

**MEASURES N AND H – COLLEGE AND CAREER READINESS COMMISSION**

1016 Union Street, #940  
Oakland, CA 94607



**OAKLAND UNIFIED  
SCHOOL DISTRICT**

Community Schools, Thriving Students

**Measures N and H –  
College & Career Readiness Commission**

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# Memo

**To** Measures N and H – College and Career Readiness Commission

**From** Vanessa Sifuentes, High School Network Superintendent

**Board Meeting Date** \_\_\_\_\_

**Subject** 2022-23 OUSD Audit Parcel Tax Compliance Audit Report  
Services For: All High Schools

**Action Requested and Recommendation** Adoption by the Measures N and H Commission of Management Representation Letter (MRL) Letter for/and the Independent Auditor’s Report on Compliance Measure N Parcel Tax Funds For the Fiscal Year Ended June 30, 2023.

**Background**

*(Why do we need these services? Why have you selected this vendor?)*

**Competitively Bid**

Was this contract competitively bid? No  
If no, exception: N/A

**Fiscal Impact**

Funding resource(s): Measure N  
Measure H

**Attachments**

- OUSD Audit FY2022-23 Parcel Tax Compliance Audit Report
- MRL Letter



Independent Auditor's Report on Compliance  
Measure G, Measure G1, and Measure N  
Parcel Tax Funds  
For the fiscal year ended June 30, 2023

## Oakland Unified School District

Oakland Unified School District  
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June 30, 2023

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# Introduction



This report presents our compliance audit opinion of the Oakland Unified School District’s 2014 “Oakland College & Career Readiness For All Fund” (Measure N), “2008 Education Parcel Tax” (Measure G), and the 2016 “Districtwide Teacher Retention and Middle School Improvement Act” (Measure G1) as requested by the District and required by each parcel’s ballot language.

## **Executive Summary**

We conducted our compliance audit following generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our compliance audit conclusions. The standards also required that we obtain an understanding of the District’s internal control relevant to the parcel tax compliance audit to design audit procedures that are appropriate in the circumstances. We believe the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. A summary of the audit procedures applied and the results of those audit procedures are included in the report body.

Our audit procedures covered July 1, 2022, through June 30, 2023. We conclude that for the fiscal year ending June 30, 2023, the District used proceeds of Measure G, Measure G1, and Measure N only for allowable uses, as defined in each Measure, and only for supplemental activities and costs. Furthermore, during our audit, we did not identify deficiencies in internal control that we consider material weaknesses in internal control over compliance.

## **Summary of Measures Audited**

“Oakland College & Career Readiness For All Fund” (Measure N)

### *Purpose*

The Oakland College & Career Readiness For All Fund is established to pay for the implementation of a comprehensive approach to high school education in Oakland that integrates challenging academics with career-based learning and real-world work experiences. This comprehensive approach creates small learning communities of career-oriented pathways, and offers intensive, individualized support to create the conditions for all students to graduate high school prepared to succeed in college and career.

### *Permissible Uses*

- To increase support for students in college preparatory courses in every high school to ensure students are qualified for admission to the University of California and other year university systems, and are prepared to succeed in college;
- To provide work-based learning in every high school, including career exploration, career technical education courses, job shadowing, internships and job certifications;
- To reduce the drop-out rate by providing counseling, tutoring, mentoring and other intensive support services to students in danger of not graduating high school;
- To provide programs to students transitioning from 8th to 9th grade to prepare them to succeed in high school, and to students transitioning from 12th grade to college to prepare them for admission to and success in college.

## "2008 Education Parcel Tax" (Measure G)

### *Purpose and permissible Uses*

To attract and retain highly qualified teachers, maintain courses that help students qualify for college, maintain up-to-date textbooks and instructional materials, keep class sizes small, continue after school academic programs, maintain school libraries, and provide programs, including art and music programs, that enhance student achievement.

## "Districtwide Teacher Retention and Middle School Improvement Act" (Measure G1)

### *Purpose*

To provide a salary increase to school-site educators district-wide, including charter schools in the District, and to provide Middle School grants which shall be allocated pursuant to the Education Improvement Plan submitted by each Middle School.

### *Goals*

- Attract and retain school-site educators.
- Increase access to courses in arts, music, and world languages in grades 6-8.
- Improve student retention during the transition from elementary to middle school.
- Create a more positive and safe middle-school learning environment.

# Compliance Audit Opinion





## Independent Auditor's Report

Board of Education and  
Parcel Tax Oversight Committees  
Oakland Unified School District  
Oakland, California

### Report on Compliance

#### ***Opinion on Compliance with Measure G, Measure G1, and Measure N***

We have audited the Oakland Unified School District's (District) compliance with the compliance requirements applicable to the "2008 Education Parcel Tax" (Measure G), the 2016 "Districtwide Teacher Retention and Middle School Improvement Act" (Measure G1), and the 2014 "Oakland College & Career Readiness For All Fund" (Measure N), for the year ended June 30, 2023.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that are applicable to the Measure N, Measure G, and Measure G1 for the year ended June 30, 2023.

#### ***Basis for Opinion***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (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 Compliance section of our report.

We are required to be independent of the District 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. Our audit does not provide a legal determination of the District'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 District's government programs.

## ***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 District'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, and *Government Auditing Standards* 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 District's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, and *Government Auditing Standards*, 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 District'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 District'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, but not for the purpose of expressing an opinion on the effectiveness of the District'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 on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a compliance requirement 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 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 have not been 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. Accordingly, this report is not suitable for any other purpose.

*Eide Bailly LLP*

December 15, 2023

## Schedules and Audit Procedures

## Summary of Audit Requirements

### *Expenditure transactions*

We selected a representative random sample of expenditure transactions and concluded that each transaction selected complied with the parcel tax compliance requirements based on the following criteria:

- The expenditures were for allowable costs and activities,
- Source documents such as invoices, contracts, or payroll records supported the accounting ledger,
- The approved site plan included the transaction (Measure N, Measure G1 Middle School Grants).
- Evidence of internal controls over compliance was verified if there was evidence of management’s review and approval for the expense.

	<u>Measure G</u>	<u>Measure G1</u>	<u>Measure N</u>
Transactions sampled	65	65	65
Number of exceptions	-	-	-

### *Administrative cost limitations*

We verified that the District complied with the Measure N ten percent and Measure G1 one percent administrative expense limitations if the applicable calculations were mathematically correct and reflected in the accounting records.

### *Measure N Subrecipient charter schools*

We selected a representative random sample of five charter school Measure N recipients and concluded that each transaction selected complied with the parcel tax compliance requirements based on the following criteria:

- The expenditures itemized on the expense report were for allowable costs and activities,
- The expenditure report was certified by a representative of the charter school,
- The approved site plan included the transaction,
- Evidence of the District’s internal controls over compliance was considered satisfactory if the Program Manager reviewed and approved expense reports as evidenced by manual signature.

### *Measure G1 allocation*

- We verified compliance with the 65/35 percent split between raises for school site educators and middle school grants if the applicable calculations were mathematically correct and reflected in the accounting records.

## Financial Schedules

### Schedules of Taxes Received and Expended

(Presented on the same basis of accounting as the District's general fund)

	<u>Measure G</u>	<u>Measure G1</u>	<u>Measure N</u>
Taxes received/collected	\$ 20,689,314	\$ 11,780,533	\$ 11,781,563
Taxes expended	\$ 15,396,264	\$ 11,484,795	\$ 12,188,880

**Description of Programs Funded**

<b>Programs</b>	<b>Measure G</b>	<b>Measure G1</b>	<b>Measure N</b>
Art	\$ 860,606	\$ -	\$ -
Music	2,730,985	-	-
OAL - High School	1,799,021	-	-
OAL - Middle School	455,439	-	-
Summer Intervention	26,376	-	-
Summer Program	71,523	-	-
Covered Elem Intervention Pds	4,050,576	-	-
School Libraries	4,159,837	-	-
Oakland Fine Arts Summer Schl	179,533	-	-
Oth Programs / Local Goals	355,033	-	-
HR Recruitment	457,389	-	-
HR Retention	249,946	-	-
Measure G1 Charter Schools	-	3,484,886	-
Measure G1 Instruction	-	2,846,935	-
Measure G1 Salary Raises	-	4,822,153	-
Measure G1 Admin	-	330,821	-
Summer Program	-	-	10,067
College And Career	-	-	1,124,826
Measure N	-	-	7,947,349
Green Academy @ Skyline	-	-	3,339
Cpa Comp Sci & Tech	-	-	99,264
Cpa - Fashion @oak Tech	-	-	123,579
Cpa-comp Sci@ Skyline	-	-	19,087
Education & Community Health	-	-	15,824
Environmental Science Acad	-	-	4,585
Engineering Academy	-	-	7,269
9th Grade Academy	-	-	18,449
Health Academy	-	-	7,524
Vaamp	-	-	4,928
Pltw	-	-	37,966
Pha	-	-	10,197
Vapa	-	-	72,826
Meas N 31 Jaguars - Ohigh 9th	-	-	5,616
Meas N 32 Panthers - Ohigh 9th	-	-	4,319
Meas N 33 Pumas - Ohigh 9th	-	-	3,599
Meas N 34 Tigers - Ohigh 9th	-	-	6,598
Meas N 35 Rise - Ohigh 9th	-	-	18,714
Meas N SJR Ohigh	-	-	10,612
Meas N Race, Policy Law	-	-	20,465
Oth Programs / Local Goals	-	-	2,611,878
	<u>\$ 15,396,264</u>	<u>\$ 11,484,795</u>	<u>\$ 12,188,880</u>

December 15, 2023

Eide Bailly LLP  
Menlo Park, California

This representation letter is provided in connection with your audit of the Oakland Unified School District's (District) compliance with the Parcel Tax Measures' ballot languages (Measures) as of June 30, 2023, for the purpose of reporting your findings in regard to the subject matter as compared to the ballot language in the Measures.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of December 15, 2023:

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the performance audit.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of December 15, 2023:

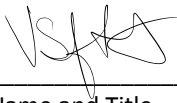
- We have fulfilled our responsibilities, as set out in the terms of the performance audit engagement letter dated April 5, 2023.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the compliance requirements with the ballot languages of the measures, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We are responsible for the District's compliance with laws, regulations, and provisions of contracts applicable to the Measures; and we have identified and disclosed to you all laws, regulations, and provisions of contracts that we believe have a direct and material effect on the determination of the proper recording of transactions related to the Measures.
- We have reviewed, approved, and taken responsibility for the schedules presented.
- We have a process to track the status of audit findings and recommendations.
- We have disclosed to you all information of which we are aware that may contradict compliance with the requirements specified in the ballot languages.
- We understand that your compliance audit engagement was conducted in accordance with auditing standards generally accepted in the United States of America applicable to compliance audits, and that your procedures were limited to those that you considered necessary for that purpose.
- As of June 30, 2023, the District expenditures of the Measures were in compliance with the requirements specified in the ballot languages.
- We have provided to you the effects of all known or possible litigation and claims that are significant to the audit objectives that have been initiated or are in process with respect to the period under audit. We have provided the evaluation of the effect of initiated or in process investigations or legal proceedings on the current audit.

#### **Information Provided**

We have provided you with:



- Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the schedules of the project referred to above, such as records, documentation, meeting minutes, and other matters;
- Additional information that you have requested from us for the purpose of the audit; and
- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reported in the ledgers of the Measures.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial records of the projects. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial records communicated by employees, former employees, vendors, regulators, or others.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on the information related to the performance requirements of Proposition 39.



Vanessa Sifuentes, High School Network Superintendent

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Name and Title