

APPENDIX D

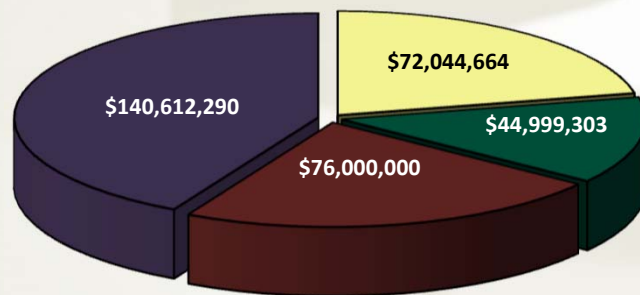
Examples of the financial reports available on the CFS system

Measure E Program Overview & Revenue Summary

The voters of the Beverly Hills Unified School District (the "District") authorized Measure E G.O. Bonds in the amount of \$334,000,000 on November 4, 2008. Funds received from the sale of the bonds are to be used to provide safe and modernized school facilities; make structural seismic safety repairs; upgrade, repair, and reconstruct aging classrooms, infrastructure, multi-use, gyms, libraries, science and technology labs, roofing, plumbing, heating, ventilation and electrical systems; renovate Beverly Hills Unified School District schools to better protect students and staff from unauthorized entry, security risks and natural disasters.

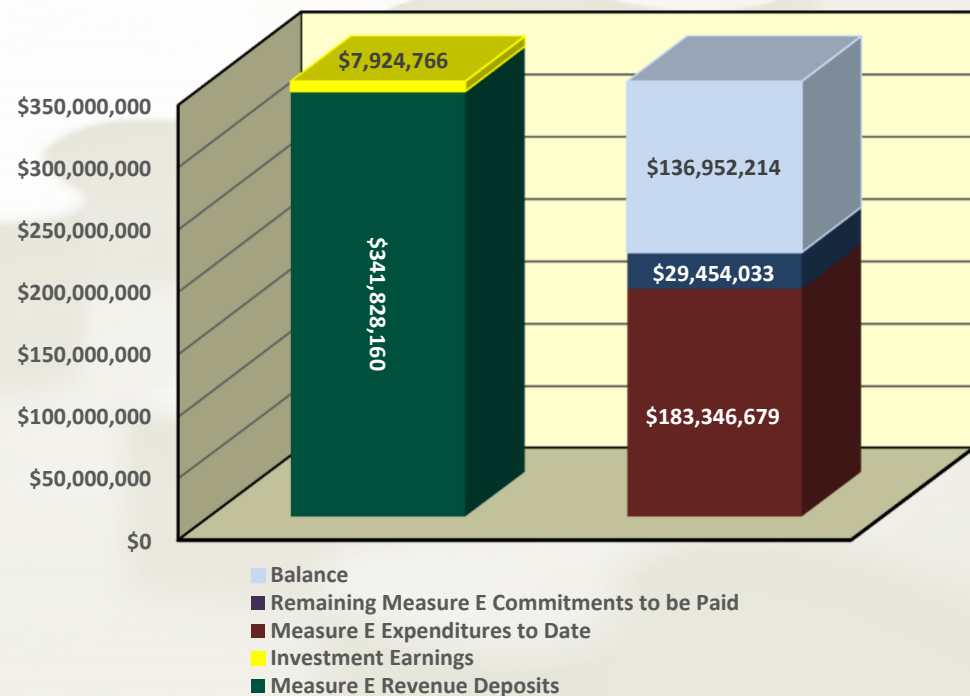
Measure E G.O. Bonds

G.O. Bond Authorization = \$334,000,000



- G.O. Bonds Election of 2008, Series 2009
- G.O. Bonds Election of 2008, Series 2013
- G.O. Bonds Election of 2008, Series 2015
- G.O. Bonds Election of 2008, Series 2017

Measure E Combined Revenue = \$349,752,926



MEASURE E - ESTIMATED PROJECT COMMITMENTS & EXPENDITURES

District Project Name	Current Project Budget Estimate	Current Project Commitments	Project Expenditures to Date	Remaining Budget Balance
A	B	C	D	E (B + D)
Beverly Hills High School				
1 0050000-00000 - Beverly Hills High School - Replacement Project	\$25,042.00	\$25,042.00	(\$25,042.00)	\$0.00
2 0050000-90027 - BHHS - Modernization	1,773,771.34	1,773,771.34	(1,773,771.34)	0.00
3 0050000-91004 - MTA	970.21	970.21	(970.21)	0.00
4 0050000-91600 - High School - BHHS Modernization (C02)	73,890,598.76	30,024,556.87	(29,171,203.23)	44,719,395.53
5 0050000-91601 - High School - C03 New Kitchen Hood - Culinary	209,587.90	209,587.90	(209,587.90)	0.00
6 0050000-91610 - High School - Seismic	1,152,095.87	1,152,095.87	(1,152,095.87)	0.00
7 0050000-91603 - Beverly Hills High School - Buildings B1 & B2	18,267,679.42	18,267,679.42	(1,823,240.77)	16,444,438.65
8 0050000-91612 - High School - DLR Facilities Hardship	<u>43,057.50</u>	<u>43,057.50</u>	<u>(43,057.50)</u>	<u>0.00</u>
Combined Beverly Hills High School Improvements:	\$95,362,803.00	\$51,496,761.11	(\$34,198,968.82)	\$61,163,834.18

Beverly Vista School				
9 0010000-90029 - Beverly Vista - Building B - Phase III	\$429,510.49	\$429,510.49	(\$429,510.49)	\$0.00
10 0010000-91100 - Beverly Vista - Modernization (E01)	3,419,711.49	3,419,711.49	(3,417,711.49)	2,000.00
11 0010000-91103 - Beverly Vista - DSA Closeout	6,932.30	6,932.30	(6,932.30)	0.00
12 0010000-91105 - Beverly Vista - Modernization - Priority 3 BV	80,181.74	80,181.74	(80,181.74)	0.00
13 0010000-91107 - Beverly Vista - Shade Structure (E07)	<u>74,554.09</u>	<u>74,554.09</u>	<u>(74,554.09)</u>	<u>0.00</u>
Combined Beverly Vista School Improvements:	\$4,010,890.11	\$4,010,890.11	(\$4,008,890.11)	\$2,000.00

MEASURE E - ESTIMATED PROJECT COMMITMENTS & EXPENDITURES

District Project Name	Current Project Budget Estimate	Current Project Commitments	Project Expenditures to Date	Remaining Budget Balance
A	B	C	D	E (B + D)
El Rodeo School				
14 0020000-90034 - El Rodeo - Modernization	\$633,284.03	\$633,284.03	(\$633,284.03)	\$0.00
15 0020000-90100 - El Rodeo - Cabling for Wireless	32,549.82	32,549.82	(32,549.82)	0.00
16 0020000-91100 - El Rodeo - BV Modernization (E01)	4,182.50	4,182.50	(4,182.50)	0.00
17 0020000-91200 - El Rodeo - ER Modernization (F02)	82,630,293.94	17,418,132.00	(15,919,281.42)	66,711,012.52
18 0020000-91201 - El Rodeo - Auditorium Ceiling Upgrade (F01)	160,588.55	160,588.55	(160,588.55)	0.00
19 0020000-91203 - El Rodeo - DSA Closeout (F04)	74,957.69	74,957.69	(74,957.69)	0.00
20 0020000-91205 - El Rodeo - Modernization - Priority 3 ER	975,839.25	975,839.25	(975,839.25)	0.00
21 0020000-91206 - El Rodeo - Phylmar (DTSC)	996,931.22	996,931.22	(955,072.79)	41,858.43
22 0020000-91210 - El Rodeo - Seismic	112,279.60	112,279.60	(112,279.60)	0.00
23 0020000-91220 - El Rodeo - New Construction	<u>9,093.40</u>	<u>9,093.40</u>	<u>(9,093.40)</u>	<u>0.00</u>
Combined El Rodeo School Improvements:	\$85,630,000.00	\$20,417,838.06	(\$18,877,129.05)	\$66,752,870.95
Hawthorne School				
24 0030000-90039 - Hawthorne - Modernization	\$631,797.78	\$631,797.78	(\$631,797.78)	\$0.00
25 0030000-90100 - Hawthorne - Cabling for wireless	39,409.03	39,409.03	(39,409.03)	0.00
26 0030000-91300 - Hawthorne - Modernization	6,779,377.94	6,779,377.94	(4,898,398.64)	1,880,979.30
27 0030000-91301 - Hawthorne - Auditorium Ceiling Upgrade (G01)	372,028.34	372,028.34	(372,028.34)	0.00
28 0030000-91303 - Hawthorne - DSA Closeout (G03)	15,405.68	15,405.68	(15,405.68)	0.00
29 0030000-91304 - Hawthorne - Chiller/Cooling Tower Replacement G05	470,226.60	470,226.60	(470,226.60)	0.00
30 0030000-91305 - Hawthorne - Modernization - Priority 3 HAW	411,387.02	411,387.02	(411,387.02)	0.00
31 0030000-91310 - Hawthorne - Seismic	443,653.60	<u>443,653.60</u>	<u>(443,653.60)</u>	<u>0.00</u>
Combined Hawthorne School Improvements:	\$9,163,285.99	\$9,163,285.99	(\$7,282,306.69)	\$1,880,979.30

MEASURE E - ESTIMATED PROJECT COMMITMENTS & EXPENDITURES

District Project Name	Current Project Budget Estimate	Current Project Commitments	Project Expenditures to Date	Remaining Budget Balance
A	B	C	D	E (B + D)
Horace Mann School				
32 0040000-90044 - Horace Mann - Modernization (Building A)	\$1,515,610.33	\$1,515,610.33	(\$1,515,610.33)	\$0.00
33 0040000-90046 - Horace Mann - District Admin	225.00	225.00	(225.00)	0.00
34 0040000-90100 - Horace Mann - Cabling for wireless	21,241.89	21,241.89	(21,241.89)	0.00
35 0040000-91400 - Horace Mann - HM Modernization (H04) (Building A)	33,857,451.55	30,471,253.83	(24,358,491.19)	9,498,960.36
36 0040000-91401 - Horace Mann - Interim Class (H01)	178,983.86	178,983.86	(178,983.86)	0.00
37 0040000-91402 - Horace Mann - Auditorium Ceiling Replacement (H02)	4,603,422.43	4,603,422.43	(4,603,422.43)	0.00
38 0040000-91403 - Horace Mann - DSA Closeout (H03)	36,247.21	36,247.21	(36,247.21)	0.00
39 0040000-91410 - Horace Mann - Seismic	301,418.62	301,418.62	(301,418.62)	0.00
40 0040000-91420 - Horace Mann - New Construction (H05)	47,399,118.44	47,399,118.44	(47,307,048.62)	92,069.82
41 0040000-91421 - Demo of Rorunda & Middle School (H08)	25,029.18	25,029.18	(25,029.18)	0.00
42 0040000-91423 - HM-Lunch Shelter, Courtyard & Central Plant (H09)	22,741.14	22,741.14	(22,741.14)	0.00
43 0040000-91440 - Horace Mann - Technology	<u>312,475.35</u>	<u>312,475.35</u>	<u>(312,475.35)</u>	<u>0.00</u>
Combined Horace Mann School Improvements:	\$88,273,965.00	\$84,887,767.28	(\$78,682,934.82)	\$9,591,030.18

MEASURE E - ESTIMATED PROJECT COMMITMENTS & EXPENDITURES

District Project Name	Current Project Budget Estimate	Current Project Commitments	Project Expenditures to Date	Remaining Budget Balance
A	B	C	D	E (B + D)
Miscellaneous District-Wide Expenses				
44 Z0000000-00000 - District Wide	\$131,360.48	\$131,360.48	(\$131,360.48)	\$0.00
45 0000010-00000 - Business Office - Unrestricted	7,383.98	7,383.98	(7,383.98)	0.00
46 0000011-00000 - Technology	2,442,189.92	2,442,189.92	(2,442,189.92)	0.00
47 0000011-91000 - Technology - Project Support	32,123.20	32,123.20	(32,123.20)	0.00
48 0000011-91040 - Technology - District-Wide	3,529,686.88	3,112,595.21	(2,794,629.82)	735,057.06
49 0000017-00000 - District Administration	230,433.81	230,433.81	(230,433.81)	0.00
50 0000017-90046 - District Facilities & Planning	3,891,816.54	3,891,816.54	(3,891,816.54)	0.00
51 0000017-90100 - District cabling for wireless	70,939.66	70,939.66	(70,939.66)	0.00
52 0000040-90004 - Facilities Phone (Closed)	273,276.42	273,276.42	(273,276.42)	0.00
53 0000055-00000 - Facilities & Planning	1,627,437.03	1,627,437.03	(1,627,437.03)	0.00
54 0000055-90046 - District admin	318,730.25	318,730.25	(318,730.25)	0.00
55 0000055-91000 - Facilities & Planning (91000 project contingency)	30,613,693.48	14,129,618.83	(12,770,198.75)	17,843,494.73
56 0000055-91001 - District Master Plan	300,158.54	300,158.54	(300,158.54)	0.00
57 0000055-91004 - MTA	16,205,145.96	16,205,145.96	(15,354,811.53)	850,334.43
58 0000055-91040 - Facilities & Planning - Technology	<u>34,679.75</u>	<u>34,679.75</u>	<u>(34,679.75)</u>	<u>0.00</u>
Combined District-Wide Expenditures:	\$59,709,055.90	\$42,807,889.58	(\$40,280,169.68)	\$19,428,886.22
COMBINED MEASURE E PROJECT TOTALS:	\$342,150,000.00	\$212,784,432.13	(\$183,330,399.17)	\$158,819,600.83

**Measure E Project Expenditures From
July 1, 2017 to July 1, 2018**

Encumbrance Report

Beverly Hills Unified School District

Encumbrances, Expenses and Current Liabilities, From 07/01/2017 Up To 07/01/2018

VENDOR	ENCUMBRANCE	EXPENDITURE	BALANCE	DESCRIPTION
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0000011-00000 - Technology

B.H.U.S.D.	\$75,937.15	(\$75,937.15)	\$0.00	District Project Support
Mjp Technologies, Inc.	\$0.00	\$0.00	\$0.00	Technology Costs
Pcmg, Inc.	\$0.00	\$0.00	\$0.00	Consulting Costs
	\$75,937.15	(\$75,937.15)	\$0.00	Project Totals for 0000011-00000 - Technology

0000011-91000 - Technology - Project Support

B.H.U.S.D.	\$32,123.20	(\$32,123.20)	\$0.00	District Project Support
	\$32,123.20	(\$32,123.20)	\$0.00	Project Totals for 0000011-91000 - Technology - Project Support

0000011-91040 - Technology - District-Wide

Accu-Tech Corporation	\$12,397.59	(\$12,397.59)	\$0.00	Technology Costs
Apple Computer	\$444,698.32	(\$416,549.64)	\$28,148.68	Technology Costs
Beverly Hills Courier	\$6,300.00	(\$6,300.00)	\$0.00	Courier Service
CDW Government Inc.	\$1,558,572.27	(\$1,506,067.84)	\$52,504.43	Technology Costs
Darren P. Doerschel	\$326,139.00	(\$192,413.00)	\$133,726.00	Technology Costs
Dell Marketing L.P.	\$87,728.23	(\$81,308.23)	\$6,420.00	Technology Costs
Lightspeed Systems	\$17,933.75	(\$17,933.75)	\$0.00	Technology Costs
Mjp Technologies, Inc.	\$67,200.00	(\$66,210.00)	\$990.00	Technology Costs
Pcmg, Inc.	\$52,990.56	(\$52,990.55)	\$0.01	Consulting Costs
Shi International Corp.	\$39,995.07	(\$39,995.07)	\$0.00	Technology Costs
Southern Computer Warehouse	\$9,978.50	(\$9,978.50)	\$0.00	Technology Costs
Starnet Data Design, Inc.	\$121,963.95	(\$121,963.95)	\$0.00	Telecommunications Costs
Vector Resources, Inc.	\$277,416.83	(\$181,240.56)	\$96,176.27	Technology Costs
Yes Software	\$52,043.64	(\$52,043.64)	(\$0.00)	Technology Costs
	\$3,075,357.71	(\$2,757,392.32)	\$317,965.39	Project Totals for 0000011-91040 - Technology - District-Wide

0000055-00000 - Facilities & Planning

B.H.U.S.D.	\$5,760.76	(\$5,760.76)	\$0.00	District Project Support
IDENTIFY	\$50.74	(\$50.74)	\$0.00	Legal Fees
	\$5,811.50	(\$5,811.50)	\$0.00	Project Totals for 0000055-00000 - Facilities & Planning

0000055-91000 - Facilities & Planning (91000 project contingency)

Beverly Hills Courier	\$625.00	(\$625.00)	\$0.00	Courier Service
Beverly Hills Weekly	\$800.00	(\$800.00)	\$0.00	Advertising
B.H.U.S.D.	\$600,926.59	(\$600,926.59)	\$0.00	District Project Support
C2 Reprographics (Crisp)	\$2,000.00	(\$1,883.99)	\$116.01	Printing Costs
California Financial Services	\$81,500.00	(\$61,500.00)	\$20,000.00	Project Planning Support
C.A.S.B.O.	\$75.00	(\$75.00)	\$0.00	Travel & Conference
CDW Government Inc.	\$17,874.56	(\$17,874.56)	\$0.00	Technology Costs

Encumbrance Report

Beverly Hills Unified School District

Encumbrances, Expenses and Current Liabilities, From 07/01/2017 Up To 07/01/2018

VENDOR	ENCUMBRANCE	EXPENDITURE	BALANCE	DESCRIPTION
Coleen Davenport - Paysinger	\$400.01	(\$400.01)	\$0.00	District Support Costs
Dell Marketing L.P.	\$2,829.17	(\$2,823.17)	\$6.00	Technology Costs
Fedex	\$2,000.00	(\$942.43)	\$1,057.57	Mailing Costs
Haulaway	\$0.00	\$0.00	\$0.00	Rentals, Leases & Repairs
IDENTIFY	\$7,009.89	(\$7,009.89)	\$0.00	Legal Fees
Image IV Systems, Inc.	\$9,200.00	(\$3,461.36)	\$5,738.64	Rentals, Leases & Repairs
K 12 School Facilities	\$15,000.00	(\$6,388.56)	\$8,611.44	Contracted Services
Knowland Construction Services	\$174,000.00	(\$158,780.00)	\$15,220.00	Construction Costs
M & M Paper Co.	\$365.13	(\$365.13)	\$0.00	Office Supplies
Mobile Mini, Llc	\$1,400.00	(\$1,006.86)	\$393.14	Relocatable Buildings
Moss Adams Llp	\$82,250.00	(\$71,004.32)	\$11,245.68	Consulting Costs
Office Depot	\$10,000.00	(\$2,900.00)	\$7,100.00	Office Supplies
Pamela T. Johnson	\$0.00	\$0.00	\$0.00	Consulting Costs
Paragon Engineering & Management, Llc	\$366,500.00	(\$146,368.00)	\$220,132.00	Consulting Costs
Procore Technologies	\$53,000.00	(\$53,000.00)	\$0.00	Technology Costs
Prowest Constructors	\$1,875,000.00	(\$1,156,199.19)	\$718,800.81	Construction Costs
Shi International Corp.	\$1,763.90	(\$1,763.90)	\$0.00	Technology Costs
Team Concept Development Services Inc	\$1,546,541.41	(\$1,196,034.62)	\$350,506.79	Construction Management
Timothy D. Melott	\$317.55	(\$317.55)	\$0.00	Office Equipment
Totum Corp.	\$89,350.00	(\$89,350.00)	\$0.00	Management Company
Xerox Corporation	\$3,138.71	(\$3,138.71)	\$0.00	Printing Costs
Zones Inc.	\$1,586.00	(\$1,094.00)	\$492.00	Technology Costs
	\$4,945,452.92	(\$3,586,032.84)	\$1,359,420.08	Project Totals for 0000055-91000 - Facilities & Planning (91000 project contingency)

0000055-91004 - MTA

Atkinson, Andelson, Loya, Rudd & Romo	\$957,392.92	(\$601,674.53)	\$355,718.39	Legal Fees
Horvitz & Levy Llp	\$150,000.00	(\$40,719.14)	\$109,280.86	Legal Fees
Kasowitz, Benson, Torres & Friedman Llp	\$900,000.00	(\$732,809.97)	\$167,190.03	Legal Fees
Miller Starr Regalia	\$100,000.00	(\$65,487.90)	\$34,512.10	Legal Costs
Murphy & Evertz. Llp	\$200,000.00	(\$16,366.95)	\$183,633.05	Legal Costs
	\$2,307,392.92	(\$1,457,058.49)	\$850,334.43	Project Totals for 0000055-91004 - MTA

0000055-91040 - Facilities & Planning - Technology

Darren P. Doerschel	\$0.00	\$0.00	\$0.00	Technology Costs
	\$0.00	\$0.00	\$0.00	Project Totals for 0000055-91040 - Facilities & Planning - Technology

0010000-91100 - Beverly Vista - Modernization (E01)

123 Moving & Storage Llc	\$0.00	\$0.00	\$0.00	Moving Costs
B.H.U.S.D.	(\$60.89)	\$60.89	\$0.00	District Project Support
C2 Reprographics (Crisp)	\$2,000.00	\$0.00	\$2,000.00	Printing Costs
Light Access Scaffolding, Llc	(\$486.00)	\$486.00	\$0.00	Lighting Costs

Encumbrance Report

Beverly Hills Unified School District

Encumbrances, Expenses and Current Liabilities, From 07/01/2017 Up To 07/01/2018

VENDOR	ENCUMBRANCE	EXPENDITURE	BALANCE	DESCRIPTION
Sewup Jpa C/O Keenan & Associates	\$28.00	(\$28.00)	\$0.00	Insurance Costs
SVA Architects	\$0.00	\$0.00	\$0.00	Architect Costs
	\$1,481.11	\$518.89	\$2,000.00	Project Totals for 0010000-91100 - Beverly Vista - Modernization (E01)

0020000-91200 - EI Rodeo - ER Modernization (F02)

Air Flow Mechanical, Inc	\$0.00	\$0.00	\$0.00	HVAC
Ama Diversified Construction Group	\$0.00	\$0.00	\$0.00	Construction Costs
Ampco Contracting, Inc.	\$117,508.65	(\$117,508.65)	\$0.00	Construction Costs
Asphalt, Fabric & Engineering, Inc.	\$20,875.00	(\$20,875.00)	\$0.00	Construction Costs
Bkf Engineers	\$9,800.00	(\$9,800.00)	\$0.00	Engineering Costs
C2 Reprographics (Crisp)	\$3,000.00	(\$484.91)	\$2,515.09	Printing Costs
California Department Of Education	\$29,050.00	(\$29,050.00)	\$0.00	Plan Check Fees
City Of Beverly Hills	\$1,000.00	\$0.00	\$1,000.00	Permits & Fees
C.W. Industries, Inc.	\$14,952.00	(\$14,952.00)	\$0.00	Construction Costs
Digital Networks Group, Inc.	\$0.00	\$0.00	\$0.00	Furniture & Equipment
Division Of State Architect	\$6,719.11	(\$6,719.11)	\$0.00	Plan Check Fees
DTSC	\$23,536.01	(\$23,536.01)	\$0.00	Environmental Costs
Environmental Audit Inc.	\$50,290.08	\$0.00	\$50,290.08	Environmental Costs
EZ Vans	\$3,461.13	(\$3,461.13)	\$0.00	Rentals, Leases & Repairs
Fenceworks, Inc.	\$1,975.90	(\$1,975.90)	\$0.00	Fencing Costs
G2K	\$0.00	\$0.00	\$0.00	Construction Costs
HMC Architects	\$1,934,427.79	(\$580,505.29)	\$1,353,922.50	Architect Fees
IDENTIFY	(\$16,681.36)	\$16,681.36	\$0.00	Legal Fees
Jamik Construction & Management, Inc.	\$29,491.46	(\$29,491.45)	\$0.01	Construction Costs
King Relocation Services	\$27,549.55	(\$21,000.00)	\$6,549.55	Moving Costs
Koury Engineering & Testing Inc	\$6,786.76	(\$4,590.00)	\$2,196.76	Engineering Costs
Leighton Consulting, Inc.	\$0.00	\$0.00	\$0.00	Consultant Costs
Quality Fence Co., Inc.	\$7,800.00	\$0.00	\$7,800.00	Fencing Cost
Sewup Jpa C/O Keenan & Associates	\$26,447.24	(\$26,447.24)	\$0.00	Insurance Costs
Waisman Construction	\$2,700.00	(\$2,700.00)	\$0.00	Construction Costs
Williams Scotsman	\$276,748.08	(\$202,171.49)	\$74,576.59	Relocatable Buildings
	\$2,577,437.40	(\$1,078,586.82)	\$1,498,850.58	Project Totals for 0020000-91200 - EI Rodeo - ER Modernization (F02)

0020000-91206 - EI Rodeo - Phylmar (DTSC)

Phylmar Group, Inc.	\$175,064.69	(\$133,206.26)	\$41,858.43	Environmental Services
	\$175,064.69	(\$133,206.26)	\$41,858.43	Project Totals for 0020000-91206 - EI Rodeo - Phylmar (DTSC)

0020000-91220 - EI Rodeo - New Construction

SWRCB Accounting Office	\$8,823.00	(\$8,823.00)	\$0.00	Utility Costs
	\$8,823.00	(\$8,823.00)	\$0.00	Project Totals for 0020000-91220 - EI Rodeo - New Construction

Encumbrance Report

Beverly Hills Unified School District

Encumbrances, Expenses and Current Liabilities, From 07/01/2017 Up To 07/01/2018

VENDOR	ENCUMBRANCE	EXPENDITURE	BALANCE	DESCRIPTION
0030000-91300 - Hawthorne - Modernization				
C2 Reprographics (Crisp)	\$2,000.00	\$0.00	\$2,000.00	Printing Costs
DLR Group	\$1,898,612.67	(\$19,633.37)	\$1,878,979.30	Architect Fees
Environmental Audit Inc.	\$0.00	\$0.00	\$0.00	Environmental Costs
Totum Corp.	\$0.00	\$0.00	\$0.00	Management Company
	\$1,900,612.67	(\$19,633.37)	\$1,880,979.30	Project Totals for 0030000-91300 - Hawthorne - Modernization

0030000-91310 - Hawthorne - Seismic

Leighton Consulting, Inc.	\$0.00	\$0.00	\$0.00	Consultant Costs
	\$0.00	\$0.00	\$0.00	Project Totals for 0030000-91310 - Hawthorne - Seismic

0040000-91400 - Horace Mann - HM Modernization (H04) (Building A)

123 Moving & Storage Llc	\$2,410.00	(\$2,410.00)	\$0.00	Moving Costs
2H Construction, Inc.	\$8,108,972.43	(\$5,532,050.22)	\$2,576,922.21	Construction Costs
3QC, Inc.	\$25,518.50	(\$23,416.86)	\$2,101.64	Consultant Costs
Amir Development Co - Management Acc	\$367.50	(\$367.50)	\$0.00	Legal Fees
Bristol Omega	\$0.00	\$0.00	\$0.00	Construction Costs
C2 Reprographics (Crisp)	\$2,000.00	(\$1,320.82)	\$679.18	Printing Costs
City Of Beverly Hills	\$7,500.00	(\$7,500.00)	\$0.00	Permits & Fees
County of Los Angeles	\$546.75	(\$546.75)	\$0.00	Permits & Fees
Culver-Newlin Inc.	\$132,095.16	(\$132,095.16)	\$0.00	Furniture & Equipment
Dave Bang Assoc., Inc.	\$15,166.80	\$0.00	\$15,166.80	Furniture & Equipment
Department of General Services	\$2,332.50	(\$2,332.50)	\$0.00	Plan Check Fees
Digital Networks Group, Inc.	\$1,314,866.66	(\$435,294.06)	\$879,572.60	Furniture & Equipment
Digital Telecommunications Corporation	\$8,976.29	(\$8,976.29)	\$0.00	Telecommunication Costs
Edgar Garza	\$39,569.00	\$0.00	\$39,569.00	Construction Costs
Environmental Audit Inc.	\$34,913.80	(\$1,159.66)	\$33,754.14	Environmental Costs
Fast Track Construction	\$2,080,000.00	\$0.00	\$2,080,000.00	Construction Costs
G4S Secure Integration Llc	\$12,921.05	\$0.00	\$12,921.05	Technology Costs
GA Technical Services, Inc.	\$27,350.00	\$0.00	\$27,350.00	Construction Costs
GMS Elevator	\$11,600.00	(\$11,600.00)	\$0.00	Elevator Costs
IDENTIFY	(\$2,318.40)	\$2,318.40	\$0.00	Legal Fees
Keep Clean Products, Inc.	\$45,395.09	(\$45,395.09)	\$0.00	Office Supplies
Kimball International, Inc	\$36,609.45	(\$36,609.45)	(\$0.00)	Furniture & Equipment
King Relocation Services	\$27,063.39	(\$12,081.39)	\$14,982.00	Moving Costs
Knowland Construction Services	\$118,284.00	(\$117,342.00)	\$942.00	Construction Costs
Krueger International, Inc.	\$57,742.09	(\$50,675.65)	\$7,066.44	Furniture & Equipment
Landscape Forms, Inc.	\$44,013.26	(\$41,173.66)	\$2,839.60	Landscaping Costs
Leighton Consulting, Inc.	\$79,827.00	(\$2,580.00)	\$77,247.00	Consultant Costs
New Pig Corporation	\$3,051.80	(\$3,051.80)	\$0.00	Hazardous Waste
Otis Elevator	\$2,794.00	(\$2,794.00)	\$0.00	Elevator Service

Encumbrance Report

Beverly Hills Unified School District

Encumbrances, Expenses and Current Liabilities, From 07/01/2017 Up To 07/01/2018

VENDOR	ENCUMBRANCE	EXPENDITURE	BALANCE	DESCRIPTION
Prowest Constructors	\$0.00	\$0.00	\$0.00	Construction Costs
Smith-Emery Laboratories	\$123,315.25	(\$106,916.02)	\$16,399.23	Inspection/Testing Costs
Systems Source, Inc	\$22,479.27	(\$21,677.86)	\$801.41	Furniture Costs
Tangram	\$239,052.28	(\$197,186.46)	\$41,865.82	Furniture Costs
Thermal Concepts, Inc.	\$709.30	(\$709.30)	\$0.00	HVAC Costs
The Sheridan Group	\$75,739.61	(\$62,880.80)	\$12,858.81	Construction Costs
Timothy D. Melott	\$127.95	(\$127.95)	\$0.00	Office Equipment
Totum Corp.	\$0.00	\$0.00	\$0.00	Management Company
Uline	\$4,117.18	(\$4,117.18)	(\$0.00)	Shipping Costs
Virco Inc.	\$19,450.42	(\$13,714.22)	\$5,736.20	Furniture Costs
Wenger	\$2,223.68	\$0.00	\$2,223.68	Equipment Costs
Whitson Contracting & Management	\$1,325.00	\$0.00	\$1,325.00	Inspection Costs
Williams Scotsman	\$217,558.27	(\$76,714.46)	\$140,843.81	Relocatable Buildings
WLC Architects	\$206,055.02	(\$86,460.00)	\$119,595.02	Architect Costs
	\$13,151,721.35	(\$7,038,958.71)	\$6,112,762.64	Project Totals for 0040000-91400 - Horace Mann - HM Modernization (H04) (Building A)

0040000-91420 - Horace Mann - New Construction (H05)

Astro Plumbing Supply	\$45,786.24	\$0.00	\$45,786.24	Plumbing Supply Costs
Beverly Hills Courier	\$2,600.00	(\$2,600.00)	\$0.00	Courier Service
Beverly Hills Weekly	\$400.00	(\$400.00)	\$0.00	Advertising
Bkf Engineers	\$23,612.00	(\$3,700.00)	\$19,912.00	Engineering Costs
C2 Reprographics (Crisp)	\$500.00	(\$0.00)	\$500.00	Printing Costs
Digital Networks Group, Inc.	\$59,187.07	(\$59,187.07)	\$0.00	Furniture & Equipment
Edgar Garza	\$390.42	\$0.00	\$390.42	Construction Costs
Eyedeal Interiors, Inc.	\$945.00	(\$945.00)	\$0.00	Flooring Costs
G4S Secure Integration Llc	\$126,980.72	(\$126,658.75)	\$321.97	Technology Costs
Kimball International, Inc	\$0.00	\$0.00	\$0.00	Furniture & Equipment
Leighton Consulting, Inc.	\$31,241.53	(\$6,083.11)	\$25,158.42	Consultant Costs
Prowest Constructors	\$1,525,360.00	(\$1,525,360.00)	\$0.00	Construction Costs
Signs And Lucite	\$0.00	\$0.00	\$0.00	Signs Costs
Tangram	\$0.00	\$0.00	\$0.00	Furniture Costs
WLC Architects	\$31,500.77	(\$31,500.00)	\$0.77	Architect Costs
	\$1,848,503.75	(\$1,756,433.93)	\$92,069.82	Project Totals for 0040000-91420 - Horace Mann - New Construction (H05)

0040000-91440 - Horace Mann - Technology

Vector Resources, Inc.	\$312,475.35	(\$312,475.35)	\$0.00	Technology Costs
	\$312,475.35	(\$312,475.35)	\$0.00	Project Totals for 0040000-91440 - Horace Mann - Technology

0050000-91600 - High School - BHHS Modernization (C02)

123 Moving & Storage Llc	\$2,928.75	(\$2,928.75)	\$0.00	Moving Costs
All Saints Episcopal Church	\$500.00	(\$500.00)	\$0.00	Rentals, Leases & Repairs

Encumbrance Report

Beverly Hills Unified School District

Encumbrances, Expenses and Current Liabilities, From 07/01/2017 Up To 07/01/2018

VENDOR	ENCUMBRANCE	EXPENDITURE	BALANCE	DESCRIPTION
American Integrated Resources	\$499.60	(\$499.60)	\$0.00	Construction Costs
Asphalt, Fabric & Engineering, Inc.	\$962,803.00	(\$962,803.00)	(\$0.00)	Construction Costs
Beverly Hills Courier	\$3,250.00	(\$3,250.00)	\$0.00	Courier Service
Beverly Hills Weekly	\$400.00	(\$400.00)	\$0.00	Advertising
B.H.U.S.D.	\$23,820.04	(\$23,820.04)	\$0.00	District Project Support
Bill Bradbury	\$200.00	(\$200.00)	\$0.00	District Support Services
C2 Reprographics (Crisp)	\$6,500.00	(\$6,020.30)	\$479.70	Printing Costs
Creative Cooling Technologies	\$106,357.00	\$0.00	\$106,357.00	HVAC Costs
D.A. Hogan & Associates, Inc.	\$2,115.22	(\$1,050.00)	\$1,065.22	Consultant Costs
Darren P. Doerschel	\$0.00	\$0.00	\$0.00	Technology Costs
Digital Networks Group, Inc.	\$0.00	\$0.00	\$0.00	Furniture & Equipment
Division Of State Architect	\$18,409.37	(\$293,402.37)	(\$274,993.00)	Plan Check Fees
DLR Group	\$2,030,876.06	(\$1,403,056.13)	\$627,819.93	Architect Fees
DTSC	\$5,609.68	(\$5,609.68)	\$0.00	Environmental Costs
Edgar Garza	\$0.00	\$0.00	\$0.00	Construction Costs
Environmental Audit Inc.	\$142,661.66	(\$23,039.66)	\$119,622.00	Environmental Costs
Heavenly Chair Covers	\$0.00	\$0.00	\$0.00	Furniture & Equipment
Knowland Construction Services	\$4,544.00	(\$820.00)	\$3,724.00	Construction Costs
Leighton Consulting, Inc.	\$44,100.00	(\$43,225.00)	\$875.00	Consultant Costs
Meza Tree Service	\$0.00	\$0.00	\$0.00	
Michael Dobrotin	\$274.92	(\$274.92)	\$0.00	Furniture & Equipment
Mike Brown Grandstands, Inc	\$26,325.00	\$0.00	\$26,325.00	Rentals, Leases & Repairs
Prowest Constructors	\$200,000.00	(\$182,200.00)	\$17,800.00	Construction Costs
Quality Fence Co., Inc.	\$67,548.00	(\$67,548.00)	\$0.00	Fencing Cost
Sewup Jpa C/O Keenan & Associates	\$976.83	(\$976.83)	\$0.00	Insurance Costs
So Cal Industries	\$17,678.56	\$0.00	\$17,678.56	Rental, Leases, Repairs
Spectra Company	\$5,484.50	\$0.00	\$5,484.50	Construction Costs
SWRCB Accounting Office	\$442.00	\$0.00	\$442.00	Utility Costs
Temple Emanuel	\$3,250.00	(\$3,250.00)	\$0.00	Rental, Leases, Repairs
The Perfect Mound	\$16,979.53	(\$16,979.53)	\$0.00	Sports Equipment
Totum Corp.	\$0.00	\$0.00	\$0.00	Management Company
Uline	\$1,213.10	(\$654.65)	\$558.45	Shipping Costs
Vector Resources, Inc.	\$659.57	(\$659.57)	(\$0.00)	Technology Costs
Wallis Annenberg Center For	\$22,352.00	(\$10,920.00)	\$11,432.00	Rental, Leases, Repairs
Williams Scotsman	\$360,811.65	(\$172,128.37)	\$188,683.28	Relocatable Buildings
	\$4,079,570.04	(\$3,226,216.40)	\$853,353.64	Project Totals for 0050000-91600 - High School - BHHS Modernization (C02)

0050000-91603 - Beverly Hills High School - Buildings B1 & B2

DLR Group	\$3,184,110.42	(\$1,801,240.77)	\$1,382,869.65	Architect Fees
Leighton Consulting, Inc.	\$314,380.00	\$0.00	\$314,380.00	Consultant Costs
Prowest Constructors	\$14,358,999.00	\$0.00	\$14,358,999.00	Construction Costs

Encumbrance Report

Beverly Hills Unified School District

Encumbrances, Expenses and Current Liabilities, From 07/01/2017 Up To 07/01/2018

VENDOR	ENCUMBRANCE	EXPENDITURE	BALANCE	DESCRIPTION
RMA Group	\$388,190.00	\$0.00	\$388,190.00	Inspection Costs
Vertical Access, Inc.	\$22,000.00	(\$22,000.00)	\$0.00	Consulting Costs
	\$18,267,679.42	(\$1,823,240.77)	\$16,444,438.65	Project Totals for 0050000-91603 - Beverly Hills High School - Buildings B1 & B2

Z0000000-00000 - District Wide

Calpers	\$20,620.20	(\$20,620.20)	\$0.00	District Support Costs
	\$20,620.20	(\$20,620.20)	\$0.00	Project Totals for Z0000000-00000 - District Wide

	\$52,786,064.38	(\$23,332,031.42)	\$29,454,032.96	District Grand Totals for Beverly Hills Unified School District (for selected data)
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APPENDIX E

Consolidated Procurement Activity Report

Project and Fraud Avoidance Checklist for Professional Services

Project and Fraud Avoidance Checklist for Construction Projects

Consolidated Procurement Activity Report

	Dept	Site	Project Name	Point Person	Project #	ProType	Estimate	Due Date	# Rcv'd	Award?	BAI Date	Award Amt
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												

Project Procurement & Fraud Detection Checklist (General)

Project Name: _____

Date: _____

	<input checked="" type="checkbox"/>	Notes:	Initial
1 Create Electronic Temporary Project File	<input type="checkbox"/>		
2 Assign Internal Project Number	<input type="checkbox"/>		
3 Create Hardcopy Bid File	<input type="checkbox"/>		
4 Create Line Item in Consolidated Activity Report	<input type="checkbox"/>		
5 Establish Clear Scope of Work(?)	<input type="checkbox"/>		
6 Develop Estimate with Description (\$)	<input type="checkbox"/>		
7 ID Method of Procurement w Rationale	<input type="checkbox"/>		
8 Determine Timeframe to Receive Bid (T)	<input type="checkbox"/>		
9 Determine if BoE NOI to Bid Required	<input type="checkbox"/>		
10 Determine if Prequalification is Required (?)	<input type="checkbox"/>		
11 Determine Need for Job Walk	<input type="checkbox"/>		
12 ID List of Required Docs	<input type="checkbox"/>		
13 Select & Prepare Agreement	<input type="checkbox"/>		
14 Establish Timeframe to Submit Bid	<input type="checkbox"/>		
15 Update Project in Consolidated Activity Report	<input type="checkbox"/>		
16 Confirm Compliance w BHUSD Policy/Procedures	<input type="checkbox"/>		
17 Prepare Bid Docs	<input type="checkbox"/>		
18 Contact Purchasing RE:	<input type="checkbox"/>		
19 Obtain Bid Number	<input type="checkbox"/>		
20 Provide Bid Docs for Ad Placements	<input type="checkbox"/>		
21 Provide Bid Addenda Updates	<input type="checkbox"/>		
22 Reserve Bid Opening	<input type="checkbox"/>		
23 Upload Bid Info to BHUSD Website	<input type="checkbox"/>		
24 Notify Plan Rooms	<input type="checkbox"/>		
25 Notify Contractors (group email)	<input type="checkbox"/>		
26 Call and Email Log Utilized Rigorously	<input type="checkbox"/>		
27 Obtain at least 2-3 Prices (document process)	<input type="checkbox"/>		
28 Attend Bid Opening	<input type="checkbox"/>		
29 Confirm Receipt of Complete Bid Docs	<input type="checkbox"/>		
30 Confirm Contractor License	<input type="checkbox"/>		
31 Cross-check Bid w Estimate	<input type="checkbox"/>		
32 Address Any Holes in Bid v Estimate and Track	<input type="checkbox"/>		
33 Process BoE BAI to Award	<input type="checkbox"/>		
34 Create Hardcopy Project File	<input type="checkbox"/>		
35 Start file with Bid and Bid Result Sheet	<input type="checkbox"/>		
36 Complete Entry in Consolidated Activity Report	<input type="checkbox"/>		
37 Distribute NOI, Agreement, Request Ins/Bonds	<input type="checkbox"/>		
38 Obtain Delegate Signature	<input type="checkbox"/>		
39 Process NTP	<input type="checkbox"/>		

Form Updated By & Date

Professional Services Procurement & Fraud Detection Checklist (General)

Project Name:

Date: _____

	<input checked="" type="checkbox"/>	Notes:	Initial
1 Create Electronic Temp File on F:			
2 Establish Provider Search Criteria			
3 Determine Timeframe to Receive Proposal (T)			
4 Prepare Sample Agreement			
5 Timeframe to Submit Proposal Established			
6 Confirm Compliance w BHUSD Policy/Procedures			
7 Request Proposal			
8 Create List of Providers Contacted			
9 Call and Email Log Utilized Rigorously			
10 Obtain at least 2-3 Prices (document process)			
11 Create Initial Entry in Consolidated Activity Report			
12 Determine if Formal RFQ is Required			
13 If yes, follow RFQ Procedures			
14 If no, Rationale for Selection Process			
15 Update Consolidated Activity Report			
16 Track and Document Selection Process			
17 Update Consolidated Activity Report			
18 BoE to Award			
19 Process NTP			

Form Updated By & Date

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

APPENDIX G

Observation key

**BEVERLY HILLS USD
MEASURE E
PERFORMANCE AUDIT 2016-17
OBSERVATION KEY**

Observation 1:	Not relevant to Manual	Conduct of audit
Observation 2:	Not relevant to Manual	Auditor's attendance at meetings
Observation 3A:	Not relevant to Manual	Chief facilities officer buyout
Observation 3B:	Section 6, page 3	District salaries charged to Measure E
Observation 3C:	Not relevant to Manual	MTA legal fees
Observation 4A:	Section 9, page 2	Prompt payment of invoices
Observation 4B:	Section 9, page 2	Prompt payment of pay applications
Observation 5:	No exception taken	Timing of payment of admin .salaries
Observation 6:	Section 1, page 2	Consolidation of policies and procedures
Observation 7:	Section 4, page 5, fn. 3	Staffing plan for bond program
Observation 8:	Sec. 3; Section 6, pages 3-4	Budget management
Observation 9A:	Section 7, pages 16 and 19	Professional services procurement
Observation 9B:	Section 7, pages 12-13, and 16	Documentation for IT procurement
Observation 9C:	Section 7, pages 11-13	Piggyback contracts
Observation 9D:	Section 7, page 7 and 8	Lowest bidder not selected
Observation 9E:	Section 7, page 11	Compliance with informal bidding
Observation 9F:	Section 4, page 3	Amended contract outside of authority
Observation 9G:	Section 7, page 7	Duplicate scopes of work
Observation 9H:	Section 7, page 9	Change order limits
Observation 9I:	Section 4, pages 3-4	Conflicting BOE resolutions
Observation 10:	Sec. 2, p. 2; Sec. 7, pp. 2, 7	Procurement fraud controls
Observation 11:	Section 8, pp. 24, 28, 33 and Section 12	Claim avoidance procedures
Observation 12:	Section 12	Maintenance and warrant of assets
Observation 13:	Manual and other steps	Summary of audit observations
Observation 14:	No exception taken	Job-site visits—no exception taken
Observation 15:	Manual and other steps	Excel spreadsheet of recommendations



Construction & Facilities

Policies & Procedures Manual