

**REDWOOD COAST TRANSIT AUTHORITY  
TRANSPORTATION DEVELOPMENT ACT FUNDS**

**CRESCENT CITY, CALIFORNIA**

**BASIC FINANCIAL STATEMENTS**

**JUNE 30, 2021**

## TABLE OF CONTENTS

	<u>PAGE</u>
Financial Statements:	
Independent Auditors' Report	1-2
Management's Discussion and Analysis	3-5
Statement of Net Position - Public Transit Fund	6
Statement of Revenues, Expenses and Changes in Fund Net Position - Public Transit Fund	7
Statement of Cash Flows	8
Notes to Financial Statements	9-13
Report on Compliance over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with the Statutes, Rules, and Regulations of the California Transportation Development Act and the Allocation Instructions and Resolutions of the Local Transportation Commission	14

INDEPENDENT AUDITORS' REPORT

Board of Directors  
Redwood Coast Transit Authority  
Crescent City, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities of the Redwood Coast Transit Authority, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Redwood Coast Transit Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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 financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to Redwood Coast Transit Authority's preparation and fair presentation of the financial statements 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 Redwood Coast Transit Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Redwood Coast Transit Authority, as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

As discussed in Note 1, the financial statements present only the Transportation Development Act Funds used by the Redwood Coast Transit Authority and are not intended to present fairly the financial position and results of operations of the Del Norte Local Transportation Commission in conformity with U.S. generally accepted accounting principles.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis as listed in the accompanying 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, 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 required supplementary information 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.

Other Reporting Required by Regulatory Requirements

In accordance with Transportation Development Act statutes, rules and regulations, we have also issued our report dated December 24, 2021, on our consideration of Redwood Coast Transit Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of statutes, rules, regulations, and grant agreements of the Transportation Development Act. The purpose of that report is 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Transportation Development Act statutes, rules and regulations in considering Redwood Coast Transit Authority's internal control over financial reporting and compliance.

*R.J. Ricciardi, Inc.*

R.J. Ricciardi, Inc.  
Certified Public Accountants

San Rafael, California  
December 24, 2021

Redwood Coast Transit Authority  
Transportation Development Act Funds  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2021

This section of Redwood Coast Transit Authority's (the Authority's) financial statements presents management's overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2021. The Authority is a joint powers authority entered into by the County of Del Norte and the City of Crescent City. The Authority administers transportation programs to the public including local and regional bus routes, specialized transportation services for seniors and disabled, and intercity bus routes that connect to national carriers, Greyhound, and Amtrak Thruway.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's audited financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*. The required financial statements include the Statement of Net Position - Proprietary Fund; Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Fund; and Statement of Cash Flows - Proprietary Fund.

Statement of Net Position

This statement includes all assets and liabilities using the accrual basis of accounting as of the statement date. The difference between the classifications is represented as "Net Position"; this section of the statement identifies major categories of restrictions on these assets and reflects the overall financial position of the Authority.

Statement of Revenues, Expenses and Changes in Net Position

This statement presents the revenues earned and expenses incurred during the year using the accrual basis of accounting. Under the accrual basis of accounting, all changes in net position are reported as soon as the underlying event occurs, regardless of the timing of the cash flow.

Statement of Cash Flows

This statement reflects the inflows and outflows of cash, summarized by type of activity. The direct method was used to prepare information for the reporting period activities. This means the gross rather than net amounts were presented for the year's activities.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Authority.

Proprietary Fund Analytical Overview

Redwood Coast Transit Authority  
Transportation Development Act Funds  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2021

Table 1  
Proprietary Fund Net Position at June 30

	2021	2020
Current assets	\$ 541,925	\$ 803,323
Capital assets		
	708,962	788,788
Total assets	1,250,887	1,592,111
Current liabilities		
	122,010	196,280
Total liabilities	122,010	196,280
Net position:		
Invested in capital assets, net of related debt	708,962	788,788
Restricted	126,433	102,502
Unrestricted		
	293,482	504,541
Total net position	\$ 1,128,877	\$ 1,395,831

The Authority's cash balance increased partly due to the timing of FTA grant receipts. The Authority's account receivable balance was \$29,720 which is included with the cash balance in current assets. The Authority's net position amounted to \$1,128,877 as of June 30, 2021, a change of \$(266,954) from the June 30, 2020 balance. This change in net position is reflected in Table 2, the Statement of Changes in Proprietary Fund Net Position.

The Authority's programs are financed through a combination of passenger fares, federal and state grants, and Local Transportation Funds derived from 1/4 cent of the state sales tax collected per dollar in Del Norte County. Since most state and federal grant funds are received on a reimbursement basis, the Authority has a significant Accounts Receivable at the conclusion of each fiscal year. The reliance on reimbursement of grant funds affects available cash, and also results in a significant Accounts Payable balance.

Redwood Coast Transit Authority  
 Transportation Development Act Funds  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
 June 30, 2021

Table 2  
Changes in Proprietary Fund Net Position

	2021	2020
<u>Expenses</u>		
Services and supplies	\$ 1,520,989	\$ 1,363,655
Total expenses	1,520,989	1,363,655
<u>Revenues</u>		
Program revenues:		
Charges for services	91,811	145,534
Government grants	175,000	842,261
Total program revenues	266,811	987,795
General revenues:		
Interest and other income	4,692	4,814
Taxes	982,532	1,005,983
Total general revenues	987,224	1,010,797
Total revenues	1,254,035	1,998,592
<u>Change in net position</u>	\$ (266,954)	\$ 634,937

As shown in Table 2 above, \$266,811 or 21% of the Authority's 2021 revenue, came from operating revenues which consisted of passenger fares and government grants. \$987,224, or 79% of the Authority's 2021 revenue, came from non-operating revenues consisting of sales taxes, gas taxes, local transportation funds, and other revenue.

Government grants changed \$(667,261) in 2021. This change is due to a variety of factors including timing of federal operating assistance grants, and the use of federal capital grants for the purchase of equipment and vehicles.

Capital Assets

GASB Statement No. 34 requires the Authority to record all its capital assets that were not recorded in prior years. Detail on capital assets can be found in Note 3 of the financial statements.

Debt Administration

The Authority does not utilize long-term debt to fund operations or growth.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Authority.

Contacting the Authority's Financial Management

These financial statements are intended to provide citizens, taxpayers, and creditors with a general overview of the Authority's finances. Questions about this Report should be directed to Redwood Coast Transit Authority, c/o TMTP Consulting LLC, 1275 Fourth Street #733, Santa Rosa, CA 95404.

Redwood Coast Transit Authority  
Transportation Development Act Funds  
STATEMENT OF NET POSITION  
Public Transit Fund  
June 30, 2021

ASSETS

Current assets:

Cash	\$ 509,976
Prepaid items	2,229
Accounts receivable	<u>29,720</u>
Total current assets	<u>541,925</u>

Capital assets, net of accumulated depreciation

708,962

Total assets

1,250,887

LIABILITIES AND NET POSITION

Current liabilities:

Accounts payable	<u>122,010</u>
Total current liabilities	<u>122,010</u>

Net Position:

Invested in capital assets, net of related debt	708,962
Restricted	126,433
Unrestricted	<u>293,482</u>
Total net position	<u>\$ 1,128,877</u>

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

Redwood Coast Transit Authority  
Transportation Development Act Funds  
STATEMENT OF REVENUES, EXPENSES AND CHANGES  
IN FUND NET POSITION  
Public Transit Fund  
For the Fiscal Year Ended June 30, 2021

Enterprise Fund

Operating revenue:	
Fares	\$ 91,811
Total operating revenue	<u>91,811</u>
Operating expenses:	
Purchased transportation	1,116,699
Administrative services and supplies	324,464
Depreciation	<u>79,826</u>
Total operating expenses	<u>1,520,989</u>
Net operating income (loss)	<u>(1,429,178)</u>
Other revenues and (expenses):	
Local Transportation Funds	763,279
State Transit Assistance Funds	196,685
Intergovernmental revenue	175,000
LCTOP	22,568
Other income	1,329
Interest	<u>3,363</u>
Total other revenues and expenses	<u>1,162,224</u>
Change in net position	(266,954)
Net position, beginning of period	<u>1,395,831</u>
Net position, end of period	<u>\$ 1,128,877</u>

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

Redwood Coast Transit Authority  
Transportation Development Act Funds  
STATEMENT OF CASH FLOWS  
For the Year Ended June 30, 2021

Transit Fund

Cash flows from operating activities:	
Receipts from customers	91,811
Payments to suppliers	<u>(1,515,433)</u>
Net cash provided (used) by operating activities	<u>(1,423,622)</u>
Cash flows from non-capital financing activities:	
Taxes and aid from other governments	<u>1,586,264</u>
Net cash provided (used) by non-capital financing activities	<u>1,586,264</u>
Cash flows from capital and related financing activities:	
Purchase of fixed assets	<u>-</u>
Net cash provided (used) by capital and related financing activities	<u>-</u>
Cash flows from investing activities:	
Interest earned	<u>3,363</u>
Net cash provided by investing activities	<u>3,363</u>
Net increase (decrease) in cash and cash equivalents	166,005
Cash and cash equivalents - beginning of period	<u>343,971</u>
Cash and cash equivalents - end of period	<u>\$ 509,976</u>
Reconciliation of operating income (loss) to net cash provided (used in) operating activities:	
Operating income (loss)	<u>\$ (1,429,178)</u>
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:	
Depreciation	79,826
Changes in certain assets and liabilities:	
Accounts payable	<u>(74,270)</u>
Total adjustments	<u>5,556</u>
Net cash provided (used) by operating activities	<u>\$ (1,423,622)</u>

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

Redwood Coast Transit Authority  
Transportation Development Act Funds  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The financial statements are intended to present the financial position and results of operations of only those transactions attributable to the Transportation Development Act Funds used by the Redwood Coast Transit Authority (the Authority).

This summary of significant accounting policies of the Authority is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of the financial statements.

The Authority owns buses and related equipment, and contracts with a third party, First Transit, Inc., for the operations of the bus routes in Del Norte County and surrounding areas. The financial statements are intended to present the financial position and results of operations of only those transactions attributable to the Authority. The Authority does not exercise control over any other governmental agency. Criteria used in determining the reporting entity was based on control or dependence determined on the basis of budget adoption, funding, and appointment of the respective governing board.

B. Basis of Presentation

The accounts of the Authority are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. In the financial statements in this report, the various funds are grouped into two generic fund types and one broad fund category as described below:

Proprietary Funds:

Enterprise Funds (Public Transit Fund) - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

Redwood Coast Transit Authority  
Transportation Development Act Funds  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Accounting (concluded)

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when earned and their expenses are recognized when incurred.

The fixed assets of the Proprietary Fund are recorded on a historical cost basis. Depreciation is provided for on the straight-line method over the remaining useful life of the asset, which ranges from five to forty years. The threshold for capitalizing capital expenses is \$5,000.

Proprietary fund *operating* revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. *Non-operating* revenues, such as subsidies and investment earnings, result from non-exchange transactions or ancillary activities. The Authority may fund programs with a combination of cost-reimbursement grants and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Authority's policy is to first apply restricted grant resources to such programs, followed by other revenues if necessary.

D. Use of Estimates

The financial statements have been prepared in conformity with U.S. generally accepted accounting principles and, as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

E. Cash and Cash Equivalents

Cash and investments are used in preparing the statement of cash flows because these assets are highly liquid and are expended to liquidate liabilities arising during the year.

F. Fair Value Hierarchy

The Authority categorizes the fair value measurements of its investments within the fair value hierarchy established by GAAP. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. These levels are determined by the Authority's investment manager based on a review of the investment class, structure and what kind of securities are held in the portfolio. The Authority's holdings are classified in Level 1 of the fair value hierarchy.

G. Contingencies

The Authority receives revenue from Federal, State and Local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditures would be a liability to be refunded to the appropriate agency. Although that is a possibility, management currently deems the contingency remote based upon their knowledge of the objectives of the grantors and the provisions of the grants. Accordingly, no amount has been accrued as a contingent liability in the accompanying financial statements.

Redwood Coast Transit Authority  
Transportation Development Act Funds  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2021

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

G. Contingencies (concluded)

Coronavirus Pandemic

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) began to spread among various countries, including the United States. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, multiple jurisdictions in the U.S., including California, declared a state of emergency and issued shelter-in-place orders in response to the outbreak. The immediate impact to the Authority's operations included new restrictions on work location and planning heightened sanitation awareness requirements on office staff. It is anticipated that the impacts from this pandemic will continue for some time. As of the report date, the financial impact of the coronavirus outbreak cannot be measured.

H. Net Position

In the financial statements, fund net position is reported in three categories as follows:

- Invested in capital assets, net of related debt - This category of net position reports the net book value of capital assets used in Authority operations including construction in progress all net of related accumulated depreciation, and reduced by the carrying value of related long-term debt issued to finance the acquisition of such assets.
- Restricted for debt service and capital projects - This category of net position reports all unspent proceeds from the issuance of long-term debt restricted for capital asset improvement, replacement, or construction net of the related long-term debt. It also includes funds restricted for debt service payment and reserve requirements.
- Unrestricted - Unrestricted net position represents all other assets net of related liabilities available for use by the Authority.

NOTE 2 - CASH & INVESTMENTS

The Treasurer of Del Norte County (the County) is responsible for maintaining the cash and investment pool. The total cash deposited with the County was \$509,976 as of June 30, 2021.

Credit Risk, Carrying Amount and Market Value of Investments:

The Authority maintains specific cash deposits with the County and involuntarily participates in the external investment pool of the County. The County is restricted by state code in the types of investments it can make. Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than state code as to terms of maturity and type of investment. Also, the County has an investment committee that performs regulatory oversight for its pool as required by California Government Code Section 27134.

The County's investment policy authorizes the County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. At June 30, 2021, the Authority's cash with the County Treasurer is stated at fair value. However, the value of the pool shares in the County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the Authority's position in the pool.

Redwood Coast Transit Authority  
Transportation Development Act Funds  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2021

NOTE 3 - FIXED ASSETS

A summary of changes in fixed assets of the Proprietary Fund is as follows:

	Balance 6/30/20	Additions	Deletions	Balance 6/30/21
Vehicles	\$ 1,772,570	\$ -	\$ -	\$ 1,772,570
Buildings	1,032,198	-	-	1,032,198
Subtotal	2,804,768	\$ -	\$ -	2,804,768
Less accumulated depreciation	(2,015,979)			(2,095,806)
Total fixed assets	\$ 788,789			\$ 708,962

Depreciation was \$79,826 for the year ended June 30, 2021. Depreciation was calculated using the straight-line method over the useful life of the asset. Useful lives of the assets range from five to ten years.

NOTE 4 - FARE REVENUE RATIO

The Authority is required under the Transportation Development Act to maintain a fare revenue to operating expenses ratio of 10%. Governor Newsom signed AB 149 into law on July 16, 2021, which suspends the Fare Box Recovery Ration requirements through June 30, 2023. The calculation of the fare revenue ratio for the year ending June 30, 2021 is as follows:

Fare revenues	\$ 91,811
Total	\$ 91,811
Operating expenses	\$ 1,520,989
Less: Depreciation	(79,826)
Capital outlay	-
Exempted services	-
Total	\$ 1,441,163
Fare revenue ratio	6%

NOTE 5 - RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The Authority engages contractors for its operations and management services and requires all of these contractors to provide commercial insurance covering such risks of loss.

NOTE 6 - CONCENTRATIONS

The Authority receives a substantial amount of its support from Transportation Development Act funding as well as Federal Transit Administration Grants. A reduction in the level of support may have a significant effect on the Authority's activities.

Redwood Coast Transit Authority  
Transportation Development Act Funds  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2021

NOTE 7 - LEASES

The Authority entered into a non-cancelable operating ground lease through 2024. Minimum future rental payments under the operating ground lease for future years in aggregate are:

<u>Fiscal Year Ending February 28:</u>	
2022	\$ 26,748
2023	26,748
2024	<u>26,748</u>
Total	<u>\$ 80,244</u>

NOTE 8 - SUBSEQUENT EVENTS

In preparing these financial statements, the Authority has evaluated events and transactions for potential recognition or disclosure through the date the financial statements were available to be issued.

REPORT ON COMPLIANCE OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
THE STATUTES, RULES, AND REGULATIONS OF THE  
CALIFORNIA TRANSPORTATION DEVELOPMENT ACT  
AND THE ALLOCATION INSTRUCTIONS AND RESOLUTIONS  
OF THE LOCAL TRANSPORTATION COMMISSION

Board of Directors  
Redwood Coast Transit Authority  
Crescent City, California

We have audited the basic financial statements of the Redwood Coast Transit Authority allocated for transit purposes as of and for the year ended June 30, 2021 and have issued a report thereon dated December 24, 2021. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

As part of obtaining reasonable assurance about whether the Redwood Coast Transit Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that expenditures paid by the Redwood Coast Transit Authority were made in accordance with the allocation instructions and resolutions of the Del Norte Local Transportation Commission and in conformance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 6666 and 6667 that are applicable to Redwood Coast Transit Authority. In connection with our audit, nothing came to our attention that caused us to believe the Transportation Development Act Funds allocated for transit purposes to the Redwood Coast Transit Authority failed to comply with the Statutes, Rules, and Regulations of the California Transportation Development Act and the allocation instructions and resolutions of the Del Norte Local 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.

Also as part of our audit, we performed tests of compliance to determine whether certain state funds were received and expended in accordance with the applicable bond act and the state accounting requirements.

This report is intended solely for the information and use of management of Redwood Coast Transit Authority, the Del Norte Local Transportation Commission, the California Department of Transportation, and the State Controller's Office and should not be used by anyone other than these specified parties.

*R.J. Ricciardi, Inc.*

R.J. Ricciardi, Inc.  
Certified Public Accountants

San Rafael, California  
December 24, 2021

**REDWOOD COAST TRANSIT AUTHORITY**

**BOARD & MANAGEMENT REPORT**

**For the Year Ended  
JUNE 30, 2021**

## TABLE OF CONTENTS

	<u>PAGE</u>
Report on Internal Controls	1
Required Communications	2-3
Management Observations	4

Board of Directors  
Redwood Coast Transit Authority  
Crescent City, California

In planning and performing our audit of the basic financial statements of Redwood Coast Transit Authority for the fiscal year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of Redwood Coast Transit Authority's internal control.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Directors and management of the Redwood Coast Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Redwood Coast Transit Authority's staff for its cooperation during our audit.

*R.J. Ricciardi, Inc.*

R.J. Ricciardi, Inc.  
Certified Public Accountants

San Rafael, California  
December 24, 2021

Board of Directors  
Redwood Coast Transit Authority  
Crescent City, California

We have audited the basic financial statements of Redwood Coast Transit Authority for the year ended June 30, 2021. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated July 21, 2021, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Redwood Coast Transit Authority. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

**Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Redwood Coast Transit Authority are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year. We noted no transactions entered into by Redwood Coast Transit Authority during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the basic 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 basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole. The most sensitive estimates affecting the basic financial statements were:

- Capital asset lives and depreciation expense;
- Fair value of investments and financial instruments;
- Accrual and disclosure of leases.

**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 trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Of the 3 audit adjustments detected as a result of audit procedures and corrected by management most were material, either individually or in the aggregate, to the financial statements taken as a whole.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors’ 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 24, 2021.

**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 Redwood Coast Transit 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 year prior to retention as Redwood Coast Transit 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, which is required supplementary information (RSI) that supplements 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 RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of the Board of Directors and management of the Redwood Coast Transit Authority and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redwood Coast Transit Authority  
MANAGEMENT REPORT  
For the Year Ended June 30, 2021

**Current Year Observations**

There were no current year observations.

**Prior Year Observations**

There were no prior year observations.