University, Sacramento B.S. Accounting

SPECIALIZATION

- Joint powers authorities, special districts, LEA, employee benefit plans, local government and non-profits.

CPE

120 CPE hours in 2022 and 2021 (64 in government accounting and audit). Spencer met the *Government Auditing Standard* requirement for governmental CPE.



APPENDIX B: PEER REVIEW

The peer review letter is provided in the following pages.

Report on the Firm's System of Quality Control

April 21, 2022

To James Marta & Company, LLP and the Peer Review Committee of the California Society of CPAs:

We have reviewed the system of quality control for the accounting and auditing practice of James Marta & Company, LLP (the firm) in effect for the year ended May 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

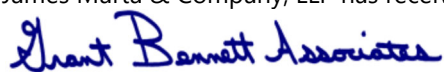
Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an examination of a service organization (SOC 1 engagement),

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of James Marta & Company, LLP in effect for the year ended May 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. James Marta & Company, LLP has received a peer review rating of *pass*.



GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



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