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Gary Reece

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Laurel Jones

President

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VP Administrative Services

Kathleen Welch

VP Instruction

Carsbia Anderson

VP Student Services

Enrique Buelna

Faculty Representative

Executive Director

Eileen Hill

MEMORANDUM

DATE: June 15, 2017

TO: Pegi Ard
Carrie Birkhofer
David Heald
Laurel Jones
Barbara Scherer
Norm Schwartz
Karen Semingson

FROM: Lee Duffus, Chair

GUESTS: Terri Montgomery, Vavrinek, Trine, Day & Co., LLP

SUBJECT: **Audit Committee Agenda**
Thursday, June 29, 2017
10:00 am to 11:00 am
Sesnon House, Room 1824

<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
1. Welcome and introductions	Lee Duffus	
2. Approval of Agenda We reserve the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action, the agenda for this meeting is to be approved as presented. Items may be added to this agenda for discussion or action only as permitted by the Brown Act.	Lee Duffus	
3. Public comment opportunity	Lee Duffus	

Any open session writings distributed either as part of the agenda packet, or within 72 hours of a regular meeting, can be viewed at the Foundation office, 6500 Soquel Drive, Aptos, CA 95003.

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www.cabrillo.edu/associations/foundation

Please remember Cabrillo College Foundation in your will

<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
4. October 12, 2016 Audit Committee Minutes	Lee Duffus	
5. Review 2015-16 Audit	Terri Montgomery	
6. Review 2016-17 Audit Schedule	Lee Duffus	
7. Adjournment	Lee Duffus	

**Upcoming Meetings:
 10:00 am – 11:00 am
 Sesnon House, Room 1824**

**Friday, October 13, 2017
 Friday, June 8, 2018**

Audit Committee Attendance Chart

Audit Committee Members	06/18/14	10/03/14	06/19/15	10/09/15	5/25/16	10/12/16
Pegi Ard	A	P	P	P	P	P
Carrie Birkhofer	N	N	P	A	P	P
Lee Duffus	N	N	A	P	A	P
David Heald	P	A	P	A	P	P
Laurel Jones	A	A	A	P	P	P
Barbara Scherer	P	A	P	P	P	A
Norm Schwartz	N	N	N	N	A	P
Karen Semingson	N	N	N	N	A	P

A=Absent, P=Present, N=Not on Committees
 Attendance is based on the Audit Committee meeting minutes. Please call Nancy Machado at 479-5032 if you believe this chart is in error.

**Cabrillo College Foundation
Audit Committee Meeting
Minutes of October 12, 2016**

Present: Pegi Ard, Carrie Birkhofer, Lee Duffus, David Heald, Laurel Jones, Norman Schwartz and Karen Semingson

Absent: Blaine Brokaw and Barbara Scherer

Staff: Eileen Hill and Nancy Machado

Guests: Terri Montgomery, Vavrinek, Trine, Day & Co., LLP

Call to Order:

C. Birkhofer called the meeting to order at 10:03 a.m.

Approval of Agenda

Motion: MSC: L. Duffus/D. Heald. The committee voted unanimously to approve the Audit Committee agenda.

Public Comment Opportunity

There were no members of the public in attendance.

Approve Audit Committee Minutes:

Motion: MSC: D. Heald/L. Jones to approve Audit Committee Minutes of May 25, 2016.

The following Audit Committee members voted to approve the minutes, Carrie Birkhofer, David Heald and Laurel Jones.

The following Audit Committee abstained, Lee Duffus, Norman Schwartz and Karen Semingson. The following Audit Committee members were absent, Pegi Ard, Blaine Brokaw and Barbara Scherer.

Review Audit Committee meeting follow-up item:

Issue #1:

The Audit Committee wants to make sure that endowment investment returns are sufficient over time to meet the spending policy requirements total of 5 1/2% (4.0% payout and 1.5% management fee).

Status:

The Cabrillo College Foundation staff and the Finance Committee have several tools to safeguard following the payout policy and to help them monitor performance of the

investment portfolio.

A. Investment Activity Reports: These reports are received monthly and show aggregate investment results for the latest quarter, fiscal year to date, year to date, three years, five years and since inception date of April 30, 1999.

B. The Finance Committee meets with Brian Sharpes of UBS Advisory Group twice per year to discuss trends, the payout percentage, and portfolio performance. Mr. Sharpes also reviews the Statement of Investment Policy and annual payout percentage.

Issue #2:

The Audit Committee asked to confirm that 4% is paid out annually.

Status:

A. Staff performs an annual allocation in the accounting that calculates 4% of the fund balance for the previous 12 trailing quarters for each individual endowment. The allocation will be saved and the report parameters reviewed by the CPA for the Cabrillo College Foundation.

B. Staff performs an annual report that checks each endowment to ensure that the 4% payout does not exceed invading corpus more than 20%.

C. Birkhofer recommended staff e-mail a confirmation of accuracy and review to be saved electronically.

Cabrillo College Report:

Eileen Hill reported enrollment is holding steady and growing in Distance Education and concurrent high school enrollment. Laurel Jones reported that in the next 3 or 4 months, there will be 6 community forums to discuss Cabrillo's mission, vision and community expectations.

Review 2015-16 Audit Draft

Board Communication letter:

Ms. Montgomery reviewed the Board Communication Letter and expressed that there were no difficulties encountered during the audit.

Audit differences:

Audit differences are those adjustments made by the auditor not chosen to be recorded by the Cabrillo College Foundation. There were no unadjusted differences for 2015-16 to discount the time value of money for long term promises (2 to 5 years). The remaining large pledge payments are all due within 1 year.

Independent Auditors Report:

The Independent Auditors report was reviewed. Ms. Montgomery indicated the June 30, 2016 statements are presented fairly and expressed an unmodified opinion.

INDEPENDENT AUDITORS' REPORT

The Board of Directors
Cabrillo College Foundation
Aptos, California

We have audited the accompanying financial statements of Cabrillo College Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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 an opinion 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, the auditor considers internal control relevant to the entity'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 entity'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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cabrillo College Foundation as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Cabrillo College Foundation's 2015 financial statements, and our report dated November 10, 2015, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Vavrinek, Trine, Day & Co., LLP
Pleasanton, California
_____2016

Audit Committee discussion and acceptance:

The Statement of Financial Position for 2015-16 reflects net assets of \$29.6M as compared to \$28.1M for 2014-15.

The Statement of Activities for 2015-16 notes a change in net assets of \$1M due to increased contributions over 2014-15.

The Statement of Functional Expenses for 2015-16 shows expenses \$200K over prior year due to \$193,089 in bond campaign support and \$35,000 for the bond feasibility study.

Motion: MSC: N. Schwartz/L. Duffus to accept and recommend the 2015-16 Audit Draft to the Cabrillo College Foundation Executive Committee.

Report by Ad Hoc Audit Selection Committee:

D. Heald reported the Ad Hoc Audit Selection Committee met to review the results of the RFP for audit services and make a recommendation to the Audit Committee.

Unanimously, David Heald, Pegi Ard and Leola Lapidés voted to recommend the Audit Committee retain Vavrinek, Trine, Day & Co., LLP as the Cabrillo College Foundation auditor for 2016-19.

Approval of Auditors for 2016-19

Motion: MSC: N. Schwartz/D. Heald approve Vavrinek, Trine, Day & Co., LLP as the

Cabrillo College Foundation auditor for 2016-19 with yearly review of working relationship.

Committee Calendar & Roster

C. Birkhofer reviewed the Committee Calendar and Roster

Adjournment

The meeting was adjourned at 11:05 am

Respectfully submitted,



Nancy Machado
Accounting & Human Resources Manager

Next Meeting:

**Cabrillo College, Sesnon House room 1824
Friday, June 9, 2017 10:00 am to 11:00 am**

CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)

FINANCIAL STATEMENTS
JUNE 30, 2016
WITH
INDEPENDENT AUDITORS' REPORT

**CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

JUNE 30, 2016

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INDEPENDENT AUDITORS' REPORT

The Board of Directors
Cabrillo College Foundation
Aptos, California

We have audited the accompanying financial statements of Cabrillo College Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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.

Auditors' Responsibility

Our responsibility is to express an opinion 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, the auditor considers internal control relevant to the entity'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 entity'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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cabrillo College Foundation as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Cabrillo College Foundation's 2015 financial statements, and our report dated November 10, 2015, expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Vavrinek, Trine, Day & Co LLP

Vavrinek, Trine, Day & Co., LLP
Pleasanton, California
October 27, 2016

CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF FINANCIAL POSITION
JUNE 30, 2016
WITH COMPARATIVE TOTALS AS OF JUNE 30, 2015

ASSETS	2016	2015
Cash and cash equivalents	\$ 2,861,662	\$ 3,785,593
Contributions receivable, net of allowance (Note 2)	1,258,771	1,447,794
Accounts receivable	74,761	54,517
Split interest agreements (Note 3)	1,762,742	530,609
Prepays and other assets	37,209	43,528
Notes receivable (Note 4)	-	62,895
Investments (Note 5)	23,482,349	22,214,182
Deferred outflows related to pension plans (Note 10)	88,114	-
Equipment, net of accumulated depreciation (Note 6)	-	-
Total Assets	<u>\$ 29,565,608</u>	<u>\$ 28,139,118</u>
LIABILITIES		
Accounts payable, scholarships and college support payable (Note 7)	\$ 1,771,817	\$ 1,434,019
Net pension liability (Note 10)	247,461	185,516
Deferred inflows related to pension plans (Note 10)	65,392	71,917
Other post employment benefits (Note 11)	54,850	78,634
Total Liabilities	<u>2,139,520</u>	<u>1,770,086</u>
NET ASSETS		
Unrestricted (Note 9)	579,479	606,975
Temporarily restricted (Note 9)	6,798,798	7,602,731
Permanently restricted (Note 9)	20,047,811	18,159,326
Total Net Assets	<u>27,426,088</u>	<u>26,369,032</u>
Total Liabilities and Net Assets	<u>\$ 29,565,608</u>	<u>\$ 28,139,118</u>

See the accompanying notes to financial statements.

CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2015

	Unrestricted	Temporarily Restricted	Permanently Restricted	2016 Total	2015 Total
Support and Revenues					
Contributions, net of uncollectible amounts	\$ 499,718	\$ 1,675,113	\$ 1,888,485	\$ 4,063,316	\$ 2,566,054
Investment income (loss), net of investment expenses	9,927	(687,057)	-	(677,130)	40,308
Endowment management fee	308,975	-	-	308,975	324,657
In-kind contributions	16,344	107,507	-	123,851	116,410
Other income	199,696	-	-	199,696	150,048
Net assets released from restrictions	1,899,496	(1,899,496)	-	-	-
Total Support and Revenues	<u>2,934,156</u>	<u>(803,933)</u>	<u>1,888,485</u>	<u>4,018,708</u>	<u>3,197,477</u>
Expenses					
Program services					
Scholarships and awards	1,002,098	-	-	1,002,098	904,816
College support	1,450,176	-	-	1,450,176	1,291,900
Supporting Services					
Management and general	280,650	-	-	280,650	269,818
Fundraising	228,728	-	-	228,728	265,427
Total program and supporting services	<u>2,961,652</u>	<u>-</u>	<u>-</u>	<u>2,961,652</u>	<u>2,731,961</u>
CHANGE IN NET ASSETS	(27,496)	(803,933)	1,888,485	1,057,056	465,516
NET ASSETS, BEGINNING OF YEAR	606,975	7,602,731	18,159,326	26,369,032	26,156,998
NET ASSETS, RESTATEMENT (Note 10)	-	-	-	-	(253,482)
NET ASSETS, END OF YEAR	<u>\$ 579,479</u>	<u>\$ 6,798,798</u>	<u>\$ 20,047,811</u>	<u>\$ 27,426,088</u>	<u>\$ 26,369,032</u>

See the accompanying notes to financial statements.

CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2016
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2015

	Scholarships and Awards	College Support	Management and General	Fundraising	2016 Total Expenses	2015 Total Expenses
Direct Program Support						
Scholarships and awards	\$ 920,345	\$ -	\$ -	\$ -	\$ 920,345	\$ 812,724
College support	-	882,357	-	-	882,357	932,653
Supporting Services						
Salaries	55,263	171,661	171,986	122,285	521,195	511,008
Employee benefits	10,417	31,881	31,943	23,322	97,563	172,841
Payroll taxes	4,371	14,087	14,114	10,199	42,771	42,840
Insurance	765	3,656	2,211	1,870	8,502	8,625
Printing	2,620	2,621	3,932	3,932	13,105	15,775
Consultants	-	-	26,206	2,592	28,798	22,906
Office supplies	1,779	1,778	1,778	1,778	7,113	4,307
Office equipment	255	255	255	255	1,020	3,624
Software and maintenance	3,394	3,394	3,395	3,395	13,578	13,051
Postage and delivery	1,173	1,173	1,173	4,302	7,821	9,443
Bank charges	-	-	5,750	-	5,750	6,437
Depreciation	-	-	-	-	-	1,463
Miscellaneous	-	-	11,043	3,376	14,419	11,422
In kind supplies/materials	-	107,507	-	-	107,507	100,066
Occupancy	1,716	1,717	6,864	6,047	16,344	16,344
Bond campaign support	-	193,089	-	-	193,089	-
Bond feasibility study	-	35,000	-	-	35,000	-
Public relations	-	-	-	45,375	45,375	46,432
Total Expenses	<u>\$ 1,002,098</u>	<u>\$ 1,450,176</u>	<u>\$ 280,650</u>	<u>\$ 228,728</u>	<u>\$ 2,961,652</u>	<u>\$ 2,731,961</u>

See the accompanying notes to financial statements.

**CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2016
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2015**

CASH FLOWS FROM OPERATING ACTIVITIES	2016	2015
Change in net assets	\$ 1,057,056	\$ 465,516
Adjustments to reconcile change in net assets to net cash provided (used) by operations		
Depreciation	-	1,463
Change in valuation of split-interest agreement	(1,232,133)	3,595
Change in operating assets and liabilities		
Contributions receivable	189,023	263,713
Accounts receivable	(20,244)	9,787
Prepays and other assets	6,319	6,960
Accounts payable, scholarships and college support payable	337,798	59,592
Net pension obligation	(32,694)	(181,565)
Other post employment benefits	(23,784)	8,791
Net Cash Provided (Used) by Operating Activities	281,341	637,852
 CASH FLOWS FROM INVESTING ACTIVITIES		
Note receivable from District	62,895	44,000
Additions to investments	(1,268,167)	(2,103,388)
Net Cash Used by Investing Activities	(1,205,272)	(2,059,388)
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(923,931)	(1,421,536)
CASH AND CASH EQUIVALENTS, Beginning of Year	3,785,593	5,207,129
 CASH AND CASH EQUIVALENTS, End of Year	\$ 2,861,662	\$ 3,785,593
	-	
 SUPPLEMENTAL DISCLOSURE ON NONCASH ACTIVITIES		
In kind donations	\$ 123,851	\$ 116,410

See the accompanying notes to financial statements.

**CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE #1 – NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Organization

The Cabrillo College Foundation (the “Foundation”) was incorporated in the State of California in 1965, as a nonprofit public benefit corporation. The Foundation was organized to operate for the advancement of education, to provide financial support to students and various programs of Cabrillo Community College District (the District), and to provide a link between the District and the community.

Financial Statement Presentation

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The financial statements include the accounts maintained by and directly under the control of the Foundation.

The Foundation reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting. Revenues and expenses are recorded when incurred in accordance with the accrual basis of accounting.

The Foundation and the District are financial interrelated organizations as defined by *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. The Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

Support and Expenses

Contributions are measured at their fair value at the date of contribution and are reported as an increase in net assets. The Foundation reports gifts of cash or other assets in the category designated by the donor. The Foundation reports gifts of goods and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Absent explicit donor stipulation about where the contributions are to be spent, the Foundation reports these contributions as unrestricted.

Unconditional promises to give are recognized as revenues or gains in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. The fair values of these investments are subject to change based on the fluctuations of market values. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

Equipment

Equipment is stated at cost, or if donated, at estimated fair value on the date of donation. Routine maintenance and repairs are charged to expense as incurred. Depreciation is computed on the straight line method based on the assets' estimated useful lives ranging from three to five years. Depreciation expense for the years ended June 30, 2016, and 2015 was \$0 and \$1,563, respectively.

Donated Services, Goods, and Facilities

A substantial number of volunteers have donated their time and experience to the Foundation's program services and fundraising campaigns during the year. However, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services.

Office space was provided by the Cabrillo Community College District on behalf of the Foundation. Donated supplies and materials include items donated to the Foundation for the use of the Foundation or the District. In kind donations for the years ended June 30, 2016, and 2015 are as follows:

	2016	2015
Rent - allocated to programs and supporting services	\$ 16,344	\$ 16,344
Supplies and materials - restricted for program use	107,507	100,066
	<u>\$ 123,851</u>	<u>\$ 116,410</u>

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include the value of the beneficial interest in a charitable remainder trust.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking and money market accounts and certificates of deposit with maturities of less than 90 days. The Foundation strives to maintain cash balances in financial institutions which are insured up to \$250,000. At June 30, 2016, the amount in excess of Federal depository insurance coverage was approximately \$110,000. Cash from certain donor contributions in the amount of \$67,128 is required to be held in separate bank or investment accounts.

Uncollectible Pledges

The Foundation computes the estimated allowance for uncollectible pledges based on a historical analysis of uncollectible pledges. Historically, there are no significant uncollectible amounts for restricted pledges, therefore, an allowance for uncollected pledges has not been recorded. For pledges resulting from the Annual Fund Calling Campaign, there is an allowance for uncollectible pledges as of June 2016 of \$16,632, or 35% of annual fund pledges outstanding.

CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

Income Taxes

The Foundation is a nonprofit corporation exempt from income taxes under Section 501(c) (3) of the Internal Revenue Code. The Foundation has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b) (1) (A) (vi). Income tax returns for 2012 and forward may be audited by regulatory agencies however, the Organization is not aware of any such actions at this time.

The Organization has adopted Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain, and, accordingly, no accounting adjustment has been made to the financial statements. Interest and penalties related to uncertain tax positions are recorded as part of the income tax expense, if applicable.

Allocation of Functional Expenses

The costs of providing the various programs, fundraising, and other activities have been summarized on a functional basis in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and fundraising activities benefited.

Reclassifications

Certain accounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

Comparative Totals

The financial statements include certain prior year summarized information in total but not by functional expense categories. Such information does not constitute sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly such information should be read in conjunction with the Foundation's financial statements for the year ended June 30, 2015, from which the summarized information was derived.

NOTE #2 – CONTRIBUTIONS RECEIVABLE

Contributions receivable represent unconditional promises to give, which have been made by donors, but not received. Contributions receivable at June 30, 2016 and 2015 were as follows:

	2016	2015
Receivable in one year or less	\$ 1,164,403	\$ 807,729
Receivable in two to five years	111,000	652,240
Subtotal	1,275,403	1,459,969
Less allowance for uncollectible receivables	(16,632)	(12,175)
Net contributions receivable	<u>\$ 1,258,771</u>	<u>\$ 1,447,794</u>

CABRILLO COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

For the year-ended June 30, 2016, four sources provided approximately 74% of total net contributions receivable.

Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional. Conditional promises that are not recorded as conditions have not been met as of June 30, 2016 consist of amount for which the Foundation has been notified of being named a beneficiary of various estates with an expected value of approximately \$24.6 million.

NOTE #3 – SPLIT INTEREST AGREEMENTS

The Foundation is a beneficiary of a charitable lead trust, a charitable remainder trust, and several charitable gift annuities. The charitable lead trust provides annual payments to the Foundation until the trust terminates. The charitable gift annuities are assets contributed by the donors. The split interest agreements are reported at fair value. The split interest agreements are revalued on an annual basis, and the change in the net present value is recorded as a gain or loss in the statement of activities. At June 30, 2016 and 2015, the beneficial interest was valued as follows:

	2016	2015
Split interest agreements		
Charitable lead trusts	\$ 95,736	\$ 105,855
Charitable gift annuities	31,979	124,754
Charitable remainder trust	1,635,027	300,000
Total	<u>\$ 1,762,742</u>	<u>\$ 530,609</u>

NOTE #4 – RELATED PARTY TRANSACTIONS

Foundation board members donated \$52,875 to the Foundation during the fiscal year ended June 30, 2016.

The Foundation loaned \$106,895 to the Cabrillo Community College District. The Foundation is a supporting organization of the District. The repayment terms of the loan were \$44,000 due on December 31, 2014, and the remainder, including variable interest at monthly money market rates due on or before December 31, 2015. The loan was paid in full on January 8, 2016.

	2016	2015
Note receivable from District	<u>\$ -</u>	<u>\$ 62,895</u>

The Foundation provided \$193,089 in funding for a bond campaign to benefit Cabrillo Community College District to support Measure Q.

CABRILLO COLLEGE FOUNDATION
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

NOTE #5- INVESTMENT SECURITIES

Investments are stated at fair market value and consist of the following:

	2016	2015
Funds invested in common stock	\$ 12,582,544	\$ 9,780,801
Funds invested in preferred stocks	40,337	33,688
Funds invested in fixed income securities	1,387,604	1,025,454
Funds invested in U.S. Government Securities	929,289	576,108
Funds invested in closed end funds, structured products and action rights	3,339,079	2,504,996
Funds invested in managed certificates of deposits and money markets	5,180,682	5,243,769
Funds invested in mutual funds	2,537,307	6,551,207
Total	<u>\$ 25,996,842</u>	<u>\$ 25,716,023</u>
Investments	\$ 23,482,349	\$ 22,214,182
Investments - cash equivalents	2,514,493	3,501,841
Total Investments	<u>25,996,842</u>	<u>25,716,023</u>
Cash	347,169	283,752
Total cash, cash equivalents, and investments	<u>\$ 26,344,011</u>	<u>\$ 25,999,775</u>

Investment activity for the years ended June 30, 2016 and June 30, 2015, consisted of the following:

	2016	2015
Realized gains (losses) on investments	\$ 234,092	\$ 384,822
Unrealized gains (losses) on investments	(1,000,530)	(470,436)
Interest and dividends	549,712	598,888
Gain (loss) on split interest agreements	(13,079)	(6,783)
Total investment income (loss)	<u>(229,805)</u>	<u>506,491</u>
Investment expenses	(447,325)	(466,183)
Total investment income (loss), net of expenses	<u>\$ (677,130)</u>	<u>\$ 40,308</u>

Investments are exposed to various risks, such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is possible that future changes in risks could materially affect account balances and the amounts reported in the accompanying financial statements.

Investment Policies

Return Objectives and Risk Parameters

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. In order to meet its needs, the investment strategy of the Cabrillo College Foundation is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity. Under this policy, as approved by the Board of Directors, the endowment assets are invested to

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meet or exceed the index, or blended market index that most closely corresponds to the style of investment management selected and agreed upon by the Finance Committee. The Foundation expects its endowment funds, over time, to provide an average rate of return of approximately 7.75 percent annually. Actual returns in any given year may vary from this amount.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending Policy and How the Investment Objectives Relate to Spending Policy

The Endowment's spending policy has a target total return of 7.75%. The target distribution rate of 4.0% will be calculated over a trailing 12 quarter period. *The Spending Policy is 7.75% = 4.0% distribution rate + 2.25% inflation factor + 1.5% management fee.* In establishing this policy, the Foundation considered the long-term expected return on its endowment.

Endowment Fund Corpus

The Cabrillo College Foundation has 364 endowment funds with corpus totaling \$20,047,811.

NOTE #6 – EQUIPMENT

Property and equipment at June 30, 2016, consisted of the following:

	Beginning of Year	Additions	Deletions	End of Year
Equipment	\$ 70,092	\$ -	\$ -	\$ 70,092
Accumulated depreciation	(70,092)	-	-	(70,092)
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE #7 – ACCOUNTS PAYABLE

Accounts payable, scholarships and college support payable represent unconditional promises made by the Foundation and are due as follows:

	Scholarships and College Support	Accounts payable & Compensation	Total 2016	Total 2015
Payable in one year or less	\$ 855,152	\$ 365,019	\$ 1,220,171	\$ 909,362
Payable in two to five years	336,398	-	336,398	305,340
Payable in more than five years	215,248	-	215,248	219,317
Total payable	<u>\$ 1,406,798</u>	<u>\$ 365,019</u>	<u>\$ 1,771,817</u>	<u>\$ 1,434,019</u>

Included in the accounts payable above is \$260,048 due to the Cabrillo Community College District for funding of District projects and programs.

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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

NOTE #8 – MARKET VALUE OF FINANCIAL ASSETS AND LIABILITIES

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in Statement of Financial Accounting Standards (SFAS) No. 157, *Fair Value Measurements*, which requires an entity to maximize the use of observable inputs and minimize the use unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels, as defined by SFAS No. 157, used to measure fair value:

Level 1 – Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level 1 asset and liabilities may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 – Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities. Level 2 assets and liabilities may include debt securities with quoted prices that are traded less frequently than exchange-traded instruments and other instruments whose value is determined using a pricing model with inputs that are observable in the market or can be derived principally from or corroborated by observable market data. This category generally includes U.S. Government and agency mortgage-backed securities, corporate debt securities, derivative contracts, residential mortgage, and loans held-for-sale.

Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation. This category generally includes certain private equity investments, retained residual interests in securitizations, residential MSRs, asset-backed securities (ABS), highly structured or long-term derivative contracts and certain collateralized debt obligations (CDO) where independent pricing information was not able to be obtained for a significant portion of the underlying assets.

Assets and Liabilities Recorded at Fair Value on a Recurring Basis

The following table presents the balances of the assets measured at fair value on a recurring basis as of June 30, 2016. The Foundation did not have any liabilities measured at fair value on a recurring basis as of June 30, 2016.

ASSETS	Level 1	Level 2	Level 3	Total
Funds invested in				
Common stock	\$ 12,582,544	\$ -	\$ -	\$ 12,582,544
Preferred stocks	40,337	-	-	40,337
Corporate bonds and notes	1,387,604	-	-	1,387,604
U.S. Government Securities	929,289	-	-	929,289
Closed end funds and structured products	3,175,126	163,953	-	3,339,079
Managed certificates of deposits and money markets	5,180,682	-	-	5,180,682
Mutual funds	2,537,307	-	-	2,537,307
Total	<u>\$ 25,832,889</u>	<u>\$ 163,953</u>	<u>\$ -</u>	<u>\$ 25,996,842</u>

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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016

NOTE #9 – NET ASSETS AND RESTATEMENT

At June 30, 2016 and 2015, unrestricted net assets consisted of the following:

	<u>2016</u>	<u>2015</u>
Designated		
President's Circle Endowment	\$ 294,302	\$ 294,302
Computers	15,000	15,000
College feasibility study	-	35,000
Retiree medical benefits	41,337	35,651
Operating reserve	228,840	227,022
Undesignated		
Undesignated	-	-
Total	<u>\$ 579,479</u>	<u>\$ 606,975</u>

Temporarily restricted net assets consist of the following scholarship and college support non-endowed and endowed funds:

	<u>2016</u>	<u>2015</u>
Temporarily Restricted Funds		
Endowed scholarship and college support funds available	\$ 1,207,828	\$ 922,534
Endowed accumulated earnings	2,068,868	3,506,189
Subtotal endowed funds temporarily restricted	3,276,696	4,428,723
Non-endowed scholarship and college support funds available	3,522,102	3,174,008
Total	<u>\$ 6,798,798</u>	<u>\$ 7,602,731</u>

Permanently restricted endowment net assets, for which investment and interest earnings may be used for scholarships and college support and consist of the historical gift balance of the endowed funds in the amount of \$20,047,811 at June 30, 2016, and \$18,159,326 at June 30, 2015, allocated as follows:

	Temporarily Restricted Endowment Earnings	Permanently Restricted	Total Endowments
Endowment Funds			
Beginning of year	\$ 4,428,723	\$ 18,159,326	\$ 22,588,049
Contributions	-	1,888,485	1,888,485
Scholarships and college support	(485,176)	-	(485,176)
Investment earnings (loss)	(239,739)	-	(239,739)
Investment and management fees	(447,325)	-	(447,325)
Other increases/decreases	20,213	-	20,213
End of year	<u>\$ 3,276,696</u>	<u>\$ 20,047,811</u>	<u>\$ 23,324,507</u>

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**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE #10 – RETIREMENT PLANS

CalPERS

Plan Description

The Foundation offers eligible employees retirement benefits with CalPERS. Employees become eligible starting the first day of employment if one of the following criteria is met:

- Employee's position is full-time seasonal or limited term and is more than 6 months,
- Employee's part-time position exceeds 1,000 hours in one fiscal year,
- Employee is a member of CalPERS by previous employment (either has funds on deposit or service credit)

The Public Employees' Retirement Law (Part 3 of the *California Government Code*, Section 20000 et seq.) establishes benefit provisions for CalPERS. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

Funding Policy

The Cabrillo College Foundation pays the required employer contribution. CalPERS eligible employees contribute their required contribution. The retirement calculation for Cabrillo College Foundation employees is as follows

- 1) Full-time and part-time eligible employees (classic members as defined by CalPERS) hired prior to October 1, 2011 have a retirement calculation of 2% at 55.
- 2) Full-time and part-time eligible employees (PEPRA members as defined by CalPERS) hired on or after January 1, 2013 will have a retirement calculation of 2% at 62. PEPRA is Public Employees' Pension Reform Act.
- 3) The rates are based upon an actuarially determined rate and the actuarial methods and assumptions used for determining those rates are those adopted by the CalPERS Board of Administration.

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**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2016**

Plan Valuation

GASB Statement No. 67, Financial Reporting for Pensions Plans, established new financial reporting requirements for most state and local government plans that provide employee pension benefits. GASB Statement No. 67 required governmental retirement plans that provide defined benefit pensions to value and report the amount of pension liabilities and unfunded obligations for each member in the plan effective June 30, 2014. ASC-718-80-35-2 requires employers providing defined benefit pensions to recognize their long-term obligation for pension benefits as a liability when reasonably estimatable.

The Plan is a Multiple Employer Plan where the net pension liability is allocated to the plan based on a valuation date of June 30, 2015. Its proportion of the CalPERS Miscellaneous Risk Pool is summarized as follows:

	<u>6/30/2015</u>
Plan's Proportion of the Net Pension Liability	0.00902%
Plan's Proportionate Share of the Net Pension Liability	\$ 247,461
Plan's Covered-Employee Payroll	\$ 385,191
Plan's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Employee Payroll	64.24%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	78.40%
Plan's Proportionate Share of Aggregate Employer Contributions	\$ 42,938

Actuarial Assumptions and Sensitivity to Changes in the Discount Rate

The actuarial assumptions include: a discount rate of 7.65%, inflation of 2.75%, and is based on the entry age normal methodology.

The following presents the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.65 percent, as well as what the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.65 percent), or 1 percentage-point higher (8.60 percent) than the current rate:

	Discount Rate -1% (6.65%)	Current Discount Rate (7.65%)	Discount Rate +1% (8.65%)
Plan's Net Pension Liability	\$ 415,009	\$ 247,461	\$ 109,130

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**NOTES TO FINANCIAL STATEMENTS
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Annual Pension Cost

Schedule of Plan Contributions	<u>6/30/2015</u>
Actuarially Determined Contribution	\$ 33,997
Contributions in Relation to the Actuarially Determined Contribution	<u>(45,176)</u>
Contribution Deficiency (Excess)	<u>\$ (11,179)</u>
Covered Employee Payroll	\$ 385,191
Contributions as a Percentage of Covered Employee Payroll	11.73%

The Foundation made contributions to CalPERS for fiscal year ending June 30, 2016 in the amount of \$45,176.

Section 403(b) Employee Wage and Salary Reduction Plan

The Foundation provides a payroll deduction plan under Internal Revenue Code section 403(b). Full-time and part-time eligible employees may elect to participate. Each participating employee declares an amount of pre-tax compensation to be withheld by the Foundation, who in turn deposits the withholdings into a personal tax-deferred annuity. No employer contributions are required.

Section 457 Employee Wage and Salary Reduction Plan

The Foundation also provides a payroll deduction plan under Internal Revenue Code section 457 to the Executive Director. The Executive Director may elect to participate and declares an amount of pre-tax compensation to be withheld from the Executive Director's paycheck. The withholdings are deposited into a personal tax-deferred annuity. No employer contributions are required.

NOTE #11 – POST EMPLOYMENT BENEFITS

The Foundation has a defined benefit post employment health care benefits plan that provides health care benefits to employees and their spouses on the management salary schedule hired on or before August 19, 2009, who retire from the Foundation upon obtaining a certain age and years of service. Currently, 1 active employee meets these eligibility requirements.

As a non-governmental organization, the Cabrillo College Foundation would normally follow the guidance of the Financial Accounting Standards Board (FASB), rather than the Governmental Accounting Standards Board (GASB). As the Foundation is a component unit of a governmental agency, the Foundation has elected to follow GASB 45 Accounting and Financial Reporting by Employers for Post Employment Benefits Other Than Pensions in accounting for post employment benefits to be consistent with the Cabrillo Community College District method of accounting, and as the results are not expected to be significantly different.

To comply with Financial Accounting Standards Board (FASB) guidelines, staff will update the FASB actuarial in-house on an annual basis. Both FASB and GASB actuarial valuations will be disclosed in the annual June 30 audited financial statements.

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Approximately 75% of the GASB 45 Actuarial Accrued Liability amount as of July 1, 2016 has been set aside, however, for it to be legally considered “funded” it would need to be in an irrevocable trust. The GASB 45 Actuarial Present Value of total projected benefits was \$73,234 as of July 1, 2016, and the Annual Required Contribution was calculated at \$5,686. At the Executive Committee meeting on August 25, 2011 the Executive Committee approved a motion to annually set aside the annual required contribution.

Annual OPEB Cost and Net OPEB Obligation

The Foundation’s annual other post employment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial accrued liabilities (UAAL) (or funding excess) over a period not to exceed thirty years. Based on an actuarial study performed as of July 1, 2016 and updated every three years, the Foundation’s actuarial accrued liability was \$54,850. Had the Foundation reported the OPEB liability under Financial Accounting Standards Board (FASB) standards, rather than GASB, the Accrued Post Retirement Benefit Obligation at June 30, 2016 would have been \$76,773.

Funded Status and Funding Progress

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The plan is not funded by an irrevocable trust and, therefore, no table of changes in funding progress is presented.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the most recent actuarial valuation as of July 1, 2016, the entry age normal actuarial cost method was used. The actuarial assumptions included a 4.5 percent investment rate of return (net of administrative expenses). Healthcare cost trend rates were estimated at 4 percent.

NOTE #12 – SUBSEQUENT EVENTS

The Foundation’s management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 27, 2016, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
Cabrillo College Foundation
Aptos, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Cabrillo College Foundation Organization (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 27, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Cabrillo College Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Cabrillo College Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control 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 and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Cabrillo College Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Vavrinek, Trine, Day & Co LLP

Pleasanton, California
October 27, 2016

MEMORANDUM

DATE: June 15, 2017
TO: Audit Committee
FROM: Nancy Machado
SUBJECT: 2016-17 Cabrillo College Foundation Audit Schedule

The following is a projection for the 16-17 Cabrillo College Foundation audit process:

June 29, 2017	Auditors meet at Cabrillo College Foundation with Audit Committee to review how the audit will be conducted. Representative(s) of Audit firm will attend meeting.
Week of August 21, 2017	Cabrillo College Foundation on-site audit.
September 13, 2017	Foundation receives proposed audit adjustments for review by Nancy Machado, Lynn Brisson, CPA and Alan Aman, Foundation CFO.
September 21, 2017	Foundation receives audit draft for review by Nancy Machado, Eileen Hill, Lynn Brisson, CPA and Alan Aman, Foundation CFO.
October 13, 2017	Audit Committee meets to review/accept audit draft. Representative(s) of Audit firm will attend meeting.
October 14, 2017	Executive Committee receives e-mail audit draft for review prior to Executive Committee meeting.
October 20, 2017	Executive Committee receives recommended audit draft for review and acceptance.
October 21, 2017	Cabrillo College Foundation staff e-mails Audit Committee members a red-line draft Audit so they are made aware of any changes made to the Audit Report after the Executive Committee meeting.
November 1, 2017	Cabrillo College Foundation Board of Directors meet to accept audit. Representative(s) of audit firm will attend meeting.