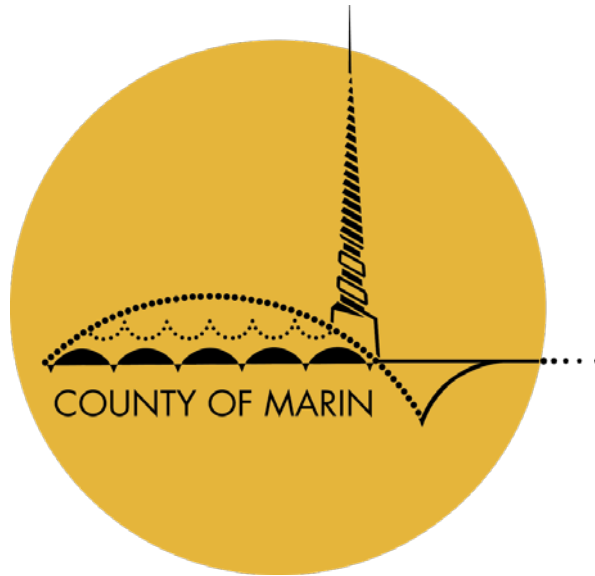


COUNTY OF MARIN

DEPARTMENT OF FINANCE

INTERNAL AUDIT DIVISION



Measure A - Marin Parks, Open Space, and Sustainable Agriculture Sales Tax

Grant Compliance Audit

For the Fiscal Year Ended June 30, 2025

Department of Finance
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DEPARTMENT OF FINANCE - INTERNAL AUDIT DIVISION
MEASURE A - MARIN PARKS, OPEN SPACE AND SUSTAINABLE AGRICULTURE SALES TAX GRANTEE COMPLIANCE AUDIT
FOR THE AUDIT PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025

Marin County Parks Management

Measure A Community Oversight Committee:

Andrew Ward, Erika Lovejoy, Jonathan Kathrein, Michael Dyett, Pamela Tom, and Robert Steinberg

I. EXECUTIVE SUMMARY

Background

In June 2022, Marin County voters approved the reauthorization of Measure A, a one-quarter of one percent (0.25%) transactions and use tax to fund the preservation, maintenance, and enhancement of Marin County's parks, open space, and agricultural lands. Measure A is authorized under Ordinance No. 3760, titled the *Marin Parks, Open Space, and Sustainable Agriculture Transactions and Use Tax Ordinance*.

Ordinance No. 3760 became effective immediately upon adoption, with the tax becoming operative on October 1, 2022. In accordance with the ordinance, any unspent fund balance from the prior Measure A ordinance (Ordinance No. 3586) was carried forward and became subject to the requirements, restrictions, and expenditure limitations of the reauthorized Measure A ordinance and its accompanying Expenditure Plan.

Measure A is estimated to generate approximately \$16 million annually, subject to economic conditions and variability in sales tax receipts. Revenues are legally restricted to the specific purposes outlined in the voter-approved Expenditure Plan and are allocated among three program areas as follows:

1) Parks and Open Space Program (65%)

Funds are restricted to protecting and restoring natural resources, maintaining and improving County parks and open space preserves, reducing wildfire risk on and adjacent to County lands, and preserving natural lands through acquisition or conservation easements that support public access, safety, and environmental protection.

2) Sustainable Agriculture Program (20%)

Funds are restricted to supporting ecosystem services, climate resiliency, and the long-term sustainability of Marin County's agricultural working lands and food systems through the acquisition and stewardship of agricultural conservation, competitive matching grants for sustainable food systems and climate-beneficial agricultural practices, and matching grants to the Marin Resource Conservation District.

3) City, Town, and Applicable Special District Program (15%)

Funds are restricted to providing grants to Marin cities, towns, and applicable special districts to maintain, restore, renovate, or expand parks, open space preserves, and recreation facilities, and to support vegetation management activities that promote biodiversity and reduce wildfire risk, with funds allocated through grant agreement, subject to approval by the Marin County Board of Supervisors.

Administrative Expenses

Administrative expenses are capped at no more than five percent (5%) of the annual allocation for each of the Parks and Open Space Program and the Sustainable Agriculture Program, consistent with the Expenditure Plan.

Governance Structure

The Community Oversight Committee, originally established under Ordinance No. 3586, continues under Ordinance No. 3760. The Oversight Committee is responsible for:

1. Ensuring Measure A expenditures are in compliance with the approved Expenditure Plan;
2. Calling for and overseeing an annual audit of Measure A revenues and expenditures; and
3. Preparing an annual public report describing how Measure A funds were expended.

The Oversight Committee consists of seven members appointed by the Marin County Board of Supervisors. Members must be County residents and may not be elected officials or employees of any agency or organization that oversees or receives Measure A funds. The Oversight Committee reports to the Director and General Manager of Marin County Parks and will dissolve upon the expenditure of all Measure A revenues and issuance of a final report.

Administrative Oversight

The County of Marin is responsible for administering Measure A funds in compliance with applicable laws and the voter-approved Expenditure Plan. The California Department of Tax and Fee Administration collects and remits Measure A tax revenues to the County. All revenues are deposited into a dedicated special revenue fund and may be used solely for Measure A purposes.

County Measure A revenues may be accumulated over multiple years to support larger or long-term projects. Any interest earned on Measure A funds must be used for the purposes consistent with the Expenditure Plan and allocated proportionately among the program areas. Ten years after the termination date of Measure A, any unused funds and accrued interest from the Sustainable Agriculture Program and the City, Town, and Applicable Special District Program may be used for any purpose consistent with the Expenditure Plan, subject to approval by the Marin County Board of Supervisors.

Compliance Oversight

The Community Oversight Committee provides oversight to ensure Measure A funds are expended in accordance with the voter-approved Expenditure Plan. This oversight includes an annual two-part audit and review process:

1. Independent External Audit

- Conducted by an independent public accounting firm.
- Audits the Schedule of Measure A revenues and expenditures in accordance with generally accepted auditing standards.
- Provides assurance that Measure A revenues and expenditures are fairly presented, in all material respects, in accordance with generally accepted accounting principles.
- Includes procedures to assess compliance with selected provisions of laws and regulations related to the administration of Measure A, including review of administrative expenditures for compliance with applicable caps.

2. Grantee Compliance Audit (This Report)

- Conducted by the County of Marin Department of Finance Internal Audit Division.
- Focuses on compliance requirements of Ordinance No. 3760 and the Measure A Expenditure Plan,

particularly at the grantee and program level.

- Reviews grant agreements, expenditure reports, and supporting documentation to assess whether funds were used for allowable purposes and in accordance with grant terms.
- Does not provide an audit opinion and does not duplicate the work performed by the external auditor.

II. SUMMARY OF WORK

Audit Scope, Objective, and Approach

The scope of this compliance audit covers Fiscal Year 2024-25, spanning July 1, 2024, through June 30, 2025. The objective of the audit was to determine whether selected Measure A grantees complied with the requirements of their respective grant agreements and whether grant-funded expenditures were consistent with the voter-approved Measure A Expenditure Plan.

The audit was conducted in accordance with an audit plan that focused on Measure A grants awarded and related expenditures incurred by grantees during the audit period. The Department of Finance Internal Audit Division performed compliance testing using inquiry, observation, inspection, recalculation and re-performance, as appropriate.

To obtain an understanding of Measure A program operations, risks, and controls relevant to the audit scope, the audit team met with Marin County Parks fiscal staff and the Measure A Lead Program Coordinator. Per our review of the County's general ledger as of June 30, 2025, we note the following life-to-date Measure A sales tax revenues and corresponding grants awarded to grantees, as summarized below:

<u>Fiscal Year</u>	<u>Measure A Sales Tax Revenue</u>	<u>Grants Awarded to Grantees</u>
FY 2013-14	14,457,591	\$ 2,313,994
FY 2014-15	12,779,350	1,857,767
FY 2015-16	13,312,972	4,389,224
FY 2016-17	13,177,763	3,819,713
FY 2017-18	13,344,388	8,748,295
FY 2018-19	14,673,946	5,896,813
FY 2019-20	13,766,174	2,350,448
FY 2020-21	15,547,563	2,465,338
FY 2021-22	13,219,549	2,652,341
FY 2022-23	13,105,240	5,209,683
FY 2023-24	17,401,106	9,698,832
FY 2024-25	17,709,826	5,386,071
	<u>\$ 172,495,468</u>	<u>\$ 54,788,519</u>

Audit Procedures Performed

The audit procedures described below were conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) and the Institute of Internal Auditors Standards for the Professional Practice of Internal Auditing. Audit workpapers supporting the procedures performed and conclusions reached are maintained by the Department of Finance Internal Audit Division and are available for review upon written request.

The following audit procedures were performed:

1. Internal Control Assessment

The audit included an assessment of internal controls relevant to the administration and use of Measure A grant funds. The audit team obtained and documented an understanding of the Measure A funding, disbursement, and reporting processes. A sample of grantees was selected, and their respective Measure A work plans and expenditure reports were reviewed to assess whether controls were designed and operating effectively to support compliance with program requirements. This assessment informed the nature and extent of substantive testing performed. No exceptions were noted.

2. Verification of Fund Segregation

The audit reviewed whether grantees maintained Measure A funds in separate bank accounts or special revenue funds, as required by grant agreements and the Expenditure Plan. General ledger records as of June 30, 2025, were examined to verify compliance. No exceptions were noted.

3. Reconciliation of Cash Balances

The audit included a reconciliation of Measure A funds held by grantees as of June 30, 2025. Reported cash balances were compared to total Measure A disbursements received, net of reported expenditures. Any variances identified were reviewed and reconciled to supporting documentation. No exceptions were noted.

4. Testing of Grant Expenditures

A sample of 34 Measure A grantees that reported expenditures between July 1, 2024, and June 30, 2025, was selected for detailed testing. This sample represented approximately 67% of total grant disbursements during the audit period. Reported expenditures were traced to supporting invoices and payment records, and the nature of each transaction was reviewed to determine allowability under the Measure A Expenditure Plan and applicable grant agreements. No exceptions were identified.

A complete list of grantees, amount awarded, expenditures, and expenditures tested is included in **APPENDIX A**.

Appendix B and C are provided for additional transparency. **Appendix B** presents Measure A fund balances for the current fiscal year, disbursements, interest income, and expenditures for Cities, Towns, Special Districts. **Appendix C** presents each grantees approved grant award, amounts disbursed, and expenditures for the Sustainable Agriculture's Food, Agriculture, and Resilient Ecosystems (FARE) program.

5. Follow-Up on Prior Audit Findings

The audit included a review of prior Measure A compliance reports to determine whether previously identified findings had been addressed. One prior finding (Finding 2024-001) was reviewed. Corrective actions had been implemented, and the issue did not recur during the audit period.

III. FINDINGS AND RECOMMENDATIONS

Results of Audit Procedures

Based on the compliance procedures performed, no audit findings or observations were identified.

Conclusion

Department of Finance Internal Audit Division reviewed grantees compliance with the requirements of the Measure A Expenditure Plan for the period July 1, 2024 through June 30, 2025. Based on the scope of work performed, no instances of noncompliance were identified. In other words, the review found no issues. Measure A grantees tested were in full compliance with their grant agreements, and the Expenditure Plan.

We appreciate the assistance and cooperation provided by Measure A grantees and Marin County Parks staff during the audit. Please contact us with any questions regarding this report.

IV. DISTRIBUTION

Marin County Parks Management
Measure A Community Oversight Committee

Audit Team:
Michelle Camacho, Audit Manager
Kulwarn Bassi, Senior Auditor
Arezu Sirois, Auditor II

Issued this 4th day of February 2026



Mina Martinovich, CPA
Director of Finance

APPENDIX A

#	Grantee Name	Measure A Program Area*	Amount Awarded to Grantee	Amount Spent by Grantee
1	City of Belvedere	CTSD	21,440.36	(39,271.05)
2	Town of Corte Madera	CTSD	95,793.01	(82,279.84)
3	Town of Fairfax	CTSD	77,076.38	(100,000.00)
4	City of Larkspur	CTSD	123,554.49	(47,287.95)
5	City of Mill Valley	CTSD	145,405.98	(404,540.45)
6	City of Novato	CTSD	540,161.58	(551,450.03)
7	Town of Ross	CTSD	25,140.52	(24,827.26)
8	Town of San Anselmo	CTSD	127,768.55	-
9	City of San Rafael	CTSD	598,007.40	(557,892.34)
10	City of Sausalito	CTSD	73,139.81	(292,951.62)
11	Town of Tiburon	CTSD	92,822.60	(91,666.00)
12	Bel Marin Keys Community Services	CTSD	63,352.58	(29,015.00)
13	Marin City Community Services	CTSD	82,182.92	(212,721.67)
14	Marinwood Community Services	CTSD	124,980.35	-
15	Muir Beach Community Services	CTSD	46,946.46	(46,361.49)
16	Strawberry Recreation District	CTSD	114,339.96	-
17	Tamalpais Community Services	CTSD	147,794.29	(74,346.81)
18	Tomaes Community Services	CTSD	45,413.30	(51,879.39)
19	Firehouse Community Park Agency	CTSD	62,395.99	(61,618.51)
20	Marin Resource Conservation	Sust. Ag	695,254.02	(458,005.85)
21	Marin Agricultural Land Trust	Sust. Ag	397,500.00	(397,500.00)
22	Agricultural Institute of Marin	Sust. Ag -FARE	91,000.00	(9,281.22)
23	Audubon Canyon Ranch	Sust. Ag -FARE	61,635.00	(17,759.13)
24	Bolinas Community Center	Sust. Ag -FARE	40,000.00	(36,674.60)
25	City of San Rafael	Sust. Ag -FARE	35,000.00	-
26	Dance Palace Community and Cultural	Sust. Ag -FARE	46,000.00	(5,925.00)
27	Fibershed	Sust. Ag -FARE	100,000.00	(58,795.35)
28	Golden Gate Village Residents Council	Sust. Ag -FARE	40,000.00	-
29	Interfaith Sustainable Food Collaborative	Sust. Ag -FARE	60,000.00	(23,422.84)
30	Kitchen Table Advisors	Sust. Ag -FARE	159,000.00	(90,716.64)
31	Marin Child Care Council	Sust. Ag -FARE	125,000.00	(40,820.00)

Acronym Definition

- *CTSD – City, Town, Special District
- *Sust. Ag – Sustainable Agricultural Program
- *Sust. Ag – FARE - Sustainable Agricultural Program FARE
- *CGP- Community Grant Programs

**Agrees to County General Ledger for FY 2024-25
 A Selected for audit \$2,772,085.08 (67% sample coverage)

APPENDIX A Continued

#	Grantee Name	Measure A Program Area*	Amount Awarded to Grantee	Amount Spent by Grantee
32	Marin City Community Development	Sust. Ag -FARE	45,000.00	-
33	Marin County Cooperation Team (MCCT)	Sust. Ag -FARE	35,000.00	(32,758.68) A
34	Marin County Office of Education	Sust. Ag -FARE	75,000.00	(24,743.20) A
35	Museum of the American Indian	Sust. Ag -FARE	15,000.00	-
36	Next Generation Scholars	Sust. Ag -FARE	50,000.00	(17,989.82) A
37	North Bay Children's Center	Sust. Ag -FARE	30,000.00	(21,693.61) A
38	Rise Up	Sust. Ag -FARE	60,000.00	-
39	Sanzuma	Sust. Ag -FARE	100,000.00	(53,988.90) A
40	Marin Link	Sust. Ag -FARE	197,965.00	-
41	UC Cooperative Extension – Marin Office	Sust. Ag -FARE	120,000.00	-
42	San Geronimo Valley Community Center	CGP	3,000.00	(3,000.00) A
43	Trips for kids Marin	CGP	10,000.00	(10,000.00) A
44	Marin Link INC	CGP	32,000.00	(32,000.00)
45	Conservation Corps North Bay INC	CGP	8,000.00	(8,000.00)
46	North Marin Community Services	CGP	10,000.00	(10,000.00) A
47	West Marin Community services	CGP	9,500.00	(9,500.00) A
48	Environmental Action Committee of West	CGP	9,000.00	(9,000.00) A
49	LITA-Love is the answer	CGP	10,000.00	(10,000.00)
50	City of Sausalito	CGP	10,000.00	(10,000.00) A
51	Youth Transforming Justice	CGP	10,000.00	(10,000.00) A
52	Bolinas Stinson Young Stewards Of The Land	CGP	9,500.00	(9,500.00)
53	Young Men’s Christian Association Of SAN	CGP	10,000.00	(10,000.00)
54	Youth Leadership Institute	CGP	6,000.00	(6,000.00)
55	Marin County Bicycle Coalition	CGP	5,000.00	(5,000.00)
56	EAH INC	CGP	9,500.00	(9,500.00)
57	Marin Horizon School	CGP	10,000.00	(10,000.00)
58	Marin Foster Care Association	CGP	9,855.00	(9,855.00) A
59	Community Partners	CGP	9,165.00	(9,165.00) A
60	Wise Choices For Girls	CGP	9,000.00	(9,000.00) A
61	Town Of Corte Madera	CGP	4,000.00	(4,000.00) A
62	Canal Alliance	CGP	6,480.00	(6,480.00) A
		TOTAL	\$5,386,070.55	(\$4,158,184.25)

Acronym Definition

*CTSD – City, Town, Special District

*Sust. Ag – Sustainable Agricultural Program

*Sust. Ag – FARE - Sustainable Agricultural Program FARE

*CGP- Community Grant Programs

**Agrees to County General Ledger for FY 2024-25

A Selected for audit \$2,772,085.08 (67% sample coverage)

APPENDIX B – City, Town, and Special District

	Grantee Name	Measure A Fund Balance at 7/1/2024	FY 25 Grants Allocated	FY25 Interest	FY 25 Measure A Expenditures	Measure A Fund Balance at 6/30/25
1	City of Belvedere	62,670.26	21,440.36	2,934.86	(39,271.05)	47,774.43
2	Town of Corte Madera	33,602.01	95,793.01	564.33	(82,279.84)	47,679.51
3	Town of Fairfax	76,116.00	77,076.38	-	(100,000.00)	53,192.38
4	City of Larkspur	350,086.38	123,554.49	19,752.62	(47,287.95)	446,105.54
5	City of Mill Valley	284,254.93	145,405.98	10,732.00	(404,540.45)	35,852.46
6	City of Novato	893,007.26	540,161.58	40,965.00	(551,450.03)	922,683.81
7	Town of Ross	-	25,140.52	-	(24,827.26)	313.26
8	Town of San Anselmo	126,577.57	127,768.55	7,327.52	-	261,673.64
9	City of San Rafael	896,200.68	598,007.40	35,259.21	(557,892.34)	971,574.95
10	City of Sausalito	228,282.00	73,139.81	6,617.54	(292,951.62)	15,087.73
11	Town of Tiburon	-	92,822.60	-	(91,666.00)	1,156.60
12	Bel Marin Keys Community Services District	131,167.89	63,352.58	2,153.46	(29,015.00)	167,658.93
13	Marin City Community Services District	170,783.70	82,182.92	8,406.58	(212,721.67)	48,651.53
14	Marinwood Community Services District	66,817.65	124,980.35	6,846.59	-	198,644.59
15	Muir Beach Community Services District	-	46,946.46	-	(46,946.46)	-
16	Strawberry Recreation District	25,399.70	114,339.96	2,712.67	-	142,452.33
17	Tamalpais Community Services District	29,625.69	147,794.29	-	(74,346.81)	103,073.17
18	Tomales Community Services District	81,768.04	45,413.30	4,651.24	(51,879.39)	79,953.19
19	Firehouse Community Park Agency (Mesa	-	62,395.99	-	(61,618.51)	777.48

Note* The disbursement amounts awarded to grantees may differ from the amounts reported by the grantees on their confirmation letters due to timing differences related to payments made on June 30. In addition, differences may arise based on whether the grantees prepare their financial records on a cash basis or an accrual basis of accounting.

APPENDIX C – Sustainable Agriculture - FARE

	Grantee Name	Amount Awarded to Grantee at 7/1/24	FY 25 Grants Disbursed	FY 25 Measure A Expenditures	Available Measure A Fund as of 6/30/25
22	Agricultural Institute of Marin	91,000.00	9,281.22	(9,281.22)	81,718.78
23	Audubon Canyon Ranch	61,635.00	17,759.13	(17,759.13)	43,875.87
24	Bolinas Community Center	40,000.00	36,674.60	(36,674.60)	3,325.40
25	City of San Rafael	35,000.00	-	-	35,000.00
26	Dance Palace Community and Cultural Center	46,000.00	5,925.00	(5,925.00)	40,075.00
27	Fibershed	100,000.00	58,795.35	(58,795.35)	41,204.65
28	Golden Gate Village Residents Council	40,000.00	-	-	40,000.00
29	Interfaith Sustainable Food Collaborative	60,000.00	23,422.84	(23,422.84)	36,577.16
30	Kitchen Table Advisors	159,000.00	90,716.64	(90,716.64)	68,283.36
31	Marin Child Care Council	125,000.00	40,820.00	(40,820.00)	84,180.00
32	Marin City Community Development Corporatio	45,000.00	-	-	45,000.00
33	Marin County Cooperation Team (MCCT)	35,000.00	32,758.68	(32,758.68)	2,241.32
34	Marin County Office of Education	75,000.00	24,743.20	(24,743.20)	50,256.80
35	Museum of the American Indian	15,000.00	-	-	15,000.00
36	Next Generation Scholars	50,000.00	17,989.82	(17,989.82)	32,010.18
37	North Bay Children's Center	30,000.00	21,693.61	(21,693.61)	8,306.39
38	Rise Up	60,000.00	-	-	60,000.00
39	Sanzuma	100,000.00	53,988.90	(53,988.90)	46,011.10
40	Marin Link	197,965.00	-	-	197,965.00
41	UC Cooperative Extension – Marin Office	120,000.00	-	-	120,000.00