SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

COUNTY OF SACRAMENTO

SACRAMENTO, CALIFORNIA

MEASURE I GENERAL OBLIGATION BONDS

AGREED UPON PROCEDURES
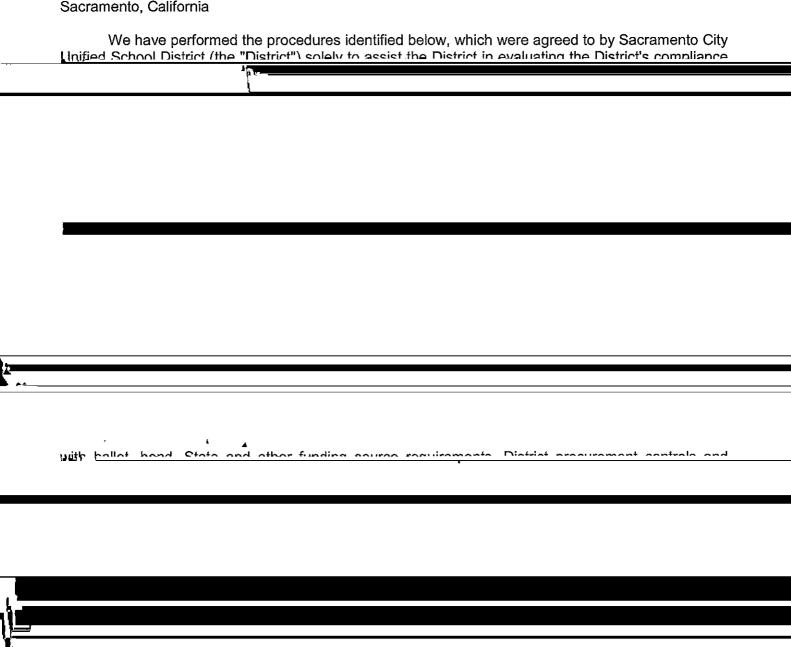

FOR THE PERIOD FROM MARCH 1, 2003

THROUGH AND INCLUDING JUNE 30, 2009

AND

INDEPENDENT ACCOUNTANT'S REPORT

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES

Board of Education
Sacramento City Unified School District
Sacramento, California

We have performed the procedures identified below, which were agreed to by Sacramento City
Unified School District (the "District") solely to assist the District in evaluating the District's compliance

with ballot bond, State and other funding source requirements. District procurement controls and

INDEPENDENT ACCOUNTANT'S REPORT

(Continued)

This report is intended solely for the information and use of the Board of Education and management of Sacramento City Unified School District to assist the District in evaluating the District's compliance with ballot, bond, State and other funding source requirements, District procurement controls and contract administration related to Measure I General Obligation Bond funds for the period from March 1, 2003 through and including June 30, 2009, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.
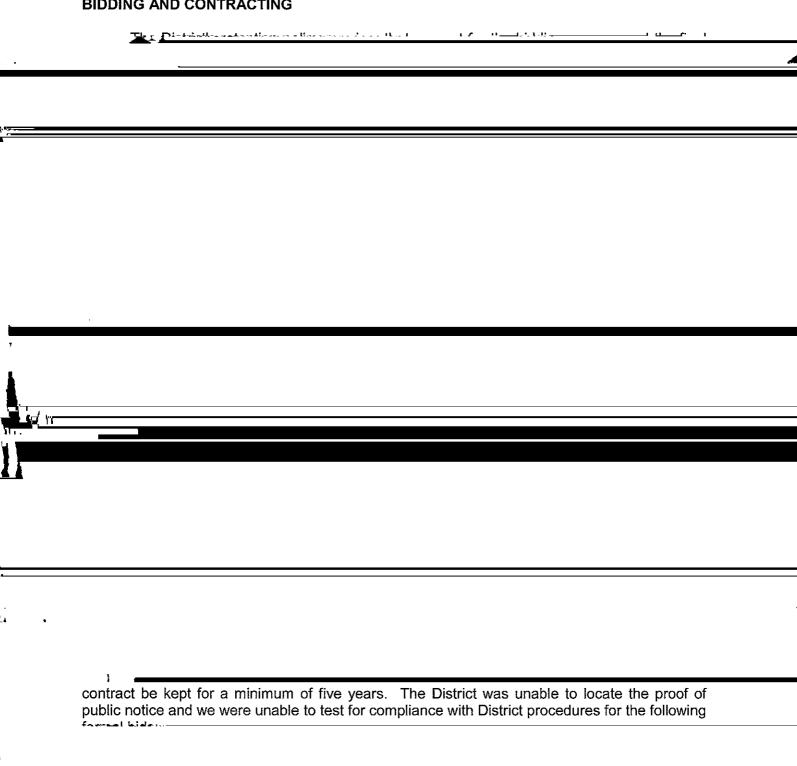
April 5, 2010

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

CONCLUSIONS

We noted the following areas where procedures and controls can be strengthened to ensure compliance with General Obligation Bond requirements:

BIDDING AND CONTRACTING

contract be kept for a minimum of five years. The District was unable to locate the proof of public notice and we were unable to test for compliance with District procedures for the following

Bid Award	Project	Contract Amount

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

CONCLUSIONS
(Continued)

BIDDING AND CONTRACTING (Continued)

District Response / Corrective Action Plan (Continued)

The District will print the confirmations of each advertisement for bid and keep these in a

folder.

All District contracts shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. All bid projects will comply with all

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

CONCLUSIONS
(Continued)

PLANNING AND CONSTRUCTION (Continued)

For the following projects the "Notice to Proceed" letter was dated and issued prior to the receipt of the approval by the Division of the State Architects (DSA) for the individual project:

	Project	DSA Identification Date	Notice to Proceed Date
1.	Modernization of Thurgood Marshall	04/21/2003	04/14/2003
3.	Charles M. Goethe – HVAC Upgrade	08/14/2003	05/20/2003
4.	Marian Anderson – Demo of Portable Buildings	08/27/2003	06/16/2003
5.	Abraham Lincoln – Demo of Portable Buildings	09/04/2003	06/16/2003
6.	Albert Einstein – Electrical Upgrade	01/14/2004	08/05/2003
7.	Albert Einstein – Modernization Phase 3a	01/23/2004	11/03/2003
8.	C.K. McClatchy – Painting & Traffic Topping	02/19/2004	09/25/2003
9.	Will C. Wood – HVAC Upgrade	03/02/2004	06/02/2003
10.	H.J. West Campus – HVAC & Switchgear Installation	06/04/2004	01/21/2004
11.	James W. Marshall – Demo of Portable Buildings	03/28/2005	06/16/2003

CONCLUSIONS
(Continued)

PLANNING AND CONSTRUCTION (Continued)

<u>District Response / Corrective Action Plan</u>

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

CONCLUSIONS
(Continued)

PLANNING AND CONSTRUCTION – DSA CLOSEOUT (Continued)

The District should ensure DSA closeout is completed timely upon completion of all projects.

District Response / Corrective Action Plan

architect and inspector.   Notice of Completion will be filed upon completion of all contract

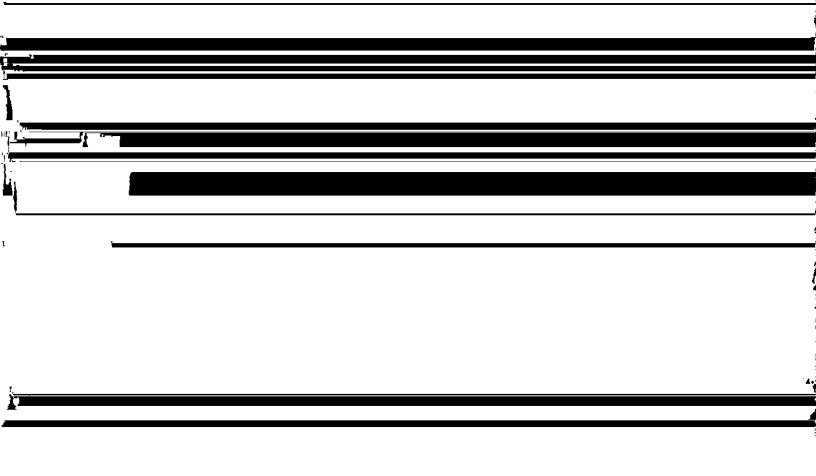# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

CONCLUSIONS
(Continued)

PAYROLL RELATED EXPENDITURES (Continued)

The District should perform a time study to test the actual time worked on the bond or require time certifications by the employees to ensure that actual time spent working on the bond is consistent with the expense charged. The certification should be required to be signed by the employee as certification of the amount of time the employee actually worked on the various funding sources.

District Response / Corrective Action Plan

As of March 1, 2010, the District has implemented time reporting procedures for all employees funded by bond proceeds. Staff must complete and sign time sheets to ensure that the actual time spent working on bond related matters is consistent with the salaries expensed.

GENERAL LEDGER CODING

General ledger coding currently used does not track expenditures by project. Instead the District has a manual system of accumulating costs and reporting those costs in aggregate by site.