State Financial Assistance Reports

# State Financial Assistance Reports

# Table of Contents

	<u>Page</u>
Report on Compliance and on Internal Control Over Financial Reporting Based on an audit of financial statements performed in accordance with <i>Government Auditing Standards</i>	1
Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in accordance with the <i>State of Alaska Audit Guide and Compliance Supplement for State Single Audits</i>	2-3
Schedule of State Financial Assistance	4-9
Notes to Schedule of State Financial Assistance	10
Schedules of Expenditures - Budget and Actual:	
Chemical Dependency	11
Specifically Impaired	12
Denali Commission	13
ASHNHA Emergency Communications	14

# ELGEE REHFELD MERTZ, LLC

CERTIFIED PUBLIC ACCOUNTANTS

9309 Glacier Highway, Suite B-200 • Juneau, Alaska 99801 907.789.3178 • FAX 907.789.7128 • www.ermcpa.com

# REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Members of the Assembly
The City and Borough of Juneau, Alaska

We have audited the basic financial statements of the City and Borough of Juneau, Alaska as of and for the year ended June 30, 2004, and have issued our report thereon dated December 3, 2004. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the City and Borough of Juneau, Alaska'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, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the City and Borough of Juneau, Alaska'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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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 misstatements in amounts that would be material in relation to the 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 noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting, which we have reported to management of the City and Borough of Juneau, Alaska in a separate letter dated December 3, 2004.

This report is intended solely for the information and use of the Assembly, management, and the State of Alaska, and is not intended to be and should not be used by anyone other than these specified parties.

December 3, 2004

ERM

# ELGEE REHFELD MERTZ.LLC

CERTIFIED PUBLIC ACCOUNTANTS

9309 Glacier Highway, Suite B-200 • Juneau, Alaska 99801 907.789.3178 • FAX 907.789.7128 • www.ermcpa.com

REPORT ON COMPLIANCE WITH REQUIRMENTS APPLICABLE TO EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE STATE OF ALASKA AUDIT GUIDE AND COMPLIANCE SUPPLEMENT FOR STATE SINGLE AUDITS

The Members of the Assembly The City and Borough of Juneau, Alaska

### Compliance

We have audited the compliance of the City and Borough of Juneau, Alaska with the types of compliance requirements described in the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* that are applicable to each of its major state programs for the year ended June 30, 2004. The City and Borough of Juneau, Alaska's major state programs are identified in the accompanying schedule of state financial assistance. Compliance with the requirements of laws, regulations, contracts, and grants, general requirements, and the specific requirements applicable to each of its major state programs is the responsibility of the City and Borough of Juneau, Alaska's management. Our responsibility is to express an opinion on the City and Borough of Juneau, Alaska's compliance based on our audit.

We conducted our audit of compliance in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*. Those standards and the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major state program occurred. An audit includes examining, on a test basis, evidence about the City and Borough of Juneau, Alaska's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the City and Borough of Juneau, Alaska's compliance with those requirements.

In our opinion, the City and Borough of Juneau, Alaska complied, in all material respects, with the requirements referred to above that are applicable to each of its major state programs for the year ended June 30, 2004.

### Internal Control Over Compliance

The management of the City and Borough of Juneau, Alaska is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to state programs. In planning and performing our audit, we considered the City and Borough of Juneau, Alaska's internal control over compliance with requirements that could have a direct and material effect on a major state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. 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 noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major state program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

### Schedule of State Financial Assistance and Schedules of Expenditures - Budget and Actual

We have audited the financial statements of the City and Borough of Juneau, Alaska as of and for the year ended June 30, 2004, and have issued our report thereon dated December 3, 2004. Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedule of State Financial Assistance (pages 4-9) and Schedules of Expenditures - Budget and Actual (pages 11-14) are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of the Assembly, management, and the State of Alaska, and is not intended to be and should not be used by anyone other than these specified parties.

December 3, 2004

ERM

Year ended June 30, 2004

State grant or/pass-through grant or/program title	Grant Number	Award Amount	Receivable (deferral) at July 1, 2003	Amount Received	Expenditures	Receivable (deferral) at June 30, 2004
Department of Community and Economic Development:						
Direct Program						
Fisheries Business Tax	ı	\$ 12,902	1	12,902	12,902	1
Dimond Park Community Center I	03-DC-120	* 150,000	(30,000)	1	124,950	94,950
Eaglecrest Nordic Ski Trail	03-DC-121	25,000	1	1	•	•
JD Treatment Plant Incinerator	04-DC-001	* 415,000	•	83,000	224,200	141,200
Designated Legislative Grants						
Downtown Juneau School Complex Improvement	03-RR-008	846,433	846,434	846,434	1	•
Municipal Capital Project Matching Grant Program						
Auke Bay/Marie Drake Fire and ADA Compliance	94/578-1-002	87,500	•	1	17,995	17,995
Fire: Biohazard Cleanup/Decontamination System	96/578-5-007	105,000	5,362	38,097	32,735	1
Police: Integrated Computer Records System	97/578-5-004	140,000	4,071	4,773	15,253	14,551
ADA Compliance: Accessibility Projects	98/578-9-001	35,000	5,297	6,665	1,368	•
Marie Drake Elementary Upgrades for Fire Rated Corridors/ADA	00/578-1-005	202,952	1	•	20,856	20,856
ADA Compliance: Accessibility Projects	00/578-9-001	35,000	2,029	2,029	•	•
Deferred Building Maintenance	01-MG-070	264,000	1	47,545	47,545	•
Essential Building Repairs	01-MG-071	* 171,000	17,158	85,758	68,600	1
Deferred Building Maintenance	02-MG-065	* 264,000	59,776	110,073	78,752	28,455
Essential Building Repairs	. 02-MG-066	* 171,000	35,561	96,334	74,639	13,866
Underground Fuel Storage Tanks	02-MG-067	76,000	1	295	5,207	4,912
Essential Bldg Repairs II	03-MG-091	171,000	1	1	1	•
Deferred Building Maintenance II	03-MG-092	338,867	1		1	'
		3,510,654	945,688	1,333,905	725,002	336,785
Federal Pass-Through Grants:						
U.S. Department of Commerce						
Alaska Coastal Management FY03	831160	64,336	17,704	17,704	1	1
Alaska Coastal Management FY04	840614	41,800	•	41,800	41,800	1
ACMP - Coastal Resources Data System, Phase II	840635	20,000	1	9,738	20,000	10,262
		126,136	17,704	69,242	61,800	10,262
U.S. Department of Housing and Urban Development: Community Development Block Grant						
Day Care Facility for Frail and ADRD Elderly	841207	378,420	1			1

- 4 -

Receivable (deferral) at Expenditures June 30, 2004	- (139,537) - (140,658) - (142,377) - 806,804 (422,377)	1 743,031	23,761 - 2,760 - 5,775 - 2,060,509 1,101,559	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	3 415,712 240,364 
Amount Received	949,181	743,031	18,900 2,760 5,775 5,775 692,928 958,950 1,679,313	113,860 5,000 118,860 1,798,173	175,348
Receivable (deferral) at July 1, 2003	(139,537) (140,658) - (280,195)	- 683,197	(4,861) - - 692,928 - - - - - - - - - - - - - - - - - - -	(4,958) - (4,958) 683,109	
Award Amount	930,246 937,718 949,181 2,817,145	743,031	18,750 2,760 5,775 933,621 * 958,950 1,919,856	113,860 5,000 118,860 2,038,716	* 750,000 490,800 1,240,800
Grant Number	r - r		PLA-03-743-39 ILC-03-743-142 -	ILC-03-743-92 ILC-04-743-111	44586
State grant or/pass-through grant or/program title	Federal Pass-Through Grants (cont.)  U.S. Department of Agriculture Forest Service Schools and Roads - Grants to States FY02 Schools and Roads - Grants to States FY03 Schools and Roads - Grants to States FY04	U.S. Department of Treasury Temporary Federal Relief Payment Total Department of Community and Economic Development	Department of Education and Early Development: Library Assistance Interlibrary Cooperation Grant - Netlender Museum Grant-In-Aid State Shared Revenue: School Debt Retirement FY03 School Debt Retirement FY04	Federal Pass-Through Grants: U.S. Department of Education Regional Services Grant Live Homework Help/Pilot Project Total Department of Education and Early Development	Department of Environmental Conservation: 3rd Street Douglas Water and Sewer Replacement North Tee Harbor Waterline Extension Total Department of Environmental Conservation

State grant or/pass-through grant or/program title	Grant Number	Award Amount	Receivable (deferral) at July 1, 2003	Amount Received	Expenditures	Receivable (deferral) at June 30, 2004
Department of Fish and Game: Amalea Harbor Ramp Rehabilitation	03-045 *	000'009	1	1	477.089	477.089
Mendenhall River/Lemon Creek Hydrology	03-002	23,250	ı	9,225	9,225	1
Indoor Shooting Range Water Line	NA	36,455	1	36,455	36,455	1
		659,705	1	45,680	522,769	477,089
Federal Pass-Through Grants: U.S. Department of the Interior Fish and Wildlife Service						
Norway Point Boat Moorage Float	01-097	100,000	•	•	1	•
Amalga Harbor Launch Ramp Upgrade	03-045	1,500,000	•	•	1,431,267	1,431,267
Aurora Harbor Pump Out Stations	04-003	75,000	1	1	1	
Indoor Shooting Range Water Line	NA	18,200	1	18,200	18,200	1
		1,693,200	1	18,200	1,449,467	1,431,267
Total Department of Fish and Game		2,352,905		63,880	1,972,236	1,908,356
_						
Department of Health and Social Services: Chamical Department Treatment FV01	06-1/133	552 201	(3 500)		3 500	1
Chemical Dependency Treatment - FY04	0	* 640,000	(000%)	000809	640,000	32,000
Specifically Impaired - FY04		* 77,068	•	73.245	77.068	3,823
Specifically Impaired - FY02	06-2238	80,000	(897)		289	
		1,349,359	(4,187)	681,245	721,255	35,823
Federal Pass-Through Grants:						
Denali Commission	90.100	127,500	ı	8,603	8,603	
ASHNHA Emergency Communications	93.003	19,350	•	19,350	8,075	(11,275)
ASHNHA Emergency Operations Center	93.003	17,661	•	17,661	1	(17,661)
Women's Capacity Expansion - FY02	06-2496	20,505	19,415	19,415	1	1
		185,016	19,415	65,029	16,678	(28,936)
Total Department of Health and Social Services		1,534,375	15,228	746,274	737,933	6,887

State grant or/pass-through grant or/program title	Grant Number	Award Amount	Receivable (deferral) at July 1, 2003	Amount Received	Expenditures	Receivable (deferral) at June 30, 2004
Department of Military and Veterans Affairs: Local Emergency Planning Committee FY03 Local Emergency Planning Committee FY04		30,449	14,494	14,494 5,080	20,000	14,920
		50,449	14,494	19,574	20,000	14,920
Federal Pass-Through Grants:						
U.S. Department of Defense						
Emergency Management Program FY03		12,500	3,125	6,250	3,125	•
Emergency Management Program FY04	•	30,000	•	1	19,850	19,850
FEMA All Hazards		17,137	913	17,136	16,223	•
FEMA Cert		10,496	1,000	7,335	6,335	1
Community Emergency Response Team	03-08	18,000	•	1	316	316
Pre-Disaster Mitigation Program	PDM 03	10,000	1	10,000	10,000	1
Pre-Disaster Mitigation Program	PDM 03-01d	30,000	1	1	16,066	16,066
- 7		128,133	5,038	40,721	71,915	36,232
U.S. Department of Justice						
State Homeland Security Grant - First Responder	SHSGP 03-05	673,467	1	1	132,899	132,899
U.S. Department of Homeland Security						
State Homeland Security Grant	35549	962,000	1	1	1	1
Total Department of Military and Veterans Affairs		1,814,049	19,532	60,295	224,814	184,051
Department of Natural Resources:						
Federal Pass-Through Grants:						
U.S. Department of Interior						
National Park Service						
JUALPA Mine Camp Historic District VI	03404	5,520	1	1	469	469
FY04 Historic Preservation Fund	03417	5,308	1	3,603	1	(3,603)
Casey Shattuck Neighborhood IV	03405	4,831	1	ı	88	88
Skagway Travel Grant	03421	3,448	•	1	2,427	2,427
National Register Nomination Juneau Mem. Library	04431	3,581	1	1	163	163
Interpretive Signs/Juneau Downtown Historic District	02-395	12,600	11,000	12,600	1,600	•
Land and Water Conservation Fund - Treadwell Ice Arena	02-00372	154,786	1	1	30,957	30,957
Herbert River Land Purchase Coastal Wetlands		553,000	553,000	553,000	1	1
Total Department of Natural Resources		743,074	564,000	569,203	35,704	30,501

State grant or/pass-through grant or/program title	Grant Number	Award Amount	Receivable (deferral) at July 1, 2003	Amount Received	Expenditures	Receivable (deferral) at June 30, 2004
Department of Public Safety: Federal Pass-Through Grant: U.S. Department of Justice COPS Technology Grant FY02 Total Department of Public Safety		976,900		239,481	271,219	31,738
Department of Revenue: State Shared Revenue FY03: Aviation Firel		86 774	4CT 98	86 724	•	
Liquor Taxes Raw Eich Tax		59,200	20,900	20,727	, ,	
State Shared Revenue FY 04:		* * * * * * * * * * * * * * * * * * * *			210.00	210.08
				23,400	58,800 58,800 221,435	35,400 221,435
8 -		505,288	326,173	349,573	362,250	338,850
Alaska Housing Finance Corporation Federal Pass-Through Grants: U.S. Department of Housing and Urban Development "In Lieu of Tax" receipts FY03		45,704	45,704	45,704	,	•
"In Lieu of Tax" receipts FY04	1	35,705	45,704	45,704	35,705	35,705
Total Department of Revenue		586,697	371,877	395,277	397,955	374,555
Department of Transportation and Public Facilities:	68120	120 675		3 1 68	3 768	
	68546	56,748	35,969	56,117	20,148	ı
Juneau Airport Terminal Modifications (AIP 36)	68747	2,333	ı	2,333	2,333	1
Juneau Airport Passenger Screening Improvements (AIP 38)	69461	10,529	1	10,529	10,529	- 27 028
Suncau Anport Ets Thas III (All 37) Rehabilitate Taxiway Alpha (AIP 37)		* 108,533		8,400	97,388	88,988
Acquire Snow Removal, Airside and Friction Measuring Equip	67510	14,670	ı	1	1	1
Saturation Grant	1	356,925	35,969	10,038 92,030	10,038	126,916

Year ended June 30, 2004

State grant or/pass-through grant or/program title	Grant Number	Award Amount	Receivable (deferral) at July 1, 2003	Amount Received	Expenditures	Receivable (deferral) at June 30, 2004
Federal Pass-Through Grants: U.S. Department of Transportation Federal Transit Administration						
Juneau Capital Transit Paratransit Van Replacement	68752	191,000	1	1	159,135	159,135
Capital Transit Capital Grant - Purchase Transit Buses	68488	724,220	•	603,346	694,690	91,344
Training Grant CY04	•	8,000	•	1	•	•
Training Grant CY03	•	8,619	•	8,619	8,619	•
Section 18 Grant (Operations)	68754	120,000	1	120,000	120,000	1
		1,051,839	1	731,965	982,443	250,479
Federal Pass-Through Grants:						
U.S. Department of Transportation						
Federal Highway Administration						
Seatbelt and DUI Overtime Enforcement	OP-03-03-09	7,000	1	6,932	6,932	•
Juneau Transit Development Plan	75614	54,582	29,996	54,582	24,586	1
		61,582	29,996	61,514	31,518	1
Total Department of Transportation and Public Facilities		1,470,346	65,965	885,509	1,196,938	377,395
Total State Financial Assistance		9,593,036	2,006,204	4,376,668	5,042,769	2,672,306
Total Federal Pass-Through Grants		9,997,181	396,704	2,909,100	4,763,001	1,507,575
Total State Direct and Federal Pass-Through Assistance		\$ 19,590,217	2,402,908	7,285,768	9,805,770	4,179,880
*Major Program						

- 9 -

### Notes to Schedule of State Financial Assistance

### Year ended June 30, 2004

### General

The accompanying Schedule of State Financial Assistance presents the activity of all State financial assistance programs of the City and Borough of Juneau, Alaska. The City and Borough's reporting entity is defined in Note 1 to the City and Borough's basic financial statements. State and federal financial assistance received directly from State agencies is included in the schedule.

### **Basis of Accounting**

The accompanying Schedule of State Financial Assistance is presented using the modified-accrual basis of accounting, which is described in Note 1 to the City and Borough's basic financial statements.

### Relationship to Basic Financial Statements

The following is a reconciliation of State revenues reported in the City and Borough's basic financial statements to State expenditures reported in the Schedule of State Financial Assistance:

State revenues as reported in the basic financial statements: Governmental Funds Proprietary Fund Internal Service Funds	\$ 5,784,124 303,450 159,135 6,246,709
Less: Federal grants passed through the State of Alaska	(4,763,001)
Rounding	(2)
Plus: Amounts reported as State revenue included in the Schedule of State Financial Assistance, but not included in the basic financial statements: Bartlett Regional Hospital grant revenues reported	
as operating revenues	737,933
Capital Transit expenditures	8,619
Additional expenditures not included above	36,650
Airport, Hospital, Water and Sewer capital projects	2,775,861
Total State expenditures as reported in the Schedule of State Financial Assistance	\$ <u>5,042,769</u>

State Financial Assistance Reports

 $Chemical\ Dependency\ Treatment-FY04$ 

Schedule of Expenditures - Budget and Actual

	Budget	Actual	Variance over (under)
Personal Services	\$ 640,000	\$ 640,000	\$ -
	\$ 640,000	<u>\$ 640,000</u>	\$ -

# State Financial Assistance Reports

# Specifically Impaired – FY04

# Schedule of Expenditures - Budget and Actual

	<u>Budget</u>	Actual	Variance over (under)
Personal Services	<u>\$ 77,100</u>	\$ 77,068	\$ (32)
	\$ 77,100	<u>\$ 77,068</u>	\$ (32)

# State Financial Assistance Reports

### Denali Commission

# Schedule of Expenditures - Budget and Actual

	Budget	Actual	Variance over (under)
Facility expenses Equipment	\$ 34,450 <u>93,050</u>	\$ 4,450 4,153	\$ (30,000) (88,897)
	<u>\$ 127,500</u>	<u>\$ 8,603</u>	<u>\$ (118,897)</u>

# State Financial Assistance Reports

# ASHNHA Emergency Communications

# Schedule of Expenditures - Budget and Actual

	Budget	Actual	Variance over (under)
Facility expenses Equipment	\$ 2,000 17,350	\$ - 8,075	\$ (2,000) (9,275)
	<u>\$ 19,350</u>	\$ 8,075	<u>\$ (11,275)</u>