TRI DELTA TRANSIT
EASTERN CONTRA COSTA TRANSIT AUTHORITY

APPENDIX A

Agenda Item #7d

FY 21/22 Independent Auditor's Report

- Basic Financial Statements
- Single Audit Report
- Reports to the Board of Directors

Board of Directors Meeting

Wednesday January 25, 2023

EASTERN CONTRA COSTA TRANSIT AUTHORITY
ANTIOCH, CALIFORNIA

BASIC FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT

FOR THE FISCAL YEAR ENDED
JUNE 30, 2022
WITH COMPARATIVE TOTALS

EASTERN CONTRA COSTA TRANSIT AUTHORITY

FOR THE FISCAL YEAR ENDED JUNE 30, 2022
WITH COMPARATIVE TOTALS

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BROWN ARMSTRONG
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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Eastern Contra Costa Transit Authority
Antioch, California

Report on the Basic Financial Statements

Opinions

We have audited the accompanying basic financial statements of the Eastern Contra Costa Transit Authority (the Authority), as of and for the fiscal year ended June 30, 2022, and the related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of June 30, 2022, and the respective changes in financial position and cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Management's Responsibility for the Basic Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

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

Report on Summarized Comparative Information

We have previously audited the Authority's June 30, 2021, basic financial statements, and our report dated December 7, 2021, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the fiscal year ended June 30, 2021, is consistent in all material respects, with the audited basic financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 9, 2022, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Stockton, California
December 9, 2022

EASTERN CONTRA COSTA TRANSIT AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2022

Introduction

This discussion and analysis of the Eastern Contra Costa Transit Authority's (the Authority) financial performance provides an overview of the Authority's financial activities for Fiscal Year 2022 (FY22) including comparisons to the prior year. This information should be considered in conjunction with the statements and notes contained in the Financial Section.

Overview of the Financial Statements

The Financial Section of this report presents the Authority's financial statements including the basic financial statements and the notes to those financial statements. It also includes the Independent Auditor's Report on those financial statements as well as certain grant activities.

Basic Financial Statements

The *Statement of Net Position* presents information about the assets and liabilities, and the difference between them as *net position*. The change in net position over time can indicate whether the Authority's financial position is improving or deteriorating.

The *Statement of Revenues, Expenses, and Changes in Net Position* indicates how net position has changed during the fiscal year as well as compares operating revenues and operating expenses between the current and prior fiscal year. The operating revenues and expenses shown here are the financial activities related to the Authority's mission of providing public transportation services in Eastern Contra Costa County. The revenues and expenses reported include fares and advertising revenues along with the cost of passenger services, administration and operation of those services, and the depreciation of capital assets. All other revenues and expenses not included within these categories are reported as non-operating revenues and expenses.

The *Statement of Cash Flows* reports the inflow and outflow of cash at the Authority. Such activity is classified into three major components:

- *Cash flows from operating activities* include transactions reported as components of operating income in the statement of revenues, expenses, and changes in net position.

- *Cash flows from noncapital financing activities* include operating grant funding received as well as operating payments from third parties and non-operating items.

- *Cash flows from capital and related financing activities* come from the procurement of capital assets and the proceeds of capital grants.

Notes to the Basic Financial Statements

The Notes to Basic Financial Statements immediately following are intended to provide additional information that is essential for the reader to gain a full understanding of the information provided within the financial statements.

Analysis of the Authority's Overall Financial Position
As of June 30, 2022 and 2021 (in thousands)

	2022	2021	2022 to 2021 Increase/Decrease Amount	%
Current assets	$ 10,756	$ 10,895	$ (139)	-1.28%
Noncurrent assets	28,841	28,529	312	1.09%
Total assets	$ 39,597	$ 39,424	$ 173	0.44%
Current liabilities	$ 8,629	$ 8,700	$ (71)	-0.82%
Noncurrent liabilities	982	1,116	(134)	-12.01%
Total liabilities	9,611	9,816	(205)	-2.09%
Net position	$ 29,986	$ 29,608	$ 378	1.28%

While restrictions from the COVID-19 Pandemic began to ease in FY22, there are long-term effects that will continue to have an impact on the Authority. Revenues are lower than anticipated due to ridership returning slower than expected and expenses have increased as supply-chain issues drive up the cost of materials and supplies. The supply chain issues have also delayed capital projects such as the Oakley Park and Ride which remains a Work in Progress and accounts for the significant increase in noncurrent assets. The 12.01% decrease in noncurrent liabilities is due to a reduction in the Authority's net other postemployment benefit (OPEB) liability and payments made on the Authority's payable.

The 1.28% increase in the Authority's net position in FY22 is due to the items described above.

Revenue Vehicles	$ 156,247
Facilities and Equipment	3,825,150
Field Amenities and Fixtures	60,698
Architectural and Engineering for Park and Ride Lot	228,662
	$ 4,270,757

Revenue vehicles remain the major component of the Authority's net capital assets and will do so going forward. Facilities expenditures are higher than usual due to the construction of the Oakley Park and Ride lot which should be completed in FY23.

Operating Activity

Comparison to Budget
As of June 30, 2022 (in thousands)

	FY22 Actual	FY22 Budget	Variance
Operating Revenues	$ 1,565	$ 1,749	$ (184)
Operating Expenses, Excluding Depreciation	26,603	27,597	(994)
Non-Operating Revenues	25,038	25,848	(810)

Prior Year Comparison
As of June 30, 2022 and 2021 (in thousands)

	FY22 Actual	FY21 Actual	Variance
Operating Revenues	$ 1,565	$ 1,056	$ 509
Operating Expenses, Excluding Depreciation	26,603	23,491	3,112
Non-Operating Revenues	25,038	22,434	2,604

During FY22, the Authority budgeted for 241 thousand billable service hours and actually provided 223 thousand billable hours of service through an operations contractor. The budget was created under the assumption that service would return to normal following the COVID-19 Pandemic and the increase would coincide with the opening of the new Oakley Park and Ride. Return to regular service was postponed due to delays in completion of the Oakley Park and Ride. The Authority's contractor also struggled to recruit bus operators which was a factor.

While the Authority anticipated providing 1.07 million passenger trips in FY22, the actual number of passenger trips at 1.04 million fell short of plan. While declining ridership has been an industry wide trend for several years, the significant decrease caused by the shelter-in-place orders set forth in March 2020 due to the coronavirus pandemic continue.

Otherwise, there were no other material cost overages in any expense line item during FY22.

KEY PERFORMANCE INDICATORS BY SERVICE PARATRANSIT					
			ANNUAL COMPARISON		
	Budget June 30, 2022	% Difference Budget/Actual	Actual June 30, 2022	Actual June 30, 2021	% Change
PASSENGERS					
Total DAR Trips Provided	171,379	17.3%	146,051	105,559	38.4%
Average Weekday Ridership	617	17.7%	524	369	42.0%
Average Sat Ridership	198	7.6%	184	173	6.4%
Average Sun/Hol Ridership	98	14.0%	86	70	22.9%
Average Passengers/Hour (weekdays regular paratransit only)	2.5	8.7%	2.3	1.7	35.3%
CUSTOMER SERVICE					
Ride Refusals/Day	-	0.0%	-	-	0.0%
Customer Complaints	0.30%	130.8%	0.13%	0.11%	18.18%
On Time Performance	90%	-7.2%	97%	97%	0.0%
MAINTENANCE					
Gallons of Fuel Consumed	132,000	14.8%	114,982	99,246	15.9%
Miles Between Preventable Accidents	200,000	-54.3%	437,958	368,400	18.9%
Miles Between Road Calls	100,000	-77.1%	437,564	123,178	255.2%
COST RATIOS					
Farebox Recovery Ratio	7.44%	-25.9%	10.04%	9.04%	11.1%
$/Gal Fuel	$ 3.25	-29.3%	$ 4.60	$ 3.28	40.2%
Operating Cost/Passenger	$ 37.94	-3.9%	$ 39.49	$ 45.82	-13.8%
Operating Cost/Revenue Hour	$ 97.75	2.9%	$ 94.95	$ 98.27	-3.4%
Operating Cost/Revenue Mile	$ 7.08	13.6%	$ 6.23	$ 6.82	-8.7%

KEY PERFORMANCE INDICATORS BY SERVICE FIXED ROUTE					
			ANNUAL COMPARISON		
	Budget June 30, 2022	% Difference Budget/Actual	Actual June 30, 2022	Actual June 30, 2021	% Change
PASSENGERS					
Total FR Trips Provided	900,749	1.3%	889,091	752,676	18.1%
Average Weekday Ridership	2,965	0.0%	2,965	2,462	20.4%
Average Sat Ridership	1,477	22.7%	1,204	1,301	-7.5%
Average Sun/Hol Ridership	1,289	22.6%	1,051	1,106	-5.0%
Average Passengers/Hour	6.0	-4.8%	6.3	6.2	1.6%
CUSTOMER SERVICE					
Customer Complaints	0.30%	900.0%	0.03%	0.04%	-25.0%
On Time Performance	90%	2.3%	88%	89%	-1.1%
MAINTENANCE					
Gallons of Fuel Consumed	525,000	3.3%	508,042	445,270	14.1%
Miles Between Preventable Accidents	100,000	-13.4%	115,503	102,538	12.6%
Miles Between Road Calls	50,000	1.7%	49,149	43,298	13.5%
COST RATIOS					
Farebox Recovery Ratio	4.31%	11.9%	3.85%	1.50%	156.7%
$/Gal Fuel	$ 4.75	14.2%	$ 4.16	$ 2.34	77.8%
Operating Cost/Passenger	$ 23.42	0.0%	$ 23.43	$ 24.84	-5.7%
Operating Cost/Revenue Hour	$ 140.48	-4.8%	$ 147.50	$ 154.76	-4.7%
Operating Cost/Revenue Mile	$ 11.00	-6.1%	$ 11.72	$ 12.18	-3.8%

Economic Factors and Next Year's Budget and Rates

The continued uncertainty surrounding the duration of the coronavirus pandemic remains a concern for the Authority. Fare revenues and funding from state and local non-operating revenues continue to be less than expected while operating expenses are increasing.

Rising costs are always problematic when they do not coincide with increased revenues or levels of service. The rapidly rising costs of employee benefits such as health care, the provision of adequate retirement programs, and worker's compensation are one of those costs. This affects not only Authority employees, but the employees of the purchased transportation contract provider as well because it impacts the amounts the Authority must pay for those contracts. The contractor's fixed and variable hourly rate increases each year.

Requests for Information

This financial report was created to provide citizens, taxpayers, as well as the Authority's customers and creditors with a general overview of the Authority's finances. It is designed to demonstrate agency accountability for appropriate use of public funds that the Authority receives. Any questions or requests for additional information can be made to:

The Eastern Contra Costa Transit Authority
Attn: Chief Financial Officer
801 Wilbur Avenue
Antioch, CA 94590
(925) 754-6622
comment@eccta.org

Copies of this report are available online: http://www.trideltatransit.com/public.aspx.

BASIC FINANCIAL STATEMENTS

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF NET POSITION
AS OF JUNE 30, 2022 (WITH COMPARATIVE TOTALS)

	2022	2021
ASSETS		
Current Assets		
Unrestricted assets:		
Cash and equivalents (Note 3)	$ 6,638,409	$ 7,516,852
Operating assistance receivable	1,749,950	1,402,450
Capital grants receivable	368,542	164,819
Accounts receivable	56,256	325,465
Maintenance inventories and supplies, at cost	727,186	690,585
Prepaid expenses (Note 13)	54,358	6,148
Total unrestricted assets	9,594,701	10,106,319
Restricted LCTOP reserve cash and equivalents (Note 3):		
LCTOP reserves	1,160,948	788,263
Total restricted assets	1,160,948	788,263
Total Current Assets	10,755,649	10,894,582
Noncurrent Assets		
Capital assets (Note 4):		
Non-depreciable	6,866,429	3,280,573
Depreciable	21,974,889	25,248,603
Total Noncurrent Assets	28,841,318	28,529,176
TOTAL ASSETS	$ 39,596,967	$ 39,423,758
LIABILITIES		
Current Liabilities		
Accounts payable	$ 1,833,119	$ 2,032,056
Accrued liabilities	521,251	452,747
Due to other governments, TDA payable (Note 8)	4,994,064	5,314,649
Grant advances (Note 9)	1,213,264	834,144
Note payable - Due in less than one year (Note 12)	67,625	66,954
Total Current Liabilities	8,629,323	8,700,550
Noncurrent Liabilities		
Net other postemployment benefit liability (Note 11)	-	66,067
Note payable - Due in more than one year (Note 12)	982,078	1,049,703
Total Noncurrent Liabilities	982,078	1,115,770
Total Liabilities	9,611,401	9,816,320
NET POSITION (Note 2G)		
Net investment in capital assets	27,791,615	27,412,519
Restricted for:		
LCTOP operations	1,160,948	788,263
Unrestricted	1,033,003	1,406,656
Total Net Position	29,985,566	29,607,438
TOTAL LIABILITIES AND NET POSITION	$ 39,596,967	$ 39,423,758

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

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE FISCAL YEAR ENDED JUNE 30, 2022 (WITH COMPARATIVE TOTALS)

	2022	2021
OPERATING REVENUES		
Passenger fares	$ 1,380,883	$ 717,969
Other operating income	184,445	338,200
Total Operating Revenues	1,565,328	1,056,169
OPERATING EXPENSES		
Purchased transportation (Note 13)	15,163,485	14,323,074
Materials and supplies	4,119,679	2,489,504
Salaries and benefits	5,086,726	4,828,678
OPEB expense/(benefit)	-	(41,033)
Services	1,054,476	939,229
Casualty and liability insurance	613,467	546,765
Utilities	199,566	195,285
Other	354,481	197,336
Depreciation (Note 4)	3,958,615	3,838,138
Interest expense	11,000	11,665
Total Operating Expenses	30,561,495	27,328,641
OPERATING LOSS	(28,996,167)	(26,272,472)
NON-OPERATING REVENUES (EXPENSES)		
State grant revenues	16,486,235	10,295,706
Local grant revenues	4,986,192	4,887,724
Non-transportation revenues	12,811	400,618
Federal grant revenues	3,552,316	6,850,283
Net Non-Operating Revenues, Before Capital Contributions (Grants)	25,037,554	22,434,331
Capital Contributions (Grants)	4,336,741	3,311,197
Net Non-Operating Revenues and Capital Contributions (Grants)	29,374,295	25,745,528
CHANGE IN NET POSITION	378,128	(526,944)
NET POSITION AT BEGINNING OF YEAR	29,607,438	30,134,382
NET POSITION AT END OF YEAR	$ 29,985,566	$ 29,607,438

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

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022 (WITH COMPARATIVE TOTALS)

	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from passenger fares	$ 1,380,883	$ 717,969
Cash received from operations - other	453,654	171,620
Cash payments for purchased transportation	(15,163,485)	(14,323,074)
Payments to and on behalf of employees	(5,697,756)	(5,361,780)
Payments to suppliers for goods and services	(6,022,950)	(3,044,398)
Net Cash Used in Operating Activities	(25,049,654)	(21,839,663)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Federal grants and reimbursements	3,552,316	6,850,283
State and local operating grants	21,183,462	18,407,162
Other noncapital revenue	12,811	400,618
Net Cash Provided by Noncapital Financing Activities	24,748,589	25,658,063
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital contributions	4,336,741	3,311,197
Purchase of capital assets	(4,474,480)	(2,812,656)
Debt payment on long-term debt	(66,954)	(66,288)
Net Cash Flows Provided by (Used in) Capital and Related Financing Activities	(204,693)	432,253
Net Increase (Decrease) in Cash and Cash Equivalents	(505,758)	4,250,653
Cash and Cash Equivalents, Beginning of Year	8,305,115	4,054,462
Cash and Cash Equivalents, End of Year	$ 7,799,357	$ 8,305,115
Cash and Cash Equivalents, Unrestricted	$ 6,638,409	$ 7,516,852
Cash and Cash Equivalents, Restricted	1,160,948	788,263
Total Cash and Cash Equivalents, End of Year	$ 7,799,357	$ 8,305,115

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

EASTERN CONTRA COSTA TRANSIT AUTHORITY
STATEMENT OF CASH FLOWS (Continued)
FOR THE FISCAL YEAR ENDED JUNE 30, 2022 (WITH COMPARATIVE TOTALS)

	2022	2021
RECONCILIATION OF OPERATING LOSS TO NET CASH USED IN OPERATING ACTIVITIES		
Operating Loss	$ (28,996,167)	$ (26,272,472)
Adjustments to Reconcile Operating Loss to Net Cash Used in Operating Activities:		
Depreciation	3,958,615	3,838,138
Changes in assets and liabilities:		
(Increase) Decrease in receivables	269,209	(166,580)
(Increase) Decrease in inventory	(36,601)	35,047
Increase in prepaid expenses	(48,210)	-
Increase (Decrease) in accounts payable	(198,937)	753,574
Decrease in net OPEB liability	(66,067)	(59,895)
Increase in other liabilities	68,504	32,525
Net Cash Used in Operating Activities	$ (25,049,654)	$ (21,839,663)

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

NOTE 1 – GENERAL

The Eastern Contra Costa Transit Authority (Authority), also known as Tri Delta Transit, was created August 3, 1976, under a joint exercise of powers agreement between the cities of Antioch, Pittsburg, and Brentwood and Contra Costa County, for the purpose of meeting the public transportation needs in Eastern Contra Costa County. The Authority is governed by a Board of Directors composed of representatives of the member jurisdictions. The joint exercise of powers agreement was amended on April 26, 2000, to include the recently incorporated City of Oakley.

The Authority's reporting entity includes all activities of the Authority.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies of the Authority, which conform with accounting principles generally accepted in the United States of America applicable to governments in the United States of America.

A. Enterprise Fund Accounting

The Authority is accounted for as an enterprise fund. This fund is a set of self-balancing accounts, which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, net position, revenues, and expenses.

B. Basis of Accounting

Basis of accounting refers to *when* revenues and expenses are recognized. The Authority is accounted for using the accrual basis of accounting, under which revenues are recognized when they are earned and expenses are recognized when they are incurred.

Non-exchange transactions, in which the Authority gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On an accrual basis of accounting, revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

C. Basis of Presentation

The Authority's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the United States of America.

Proprietary funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operation. The principal operating revenues of the Authority are charges to customers for farebox revenues. The Authority's *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the Authority. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on assets. All revenues and expenses not meeting these definitions are reported as non-operating revenues and expenses.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Cash Equivalents

The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

E. Risk Management

The Authority requires its operations contractor, First Transit, Inc., to provide general liability coverage. First Transit, Inc., provides insurance with primary coverage of $1,000,000 in aggregate. In addition, the Authority is insured for premises and operational bodily injury and property damage up to a limit of $13,400,000, with a deductible of $10,000.

F. Compensated Absences

Full-time permanent employees are granted personal time off (PTO) benefits in varying amounts to specified maximums, depending on their tenure with the Authority. PTO accrues to employees to specified maximums after six months of service. The estimated current portion of the liability for PTO benefits is recorded as an expenditure with a corresponding liability.

G. Net Position

Net position is the excess of all the Authority's assets and deferred outflows of resources over all its liabilities and deferred inflows of resources. Net Position is divided into three classifications and applies only to net position as described below:

Net Investment in Capital Assets describes the portion of net position which is represented by the current net book value of the Authority's capital assets.

Restricted describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the Authority cannot unilaterally alter. The Authority's restricted net position is for unexpended funds received from the Low Carbon Transit Operation Program (LCTOP).

Unrestricted describes the portion of net position which is not restricted to use.

The Authority will apply restricted resources before unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

H. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

I. Inventory

Inventory is stated at cost. Inventory held by the Authority is material and supplies that are consumed by the Authority and are not for resale purposes.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

J. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Authority categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within Level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

K. New Accounting Pronouncements – Implemented

GASB Statement No. 87 – *Leases.* The requirements of this standard are effective for periods beginning after June 15, 2021. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 89 – *Accounting for Interest Cost Incurred Before the End of a Construction Period.* The requirements of this standard are effective for periods beginning after December 15, 2020. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 92 – *Omnibus 2020.* The requirements of this statement for paragraphs related to GASB Statement No. 87 and implementation guide 2019-3, reinsurance recoveries, to implement with GASB Statement No. 87 are effective upon issuance; all others are effective for periods beginning after June 15, 2021. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 93 – *Replacement of Interbank Offered Rates.* The requirements of this statement are effective for periods beginning after June 15, 2021. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

GASB Statement No. 97 – *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code (IRC) Section 457 Deferred Compensation Plans.* The requirements in paragraph 4 as it applies to defined contribution plans, defined contribution OPEB plans, and other employee benefit plans, and paragraph 5 are effective immediately. All other requirements are applicable for periods beginning after June 15, 2021. There was no effect on the Authority's accounting and financial reporting as a result of implementing this standard.

L. Future Accounting Pronouncements

GASB Statement No. 91 – *Conduit Debt Obligations.* The requirements of this statement are effective for periods beginning after December 15, 2021. The Authority will implement GASB Statement No. 91 if and when applicable.

GASB Statement No. 94 – *Public-Private and Public-Public Partnerships and Availability Payment Arrangements.* The requirements of this statement are effective for periods beginning after June 15, 2022. The Authority will implement GASB Statement No. 94 if and when applicable.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Future Accounting Pronouncements

GASB Statement No. 96 – *Subscription-Based Information Technology Arrangements.* The requirements of this statement are effective for periods beginning after June 15, 2022. The Authority will implement GASB Statement No. 96 if and when applicable.

GASB Statement No. 99 – *Omnibus 2022.* The requirements of this statement are effective as follows:

- The requirements related to the extension of the use of London Interbank Offered Rate (LIBOR), accounting for Supplemental Nutrition Assistance Program (SNAP) distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in GASB Statement No. 34, as amended, and terminology updates related to GASB Statement No. 53 and GASB Statement No. 63 are effective upon issuance.
- The requirements related to leases, public-private and public-public partnerships (PPPs), and subscription-based information technology arrangements (SBITAs) are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of GASB Statement No. 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

The Authority will implement GASB Statement No. 99 if and when applicable.

GASB Statement No. 100 – *Accounting Changes and Error Corrections.* The requirements of this statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 100 if and when applicable.

GASB Statement No. 101 – *Compensated Absences.* The requirements of this statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The Authority will implement GASB Statement No. 101 if and when applicable.

NOTE 3 – CASH AND CASH EQUIVALENTS

California Law requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the Authority's cash on deposit, or first trust deed mortgage notes with a market value of 150% of the deposit, as collateral for these deposits. Under California Law this collateral is held in a separate investment pool by another institution in the Authority's name and places the Authority ahead of general creditors of the institution.

A. Cash and Cash Equivalents

The Authority's unrestricted cash consists of time and demand deposits and petty cash held at the Authority's administrative office.

The Authority's restricted assets, which consist of certificates of deposit with Bank of Agriculture and Commerce, are carried at fair value, as required by accounting principles generally accepted in the United States of America. The Authority adjusts the carrying value of its investments to reflect their fair value at each fiscal year end, and it includes the effects of these adjustments in income for that fiscal year.

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

A. Cash and Cash Equivalents (Continued)

Cash and cash equivalents consisted of the following as of June 30, 2022:

Unrestricted cash and cash equivalents:		
Deposits in financial institutions	$	6,637,748
Cash on hand at Authority		661
Total unrestricted cash and equivalents		6,638,409
Restricted cash and cash equivalents:		
LCTOP reserve certificates of deposit		1,160,948
Total restricted cash and equivalents		1,160,948
Total cash and cash equivalents	$	7,799,357

B. Fair Value Hierarchy

The Authority categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

In the fiscal year ended June 30, 2022, the Authority had investments in Money Market accounts of $5,991,662 and Certificates of Deposit of $1,160,948, which are exempt from fair value measurements.

C. LCTOP Operations

The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2015 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. The LCTOP was passed and adopted by the Authority in January 2016. The Authority is applying these funds to enhance service on Route 201 (Concord, California).

D. Custodian Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in possession of another party. The California Government Code and the Authority's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision made for deposits: The California Government Code requires that a financial institution secure deposits made by state and local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The market value of pledged securities must equal at least 110% of the total amount deposited by public agencies.

GASB Statement No. 40 requires that the following disclosure be made with respect to custodial credit risk relating to deposits and investments: $7,732,614 of the Authority's deposits with financial institutions were in excess of the Federal Deposit Insurance Corporation limits and were held in collateralized accounts as of June 30, 2022.

NOTE 4 – CAPITAL ASSETS

Capital assets of the Authority consist of land, transit and service vehicles, buildings and improvements, and equipment. Capital assets are recorded at cost and depreciated over their estimated useful lives. The Authority's policy is to capitalize assets when the article of property being purchased has a useful life of more than one year.

Depreciation of capital assets in service is provided using the straight-line method, which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The Authority has assigned the useful lives as follows:

Building and improvements	5-30 years
Transit vehicles	4-14 years
Shop office and other equipment	5-10 years

A. Capital Assets Activity

Capital assets activity during the fiscal year ended June 30, 2022, is as follows:

	Balance June 30, 2021	Acquisitions	Reclassifications and Dispositions	Balance June 30, 2022
Capital Assets Not Being Depreciated:				
Land	$ 2,456,985	$ -	$ -	$ 2,456,985
Construction in Progress	823,588	3,585,856	-	4,409,444
Total Capital Assets Not Being Depreciated	3,280,573	3,585,856	-	6,866,429
Capital Assets Being Depreciated:				
Buildings and improvements	15,473,533	386,261	-	15,859,794
Transit vehicles	38,684,630	156,247	-	38,840,877
Equipment	5,155,223	142,393	-	5,297,616
Total Capital Assets Being Depreciated	59,313,386	684,901	-	59,998,287
Less Accumulated Depreciation for:				
Buildings and improvements	10,012,297	395,961	-	10,408,258
Transit vehicles	19,642,732	3,356,935	-	22,999,667
Equipment	4,409,754	205,719	-	4,615,473
Total Accumulated Depreciation	34,064,783	3,958,615	-	38,023,398
Total Capital Assets Being Depreciated, Net	25,248,603	(3,273,714)	-	21,974,889
Total Capital Assets, Net	$ 28,529,176	$ 312,142	$ -	$ 28,841,318

Depreciation expense was $3,958,615 as of June 30, 2022.

B. Capital Contributions

The Authority has grant contracts with the U.S. Department of Transportation through the Federal Transit Administration (FTA) for certain capital improvements. FTA funds are used to replace and improve the Authority's buses and transit facilities. The Authority also has contracts under the Transportation Development Act of 1971 (TDA) and State Transit Assistance (STA) funds, which are used to match FTA grants or to fund transit improvement projects. Capital funding provided under government grants is considered earned as the allowable expenditures are incurred.

Grants for capital assets acquisition and facility development and rehabilitation are reported in the Statement of Revenues, Expenses, and Changes in Net Position, after non-operating revenues and expenses as capital contributions.

NOTE 5 – OPERATING GRANTS

The Authority records operating assistance grants as revenue when earned.

A. TDA and STA Operating Assistance

The Authority receives allocations of local transportation funds pursuant to the TDA and STA funds. These funds are generated within Contra Costa County and are allocated based on annual claims filed by the Authority and approved by the Metropolitan Transportation Commission (MTC). Generally, the maximum annual TDA assistance the Authority can receive is limited to its actual operating costs (excluding depreciation) less fare revenues received and other local operating assistance (including interest income).

For the fiscal year ended June 30, 2022, the maximum TDA operating assistance eligibility was $12,924,629. During the fiscal year ended June 30, 2022, the TDA operating funds had a receivable of $1,749,950 due to timing of receipt and a payable of $4,994,064, which represents the surplus of TDA operations grants received by the Authority that have not yet been spent (See Note 8).

B. Inter-Operator Agreements

The Authority receives funding through an arrangement with Bay Area Rapid Transit (BART) for operating assistance applied to certain "feeder bus" services to the Pittsburg/Bay Point BART station. The Authority took over and incorporated such services from BART in 1997 (as detailed in the schedule below).

C. Regional Measure 2 Funds

On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll on the seven State-owned toll bridges in the San Francisco Bay Area by $1.00. This extra dollar is to fund various transportation projects within the region that have been determined to reduce congestion or to make improvements to travel in the toll bridge corridors, as identified in Senate Bill 916 (Chapter 715, Statutes of 2004). Specifically, RM2 establishes the Regional Traffic Relief Plan and identifies specific transit operating assistance and capital projects and programs eligible to receive RM2 funding. The Bay Area Toll Authority (BATA) is responsible for the collection of the bridge tolls and MTC is responsible for administering the RM2 Program. The Authority is an eligible recipient for RM2 funds and received $452,060 in RM2 funding during the fiscal year ended June 30, 2022. The Authority utilized the RM2 funds as operating assistance on a specific, express bus route per the program's requirements.

Operating assistance for the fiscal year ended June 30, 2022, is summarized as follows:

	2022
Federal Transit Administration	$ 3,552,316
Transportation Development Act	13,012,420
State Transit Assistance	3,473,815
Inter-Operator Agreements (BART)	2,899,892
Measure J	1,634,240
Regional Measure 2	452,060
LCTOP	-
Total Operating Assistance	$ 25,024,743

NOTE 6 – CAPITAL GRANTS

The Authority has received grants from the FTA and grants of local transportation funds pursuant to the TDA for the purchase of buses, facility improvements, furniture and fixtures, and supporting equipment.

NOTE 6 – CAPITAL GRANTS (Continued)

Expenditures of capital grant funds are allocated based on annual claims filed by the Authority and approved by the MTC. The Authority's management believes that the remaining grants available will be approved in full. These grants (excluding Measure J), less the related amortization, are included in capital contributions.

The Authority's capital contributions for the fiscal year ended June 30, 2022, are as follows:

	2022
U.S. Department of Transportation grant awards	$ 6,511,760
Less: funds used for operating costs	(3,552,316)
Subtotal	2,959,444
State grants	1,336,860
Other	40,437
Total capital contributions	$ 4,336,741

NOTE 7 – MEASURE J

In November 2004, Contra Costa County voters approved Measure J which provided for the continuation of a County half-cent transportation sales tax for 25 more years beyond the original expiration date of 2009 (Measure C). Measure J funding is administered by the Contra Costa Transportation Authority (CCTA). The Authority records Contra Costa County Measure J grants for operations and for capital projects as revenue and capital contributions, respectively, as received.

The Authority is an eligible recipient of Measure J funds and received $1,771,528 in Measure J operating assistance during the fiscal year ended June 30, 2022, of which $1,634,240 was applied to specific fixed route and para-transit bus services per CCTA's approved program. The remaining amount of $137,288 of Measure J funds for 2022 were "passed through" to the Central Contra Costa Transit Authority (CCCTA) according to an inter-operator agreement that all three agencies entered into to provide Countywide express bus services.

NOTE 8 – TDA RECEIVABLE AND PAYABLE

The Authority applies for TDA funds for operating purposes prior to the start of each fiscal year. The application is based on the Authority's annual budget and thus contains an estimate of the Authority's annual operating expenditures and revenues for the next fiscal year. After completion of the annual audit, whereby any unapplied funds or funding shortfalls are determined, the Authority either returns TDA funds in excess of those used during the fiscal year or applies for additional TDA funding for the prior fiscal year to make up the shortfall.

A TDA Operating Receivable represents the amount of TDA operations grants pending to be received by the Authority. As of the fiscal year ended June 30, 2022, the Authority was pending the amount of $12,924,629 from MTC.

A TDA Payable represents the surplus of TDA operations grants received by the Authority that have not yet been spent. Such surpluses must be returned to the County Local Transportation Fund. The amount of TDA payable at year end is a provision that the Authority makes to return such TDA funds. At the end of the fiscal year ended June 30, 2022, the Authority owed the County Local Transportation Fund the amount of $4,994,064.

NOTE 9 – GRANT ADVANCES

The Authority receives allocations from other governmental agencies to fund transit operations and capital purchases. Allocations are considered earned when they are properly spent for operations or capital acquisitions. Allocations received but not earned are recorded as unearned revenues. The Authority had received the following allocations which are considered to be unearned revenue as of June 30, 2022:

	2022
LCTOP	$ 1,160,948
State of Good Repair (SGR)	52,316
Total grant advances	$ 1,213,264

NOTE 10 – EMPLOYEE RETIREMENT PLANS

The Authority offers two retirement plans – a 401(a) and a 457(b) plan. Participation in the plans is optional.

A. Employees' Retirement Plan

The Authority offers a 401(a) defined contribution pension plan, administered by the Financial Decision group, through Charles Schwab. All full-time employees are eligible for this voluntary program upon successful completion of his or her probation. In order to participate in this voluntary program, an employee must participate in the 457(b) deferred compensation plan (see Note 10B), and contribute a minimum of 4% of his or her gross salary, up to the federally allowed maximum amount of his or her gross compensation.

The Authority makes contributions to the 401(a) plan for each participant depending on the participant's years of service with the Authority as follows:

Less than 10 years	12% of gross salary
10-20 years	13% of gross salary
20-30 years	14% of gross salary
More than 30 years	15% of gross salary

Any changes to the plan and/or contribution requirements must be approved by the Authority's Board of Directors. During the fiscal year ended June 30, 2022, the Authority contributed $0.00 to the 401(a) plan on behalf of its participants.

B. Deferred Compensation Plan

The Authority's employees may defer a portion of their compensation under an Authority sponsored Deferred Compensation Plan, administered by Ameritas, created in accordance with Internal Revenue Code Section 457. Under this plan, participants are not taxed on the deferred portion of their compensation until distributed to them; distributions may be made only at termination, retirement, death, or in an emergency as defined by the plan. Employees also have the option make contributions to a 457 Roth plan. With this plan, they will pay taxes upfront when contributions are made to the plan and will have the benefit of tax-free withdrawals when the time comes.

The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the Authority's property and are not subject to Authority control, they have been excluded from these financial statements.

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB)

A. General Information about the OPEB Plan

Plan Description

The Authority provides postretirement health care benefits at retirement to full time employees who have been an employee for at least 20 years and must be 62 years or older at retirement until they reach the age 65.

Benefits Provided

The Authority will pay the entire COBRA Kaiser Health Savings Account (HSA) plan premium for the retired employee and their eligible dependents until the retired employee reaches age 65, at which time they will qualify for Medicare. The Authority will pay the equivalent of the Kaiser HSA plan premium towards another health insurance policy selected by the employee in place of this plan.

Employees Covered by Benefit Terms

As of June 30, 2022, the benefit terms covered the following employees:

Retirees and survivors currently receiving benefits	2
Active employees	37
Total	39

B. Net OPEB Liability

The Authority's net OPEB liability was measured as of June 30, 2022, using the Alternative Measurement Method (AMM). This method is similar to an actuarial valuation, but with simplifications of several assumptions permitted per GASB guidelines.

NOTE 11 – **OTHER POSTEMPLOYMENT BENEFITS (OPEB)** (Continued)

B. Net OPEB Liability (Continued)

Actuarial Assumptions

The total OPEB liability in the June 30, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Valuation Date	June 30, 2022
Age Adjustment Factor	2.223952
Average Retirement Age	68
Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percentage of Payroll
Bond Yield	3.46%
Discount Rate	3.46%
Participants Valued	Only current active employees, retired participants, and covered dependents are valued. No future entrants are considered in this valuation.
Projected Salary Increases	4.00% per year
Mortality	Pub-2010 Public Retirement Plans Mortality Tables, with mortality improvement projected for 10 years
Healthcare Cost Trend	The cost trend numbers used were developed consistent with the Getzen model promulgated by the Society of Actuaries for use in long-term trend projection. The Affordable Care Act (ACA) excise tax will ultimately affect all plans. Due to the variability of the ACA excise tax plan, healthcare trends could raise an average of 0.5% or more in each year.

Discount Rate

The discount rate used to measure the total OPEB liability was 3.46%. For OPEB plans that are not prefunded and are paying for OPEB on a pay-as-you-go basis, the discount rate is based on the 20-year tax exempt municipal bond yield which was 3.46% as of June 30, 2022.

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)

B. Net OPEB Liability (Continued)

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability	Change in Fiduciary Net Position	Net OPEB Liability
Balance at June 30, 2021	$ 66,067	$ -	$ 66,067
Changes in the Year:			
Service Cost	-	-	-
Interest	1,440	-	1,440
Effects of Economic/Demographic Gains or Losses	(67,507)	-	(67,507)
Benefit Payments	-	-	-
Employer Contributions	-	-	-
Net Changes	(66,067)	-	(66,067)
Balance at June 30, 2022	$ -	$ -	$ -

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The net OPEB liability of the Authority, as well as what the Authority's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.46%) or one percentage point higher (3.46%), follows:

	1% Decrease 2.46%	Discount Rate 3.46%	1% Increase 4.46%
Net OPEB Liability	$ -	$ -	$ -

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

As of June 30, 2022, the Authority's healthcare cost trend rate baseline was:

	Medical	Pharmacy	Dental	Vision
Year 1	4.90%	5.90%	3.50%	3.00%
Year 2	4.80%	4.80%	3.50%	3.00%
Year 3	4.70%	4.70%	3.00%	3.00%
Year 4	4.70%	4.70%	3.00%	3.00%
Year 5	4.60%	4.60%	3.00%	3.00%
Year 6	4.50%	4.50%	3.00%	3.00%
Year 7	4.40%	4.40%	3.00%	3.00%
Year 8	4.30%	4.30%	3.00%	3.00%
Year 9	4.30%	4.30%	3.00%	3.00%
Year 10+	4.30%	4.30%	3.00%	3.00%

NOTE 11 – OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)

B. Net OPEB Liability (Continued)

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates (Continued)

The net OPEB liability of the Authority, as well as what the Authority's net OPEB liability would be if it were calculated using Healthcare Cost Trend Rates that are one percentage point lower or one percentage point higher than current healthcare cost trend rates, follows:

	1% Decrease	Baseline Trend	1% Increase
Net OPEB Liability	$ -	$ -	$ -

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the fiscal year ended June 30, 2022, the Authority recognized an OPEB expense of $0.00. At June 30, 2022, the Authority reported no deferred outflows of resources and deferred inflows of resources related to OPEB as the plan does not hold assets in a trust.

NOTE 12 – NOTE PAYABLE

On February 4, 2016, the Authority entered into an agreement with California Energy Resources Conservation and Development Commission (California Energy Resources) for $1,308,104, with a one percent (1% per annum) interest rate. The project consists of installing roof and parking structures mounted with photovoltaic (PV) panels at the Authority's main office, located in Antioch, California. Principal and interest payments are payable semiannually with the first repayment due on December 22, 2018, and final installment due on December 22, 2036.

The following is a summary of the note payable for the fiscal year ended June 30, 2022:

	Original Issue Amount	Balance June 30, 2021	Additions	Retirements	Balance June 30, 2022	Due Within One Year
California Energy Resources Loan Agreement	$ 1,308,104	$ 1,116,657	$ -	$ 66,954	$ 1,049,703	$ 67,625
Total long-term debt		$ 1,116,657	$ -	$ 66,954	$ 1,049,703	$ 67,625

The annual payment requirements to mature the loan outstanding at June 30, 2022, were as follows:

Year Ending June 30,	Principal	Interest	Total
2023	$ 67,625	$ 10,329	$ 77,954
2024	68,277	9,677	77,954
2025	68,987	8,967	77,954
2026	69,679	8,275	77,954
2027	70,377	7,576	77,953
2028-2032	362,583	27,186	389,769
2033-2037	342,175	8,616	350,791
Total	$ 1,049,703	$ 80,626	$ 1,130,329

NOTE 13 – COMMITMENT AND CONTINGENT LIABILITIES

The Authority is subject to litigation arising in the normal course of business. In the opinion of the Authority's legal counsel there is no pending litigation which is likely to have a material adverse effect on the financial position of the Authority.

The Authority participates in Federal and State grant programs. These programs have been audited by the Authority's independent auditors in accordance with the provisions of the Uniform Guidance, and applicable State requirements. No cost disallowances were proposed as a result of these audits; however, these programs are still subject to further examination by the grantors and the amount, if any, of expenses which may be disallowed by the granting agencies cannot be determined at this time. The Authority expects such amounts, if any, to be immaterial.

The Authority made a prepayment to Pacific Gas and Electric (PG&E) for a 10-year refundable electric option and will perform the construction services for the project using the loan proceeds. The option payment of $6,148 for the fiscal year ended June 30, 2022, is reported as a prepaid asset on the Statement of Net Position.

Contractor

The Authority has an agreement dated May 2, 2016, with First Transit, Inc., a private transit firm, to provide transportation management and operations services on behalf of the Authority through June 30, 2022. Expenses recorded under this contract amounted to $14,936,219.91 for fiscal year ended June 30, 2022, and are recorded under purchased transportation and casualty and liability costs. The Authority is also contracted with Transit Network Companies (TNCs) Uber, Lyft, and United Taxi. Purchased Transportation Expense for these three TNCs amounted to $631,854.21.

NOTE 14 – SENATE BILL 1 (SB 1) – STATE OF GOOD REPAIR

The Road Repair and Accountability Act of 2017, SB 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair (SGR) program. This program provides funding of approximately $105 million annually to the State Transit Assistant Account. These funds are to be made available for eligible transit maintenance, rehabilitation, and capital projects.

In the fiscal year ended June 30, 2022, the Authority received SGR funds of $62,697. As of June 30, 2022, the Authority has a total of $52,316 unearned SGR revenue comprised of fiscal year 2022 SGR funds for Authority's parking lot repairs.

NOTE 15 – SUBSEQUENT EVENTS

Subsequent events were evaluated through December 9, 2022, which is the date the financial statements were available to be issued. There were no subsequent events with a material effect on the financial statements or note disclosures that took place after June 30, 2022.

REQUIRED SUPPLEMENTARY INFORMATION

EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF CHANGES IN THE NET OTHER POSTEMPLOYMENT BENEFITS (OPEB) LIABILITY AND RELATED RATIOS
JUNE 30, 2022
LAST 10 FISCAL YEARS*

Measurement Period	June 30, 2022	June 30, 2021	June 30, 2020
Total OPEB Liability			
Service Cost	$ -	$ -	$ 355,782
Interest on Total OPEB Liability	1,440	2,541	38,398
Effect of Economic/Demographic Gains or Losses	(67,507)	(43,574)	(596,797)
Benefit Payments	-	(18,862)	(27,203)
Net Change in Total OPEB Liability	(66,067)	(59,895)	(229,820)
Total OPEB Liability - Beginning	66,067	125,962	355,782
Total OPEB Liability - Ending	$ -	$ 66,067	$ 125,962
OPEB Plan Fiduciary Net Position			
Contributions - Employer	$ -	$ 18,862	$ 27,000
Benefit Payments	-	(18,862)	(27,000)
Net Change in OPEB Plan Fiduciary Net Position	-	-	-
OPEB Plan Fiduciary Net Position - Beginning	-	-	-
OPEB Plan Fiduciary Net Position - Ending	$ -	$ -	$ -
Net OPEB Liability	$ -	$ 66,067	$ 125,962
OPEB Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.00%	0.00%	0.00%
Covered Payroll	$ 3,383,440	$ 3,163,263	$ 2,975,409
Net OPEB Liability as a Percentage of Covered Payroll	0.00%	2.09%	4.23%

Notes to Schedule:

* When information is available, the required 10 years will be shown. The fiscal year ended June 30, 2020, is the first year of implementation of GASB Statement No. 75 in accordance using the Alternative Measurement Method.

OTHER REPORT

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE WITH THE TRANSPORTATION DEVELOPMENT ACT AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Eastern Contra Costa Transit Authority
Antioch, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of the Eastern Contra Costa Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2022, and related notes to the basic financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 9, 2022.

Report on Internal Control Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's basic financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. Our procedures included the applicable audit procedures contained in §6667 of Title 21 of California Code of Regulations and tests of compliance with the applicable provisions of the Transportation Development Act and the allocation instructions and resolutions of the Metropolitan Transportation Commission. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards,* the Transportation Development Act, and the Metropolitan Transportation Commission.

Purpose of this Report

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

This report is intended solely for the information and use of the management, Board of Directors, others within the Authority, and federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties; however, this restriction is not intended to limit the distribution of this report, which is a matter of public record.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Stockton, California
December 9, 2022

EASTERN CONTRA COSTA
TRANSIT AUTHORITY

SINGLE AUDIT REPORT
(UNIFORM GUIDANCE)

FOR THE FISCAL YEAR ENDED
JUNE 30, 2022

EASTERN CONTRA COSTA TRANSIT AUTHORITY
SINGLE AUDIT REPORT (UNIFORM GUIDANCE)
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

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REPORT

BROWN
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Eastern Contra Costa Transit Authority's (Authority) compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have direct and material effect on each of the Authority's major federal programs for the fiscal year ended June 30, 2022. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Authority and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Authority's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Authority's federal programs.

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Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Authority's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Authority's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Authority as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements. We issued our report thereon dated December 9, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Stockton, California
December 9, 2022

SCHEDULE

EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Federal Grantor/Office/Pass-Through Grantor/ Program or Cluster Title/Project Name	Assistance Listing Number	Pass-Through Entity Identifying Number or Direct Grant Number	Federal Expenditures	Passed-Through To Subrecipients
U.S. Department of Transportation /				
Federal Transit Administration (FTA)				
Federal Transit Cluster				
Federal Transit Formula Grants (Section 5307)				
Direct Programs:				
ECCTA FY21 5307 - ARPA Operating Assistance	20.507	CA-2022-039-01	$ 3,361,534	$ -
FY17 Capital and Operating Programs	20.507	CA-2017-164-02	2,959,444	-
Total Federal Transit Formula Grants (Section 5307)			6,320,978	-
Total Federal Transit Cluster			6,320,978	-
Transit Services Programs Cluster				
Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)				
Direct Programs:				
ECCTA 5310 Operating Assistance	20.513	CA-2021-103-01	190,782	-
Total Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310)			190,782	-
Total Transit Services Program Cluster			190,782	-
TOTAL EXPENDITURES OF FEDERAL AWARDS			$ 6,511,760	$ -

See Accompanying Notes to Schedule of Expenditures of Federal Awards.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

NOTE 1 – REPORTING ENTITY

The Schedule of Expenditure of Federal Awards (the Schedule) includes expenditures of federal awards for the Eastern Contra Costa Transit Authority (Authority).

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting refers to *when* revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. All proprietary funds are accounted for using the accrual basis of accounting. Expenditures of Federal Awards reported on the Schedule are recognized when incurred.

NOTE 3 – INDIRECT COST ELECTION

The Authority has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

EASTERN CONTRA COSTA TRANSIT AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

1. Type of auditor's report issued: Unmodified

2. Internal control over financial reporting:

   a. Material weakness identified? ___ Yes _X_ No

   b. Significant deficiencies identified not considered to be material weaknesses? ___ Yes _X_ No

3. Noncompliance material to financial statements noted? ___ Yes _X_ No

Federal Awards

1. Internal control over major federal programs:

   a. Material weakness identified? ___ Yes _X_ No

   b. Significant deficiencies identified not considered to be material weaknesses? ___ Yes _X_ No

2. Type of auditor's report issued on compliance for major programs: Unmodified

3. Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? ___ Yes _X_ No

4. Identification of major programs:

Assistance Listing Numbers	Name of Federal Program or Cluster
20.507	Federal Transit Cluster

5. Dollar threshold used to distinguish between Type A and Type B programs: $750,000

6. Auditee qualified as low-risk auditee under the Uniform Guidance? _X_ Yes ___ No

II. FINANCIAL STATEMENT FINDINGS

None reported.

III. FEDERAL AWARD FINDINGS AND QUESTION COSTS

None reported.

EASTERN CONTRA COSTA TRANSIT AUTHORITY
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

No findings in the prior fiscal year.

EASTERN CONTRA COSTA TRANSIT AUTHORITY

REPORTS TO THE BOARD
OF DIRECTORS

FOR THE FISCAL YEAR ENDED
JUNE 30, 2022

EASTERN CONTRA COSTA TRANSIT AUTHORITY

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REQUIRED COMMUNICATION AT THE CONCLUSION OF AN AUDIT TO THE BOARD OF DIRECTORS IN ACCORDANCE WITH PROFESSIONAL STANDARDS (SAS 114)

To the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

We have audited the financial statements of the Eastern Contra Costa Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2022. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards,* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 27, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices
Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 2, Summary of Significant Accounting Policies, to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year ended June 30, 2022. We noted no transactions entered into by the Authority during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- *Estimate of Depreciation:* Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 4 to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

- *Estimated Net Other Postemployment Benefits (OPEB) Liability:* Management's estimate of the net OPEB liability is disclosed in Note 11 to the financial statements and is based on management's estimates. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole.

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Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were related to the useful lives of capital assets and depreciation, net OPEB liability, and related deferred inflows of resources and deferred outflows of resources in Notes 2, 4, and 11, respectively, of the financial statements.

The financial statements disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit
We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements
Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The following misstatements were detected as a result of audit procedures were corrected by management. An adjustment was made to decrease Inventory for $87,790 and increase Materials and Supplies expense for $87,790.

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

Management Representations
We have requested certain representations from management that are included in the management representation letter dated December 9, 2022.

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

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

Other Matters
We applied certain limited procedures to the management's discussion and analysis and schedule of changes in the net OPEB liability and related ratios, which are required supplementary information that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on the required supplementary information.

Restriction on Use

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

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Stockton, California
December 9, 2022

AGREED UPON CONDITIONS REPORT DESIGNED TO INCREASE EFFICIENCY, INTERNAL CONTROLS, AND/OR FINANCIAL REPORTING (MANAGEMENT LETTER)

To the Board of Directors of
Eastern Contra Costa Transit Authority
Antioch, California

In planning and performing our audit of the basic financial statements of the Eastern Contra Costa Transit Authority (the Authority) as of and for the fiscal year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority'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 was not designed to identify all deficiencies in internal control that might be 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. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Included in the Schedule of Other Matters are agreed upon conditions (AUC) and recommendations not meeting the above definitions that we believe are opportunities for strengthening internal controls and operating efficiencies.

Management's written responses included in this report have not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them. We will review the status of these recommendations during our next audit engagement. We have already discussed these recommendations with various Authority personnel, and we will be pleased to discuss these in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing these recommendations.

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Restriction on Use

This report is intended solely for the information and use of management, Board of Directors, others within the Authority, and agencies and pass-through entities requiring compliance with *Government Auditing Standards*, and is not intended to be and should not be used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Stockton, California
December 9, 2022

SCHEDULE OF OTHER MATTERS

AUC-2022-01: Journal Entry Review and Approvals

Condition

During our review of journal entries, we noted that journal entries did not have approvals or evidence of review.

Criteria

Journal entries should be appropriately reviewed in order to ensure that there are proper controls and segregation of duties in place and to prevent management override of controls.

Recommendation

We recommend that all journal entries be reviewed by a separate individual (not the individual creating the entry) in order to prevent posting of errors or inappropriate journal entries and adjustments.

Management Response

A Standard Operating Procedure (SOP) has been created and now the Chief Financial Officer (CFO) reviews and approves ALL journal entries (JEs) entered by the Accounts Payable (AP)/Payroll Associate and Accounts Receivable (AR) Associate. The SOP now includes a listing of the regular journal entries to be made, who they were prepared by, and who reviewed/approved them to ensure proper controls and segregation of duties.

AUC-2022-02: Information Technology (IT) – IT Strategic Plan

Condition

During our review of IT controls, we noted that the Authority does not currently have a strategic plan outlining its current and future IT projects.

Criteria

Governments should have an IT strategic plan detailing current and planned technology projects. A well-developed IT strategic plan will help the Authority in budget planning and ensure that the Authority's technology sustains and assists the entity in achieving its long-term goals.

Recommendation

We recommend that the Authority include an evaluation of IT plans and priorities in their discussion of the budget each year.

Management Response

The Authority has brought on board a part-time IT Specialist. The Authority will work with the IT Specialist on the development of an IT Strategic Plan.

AUC-2022-03: Capitalization Policy

Condition

During our review of procedures over capital assets, we reviewed a tools and equipment inventory listing of expenses which were not being reviewed for eligibility of being capitalized. We noticed the tools and equipment inventory list has not been updated or reviewed consistently and no regular inventory was being performed as the items were expensed.

Criteria

Assets with a life expectancy of more than one year or that will extend the useful life of other equipment should be capitalized and depreciated, to allocate the expense across the years of use and benefit associated with such asset. While the policy in place is appropriate, there does not appear to be any formal procedures implemented to ensure all assets in use are being captured.

Recommendation

We recommend that the Authority create a formal capitalization policy to ensure capitalization of tools and equipment are also included. We also recommend an actual inventory count of capital assets to be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely.

Management Response

The Authority will create a formal capitalization policy which will include the process for an actual inventory count of capital assets to be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely. The Authority plans to begin identifying and removing obsolete assets in fiscal year 2023.

AUC-2022-04: Inventory Reconciliation

Condition

During our review of new inventory procedures, we noted there was no monthly reconciliation being performed between the inventory valuation and the inventory recorded in the general ledger. The year-end reconciliation adjustment resulted in a $87,790 decrease of inventory.

Criteria

Government Accounting Standards requires entities to establish adequate controls over inventory counts for accurate financial reporting of inventory balances.

Recommendation

We recommend that the Authority create a formal inventory reconciliation procedure or policy to ensure there is a reconciliation between the inventory valuation and inventory general ledger. We also recommend the inventory reconciliation is performed on a monthly basis to adequately reconcile differences in a timely manner.

Management Response

The Authority will create a formal reconciliation procedure to ensure there is a reconciliation between the inventory valuation and inventory general ledger. This will be performed on a monthly basis.

CURRENT YEAR STATUS OF PRIOR YEAR OTHER MATTERS

AUC-2021-01: Journal Entry Review and Approvals

Condition

During our review of journal entries, we noted that journal entries did not have approvals or evidence of review.

Criteria

Journal entries should be appropriately reviewed in order to ensure that there are proper controls and segregation of duties in place and to prevent management override of controls.

Recommendation

We recommend that all journal entries be reviewed by a separate individual (not the individual creating the entry) in order to prevent posting of errors or inappropriate journal entries and adjustments.

Management Response

The Authority will create a Standard Operating Procedure (SOP) for the review and approval of journal entries. The SOP will include a listing of the regular journal entries to be made, who they will be prepared by, and who will review/approve them to ensure proper controls and segregation of duties.

Current Year Status

See reissuance of recommendation at AUC-2022-01.

AUC-2021-02: Information Technology (IT) – Terminated Employees Remain Active Users

Condition

During our review of IT controls in fiscal year ending June 30, 2020, we noted that employee profile accounts often remain active after an employee has been terminated. We were unable to perform testing on current year, since there were no new terminations for employees with software access. However, upon inquiring with management, the accounts for terminated users pointed out were corrected, but no procedures were created to prevent this from happening again.

Criteria

Terminated employees should have their access to the system revoked upon termination. The IT department or consultant should be immediately notified, and the account should be made inactive.

Recommendation

We recommend that the Authority implement an off-boarding procedure or checklist to ensure the Authority revokes access to terminated employees from the system immediately upon termination. We also recommend implementing a periodic review of users' access level, to ensure such levels are appropriate for each employee's responsibilities.

Management Response

The Authority may keep terminated employee user accounts active for the purpose of accessing information but the terminated employee is always restricted from accessing these accounts from outside the Authority when terminated. We will consider creating a formal SOP to address off-boarding procedures and periodic review of user's levels.

Current Year Status

An SOP has been created to address the user accounts of terminated employees.

AUC-2021-03: IT – IT Strategic Plan

Condition

During our review of IT controls, we noted that the Authority does not currently have a strategic plan outlining its current and future IT projects.

Criteria

Governments should have an IT strategic plan detailing current and planned technology projects. A well-developed IT strategic plan will help the Authority in budget planning and ensure that the Authority's technology sustains and assists the entity in achieving its long-term goals.

Recommendation

We recommend that the Authority include an evaluation of IT plans and priorities in their discussion of the budget each year.

Management Response

The Authority will work with the IT Consultant to include an evaluation of IT plans and priorities in their discussion of the budget each year.

Current Year Status

See reissuance of recommendation at AUC-2022-02.

AUC-2021-04: Segregations of Duties Over Cash

Condition

During the cash management walkthrough, a lack of segregation of duties on the cash received at the main office was noted. While the front desk receives the mail, there is no log or oversight performed separately for checks received via mail before they are given to the employee to prepare the deposit. It was noted one employee opens all payments received via mail, creates the journal entries, takes the physical money deposits to the bank, and performs the monthly reconciliations.

Furthermore, the cash count is performed only by one person. There are discrepancy reports created for the regular route and paratransit, however, variances between the expected fare for regular and paratransit routes and the cash actually received are not investigated.

Criteria

Segregation of duties is recommended to ensure proper oversight of controls especially those related to cash receipts.

Recommendation

We recommend the log of cash receipts received is performed by a separate employee other than the employee who performed the deposit. A separate employee then reviews the cash receipts log, reconciliation, and journal entry to ensure proper recording. We also recommend a second individual be involved when performing the cash count and that the Authority establish a benchmark to use when reviewing discrepancies between expected and actual cash count variances.

Management Response

The Authority will review the cash procedures and determine the most feasible way to implement segregation of duties and review of cash reconciliation variances.

Current Year Status

The CFO now maintains a check log of all checks received by mail or at the front desk (unless processed in the register). All checks are first taken to the CFO to be logged before they are given to the AR Associate to be processed. The CFO will verify any applicable invoice numbers associated with the payments and log the date of deposit after they are processed.

AUC-2021-05: Capitalization Policy

Condition

During our review of procedures over capital assets, we reviewed a tools and equipment inventory listing of expenses which were not being reviewed for eligibility of being capitalized. We noticed the tools and equipment inventory list has not been updated or reviewed consistently and no regular inventory was being performed as the items were expensed.

Criteria

Assets with a life expectancy of more than one year or that will extend the useful life of other equipment should be capitalized and depreciated, to allocate the expense across the years of use and benefit associated with such asset. While the policy in place is appropriate, there does not appear to be any formal procedures implemented to ensure all assets in use are being captured.

Recommendation

We recommend that the Authority create a formal capitalization policy to ensure capitalization of tools and equipment are also included. We also recommend an actual inventory count of capital assets to be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely.

Management Response

The Authority will create a formal capitalization policy which will include the process for an actual inventory count of capital assets to be performed on a biennial basis to ensure obsolete assets are removed and assets in use are accounted for timely.

Current Year Status

See reissuance of recommendation at AUC-2022-03.