



## Foundation

### MEMORANDUM

#### Officers

##### President

Leola Lapidés

##### Vice President

William Ow

##### Secretary

Owen Brown

##### Chief Financial Officer

Alan Aman

##### Past President

Stephen Snodgrass

##### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

##### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

##### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

##### Executive Director

Eileen Hill

**DATE:** October 11, 2017

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

**FROM:** Lee Duffus, Chair

**STAFF:** Eileen Hill and Nancy Machado

**GUEST:** Terri Montgomery  
Vavrinek, Trine, Day & Co., LLP

**SUBJECT:** **Audit Committee Agenda**  
**Thursday, October 19, 2017**  
**10:00 to 11:00 a.m.**  
**Cabrillo College Sesnon House, Room 1824**  
**6500 Soquel Drive**  
**Aptos, CA 95003**

Item	Responsibility	Page
<b>A. Regular Open Session</b>		
1. Welcome and Call to Order	L. Duffus	
2. Approval of Agenda	L. Duffus	

*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.*

**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](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*

Item	Responsibility	Page
<b>A. Regular Open Session (cont.)</b>		
3. June 29, 2017 meeting minutes	L. Duffus	4 - 6
<b>B. Public Comment</b>		
1. Public Comment Opportunity	L. Duffus	
<b>C. Reports</b>		
1. Cabrillo College Report	L. Jones	7 - 8
2. Executive Director Report	E. Hill	9
<b>D. Action Items</b>		
1. 2016-17 Audit Draft	T. Montgomery	
3.1 Board communication letter	E-Mailed Separately	
3.2 2016-17 Audit Draft		
<b>E. Informational Items</b>		
1. 2016-17 Audit Timeline	N. Machado	10
2. Committee Calendar & Roster	L. Duffus	11 - 12
<b>E. Adjournment</b>		
1. Adjournment	L. Duffus	

**Next Meeting:**  
**June 2018**  
**TBD**  
**10:00 a.m. to 11:00 a.m.**  
**Sesnon House, Room 1824**

**Audit Committee Attendance Chart**

<b>Audit Committee Members</b>	<b>5/25/16</b>	<b>10/12/16</b>	<b>6/29/17</b>	<b>10/19/17</b>	
Pegi Ard	P	P	P		
Carrie Birkhofer	P	P	A		
Lee Duffus	A	P	P		
David Heald	P	P	A		
Laurel Jones	P	P	P		
Barbara Scherer	P	A	P		
Norm Schwartz	A	P	A		
Karen Semington	A	P	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 June 29, 2017, distributed to Audit Committee July 14, 2017**

**Present:** Pegi Ard, Lee Duffus, Laurel Jones, Barbara Scherer and Karen Semingson.

**Absent:** Carrie Birkhofer, David Heald and Norm Schwartz

**Staff:** Eileen Hill and Nancy Machado

**Guests:** Jill Stenton, Vavrinek, Trine, Day & Co., LLP

Welcome and Introductions

Approve June 29, 2017 Audit Committee Agenda:

**Motion: MSC:P. Ard and L. Jones to approve Audit Committee Agenda of June 29, 2017**

Public Comment Opportunity: There were no public comments.

Approve October 12, 2016 Audit Committee Minutes:

**Motion: MSC:P. Ard and K.Semingson to accept Audit Committee Minutes of October 12,2016. B. Scherer abstained.**

2016-17 Audit Discussion

Ms. Stenton asked the Audit Committee members if they had any areas of concern the audit team should focus on for the 2016-17 Audit. The Audit Committee members asked that the auditors test the endowment to verify that the endowment distributions for the year complied with the spending policy, which is included in the Statement of Investment Policy. After the Audit is completed, the auditor will send a confirmation e-mail to Nancy Machado who will then forward the e-mail to the Audit Committee members and save an electronic copy of the e-mail.

Ms. Stenton asked the Audit Committee members and staff if there were any changes to the governance, large pledge commitments covering 10 years or other significant changes during 2016-17. Staff informed Ms. Stenton and the Audit Committee that the Cabrillo College Foundation had updated the Statement of Investment Policy to have a 7% target rate of return. The Cabrillo College Foundation also updated its Personnel Policy Handbook to remove the Executive Director Succession plan, update the Equal Employment practices section and update non-discrimination policies and statements. There were not any large pledges or bequests received in 2016-17. There was one \$10,000 Charitable Gift Annuity established in 2016-17.

The auditors will focus on the biggest areas of risk, which in our case is investments, contributions and donated materials.

Ms. Stenton discussed upcoming changes to the Audit financial presentation starting in the 18-19 fiscal year (monthly in-house financial statements will look the same). The main change is to the net asset classifications. Instead of Unrestricted funds, Temporarily Restricted and Permanently Restricted columns, there will be two columns; one for Unrestricted funds and the other for Temporarily and Permanently Donor Restricted funds. There could also be changes relating to leases but Ms. Stenton is unsure of whether or not it would apply to the Cabrillo College Foundation. Ms. Stenton suggested we hold off on early adoption of these changes because they are still in the drafting process.

2016-17 Audit Timeline:

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 discuss 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 2017 TBD	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 redline 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.

Adjournment: 10:49 a.m.

Respectfully submitted,



Nancy Machado  
Accounting & Human Resources Manager

**2017-18 Meetings:**

**TBD**

**October 2017**

**Sesnon House Room 1824**

**10:00 a.m. to 11:00 a.m.**

**TBD**

**June, 2018**

**Sesnon House Room 1824**

**10:00 a.m. to 11:00 a.m.**

**Cabrillo Corner**  
**October 2017**

Fall into Guided Pathways

Hello,

You will be hearing many things about Guided Pathways now that the college has attended its first training institute. The leadership team included our dedicated Pathways leads (Marcy and Isabel), our two Vice Presidents (Kathie and Sue) and our Faculty Senate President (Robin) and myself. The time felt a bit like boot camp and not so much a conference. There was a great deal of information to absorb and lots of follow up work dedicated to our own college data.

As we build our extended teams and as we dedicate time and effort to completing pathway goals I wanted to take this moment to give you a personal reflection on why Guided Pathways is such an important focus for the college and why it will be one of the turning points for our students and their success.

Regardless of how we got here, the California Community College System has spent decades trying to address ever increasing needs of our students. I personally can only harken back to 1979 as my college tenure began, but even then we were struggling with increasing numbers of students who needed extra preparation in math and English (most prevalent areas at that time). We were trying to figure out how to best work with our K-12 partners on career development and that was when we created the 2 + 2 articulation system for our students who started in a vocational area and wanted to continue for a degree or certificate in that same field at the community college. We debated over resources at each college – how much general fund would go to transfer, basic skills, career technical education...and of course at that time we had no repeatability legislation. So, it was most certainly a different time but we still have the same consistent questions and debates around resources, best practice, and improvement.

Today, we are the product of our student success data – this is statewide and even nationwide. Every year the Board of Trustees reviews our Scorecard Data and many other metrics associated with our categorical funding. Key to our data is the question of equity, completion and success. When you think of the incredible access the community college provides and all that we have been tasked to do within our mission, it is no surprise that our data might show some areas of concern. As Spicy Marcy has stated, we have work to do. However, data also show that now, more than ever, we have clear roads of success that have been implemented at other institutions and show great promise. That is heartening. We don't have to reinvent the wheel, we just need to attach it to the institution.

There were a few takeaways for the Presidents attending the conference along with their teams. All of us learned the following:

- Data decision making is critical but hearing how college family feels is also critical. Change can be difficult and it is valuable to know how we feel about change even as we undertake it.
- Guided Pathways means policy and process change – not just changes in services and programs. In fact, it will take the Board of Trustees and others to be involved in policy and process development to ensure that we support our work long term.
- Guided Pathways will not occur overnight and must be iterative in our process, review, and evaluation.
- Guided Pathways is the institutional mechanism by which we can create equity – equity is a primary force within the pathway model.
- Our college climate of innovation at Cabrillo will serve us well as we become a pathways college – our innovative ideas can help to carry us forward and must be shared. Our collective

knowledge is immense and provides our college with strengths that must also be shared on this journey.

So, as we fall into our pathways focus and begin the three year grant, I am impressed by our structure that has been set up to move us forward; I am grateful for the knowledge and the motivation I see in our collaborations; I am hopeful that this future will bring our students many of the goals and successes we have promised them as a system, and I know this focus will bring us a great deal of pride and satisfaction as educators.

More to come from Isabel and Marcy soon!

Laurel

P.S. On another note, Kristin Fabos has won *Woman of the Year* from our own Aptos Chamber! Please congratulate her on this momentous accolade when you have a moment!



# Executive Director Report: October 2017

## Administration

- Updating Statement of Investment Policy
- Researching and developing succession plan
- CASE Conference: Community College Advancement
- 2016-17 Audit



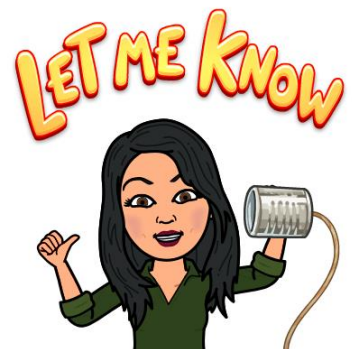
## Fundraising

- 2017-18 fundraising goal is \$3M and \$640,000 has been raised so far
- Women's Educational Success: \$68,000 is allocated this year in emergency grants for students, \$34,000 has been awarded this semester
- President's Circle: annual campaign to raise \$332,000 has kicked off.
- Scholarships: fundraising for existing and new scholarships is ongoing
- Connecting with alumni, retirees, and current Cabrillo employees
- Faculty Grants for Student Success: allocating nearly \$70,000 to support faculty and staff projects
- Legacy giving: working with two new donors and two pending



## Upcoming Events

- President's Circle Shadowbrook Reception for new PC Prospects: Wednesday, October 18, 5:30 pm – 7:00 pm, Shadowbrook Restaurant
- Cabrillo College and Career Night: Monday, October 30, 6:00 – 8:00 pm
- Heritage Club Luncheon: Wednesday, November 8
- Board of Directors Meeting: Tuesday, November 14
- President's Holiday Party: December 1, 2017



# Cabrillo College

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## Foundation

### MEMORANDUM

#### Officers

**President**  
Leola Lapidés

**Vice President**  
William Ow

**Secretary**  
Owen Brown

**Chief Financial Officer**  
Alan Aman

**Past President**  
Stephen Snodgrass

#### Community Representatives

Claire Biancalana

Carrie Birkhofer

Linda Burroughs

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Charles Montoya

Kelly Nesheim

Amy Newell

Carlos Palacios

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Kate Terrell

#### College Trustee Representatives

Rachael Spencer

Gary Reece

Donna Ziel

#### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Suzanne Gochis

VP Student Services

Enrique Buelna

Faculty Representative

**Executive Director**  
Eileen Hill

DATE: October 11, 2017

TO: Audit Committee

FROM: Nancy Machado

SUBJECT: 2016-17 Cabrillo College Foundation Audit Schedule

The following is an updated 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 28, 2017 Cabrillo College Foundation on-site audit.

September 20, 2017 Foundation receives proposed audit adjustments for review by Nancy Machado and Lynn Brisson, CPA.

September 28, 2017 Foundation receives audit draft for review by Nancy Machado, Eileen Hill and Lynn Brisson, CPA.

October 19, 2017 Audit Committee meets to review/accept audit draft. Representative(s) of Audit firm will attend meeting.

October 23, 2017 Executive Committee receives e-mail audit draft for questions and review. Any questions and/or edits are e-mailed to [namachad@cabrillo.edu](mailto:namachad@cabrillo.edu) by October 30, 2017.

October 31, 2017 Cabrillo College Foundation staff e-mails Board of Directors and Audit Committee members a red-line draft Audit so they are made aware of any changes made to the Audit Report prior to the Board of Directors meeting.

November 14, 2017 Cabrillo College Foundation Board of Directors meet to accept audit. Representative(s) of audit firm will attend meeting.

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[www.cabrillo.edu/associations/foundation](http://www.cabrillo.edu/associations/foundation)

*Please remember Cabrillo College Foundation in your will*

# 2017-18 Cabrillo College Foundation Committee Meetings and Events

Updated 10/10/2017

## **BOARD OF DIRECTORS**

***Tuesdays, 12:00-2:00 pm***

***Sesnon House Room 1824***

***New Member Orientation***

September 12, 2017, 10:00-11:45am

(Sesnon House Room 1824)

***Walking Tour for Full Board:***

September 12, 2017, 11:00-11:45am

### **Meetings:**

September 12, 2017

November 14, 2017

February 13, 2018

May 8, 2018

## **AUDIT**

***10:00-11:00 am***

***Sesnon House Room 1824***

~~October 13, 2017~~

October 19, 2017

June 2018 TBD

## **EXECUTIVE**

***9:00-10:00 am***

***Sesnon House Room 1824***

August 30, 2017 - Room 1804

October 16, 2017

January 18, 2018

April 19, 2018

## **FINANCE & INVESTMENTS**

***Thursdays, 8:30-9:30 am***

***Sesnon House Room 1824***

~~August 10, 2017~~

October 5, 2017

January 4, 2018

March 29, 2018

## **CABRILLO ADVANCEMENT PROGRAM (CAP)**

***Sesnon House Room 1824***

February 2018 TBD

May 2018 TBD

## **EXCLUSIVE EVENTS FOR PRESIDENT'S CIRCLE MEMBERS**

***Cabrillo Stage Play, Beauty and the  
Beast, and PC Reception***

***\$1,000+ Members***

July 21, 2017

5:30 pm

Sesnon House

***Lunch with CC President***

***\$5,000 + Members***

March 2018 TBD

***Sandy Lydon Historical Tour***

***\$1,000 + Members***

April 21, 2018

***Winemakers Dinner***

***Pino Alto, Sesnon House***

***\$2,500+ Members***

May 2018 TBD

## **FACULTY GRANTS**

***Sesnon House Room 1824***

November 2017 TBD

## **NOMINATING**

***Sesnon House Room 1824***

December 2017 TBD

March 2018 TBD

## **PRESIDENT'S CIRCLE**

***Sesnon House Room 1824***

September 21, 2017 5:30 – 7:30 pm

(kick-off party)

October 26, 2017 8:30-10:30am

Signing Meeting (Drop-in)

## **WOMEN'S EDUCATIONAL SUCCESS (WES)**

***Sesnon House Room 1804***

May 12, 2017 11:00am – 12:00 pm

September 15, 2017 – Post Event

Horticulture Center

## **EVENT DATES**

***Women's Educational Success  
Lunch***

September 15, 2017

11:30 am - 1:30 pm

Horticulture Center

***Alumni Event***

September 23, 2017

5:30 pm - Cabrillo Cafeteria

7:00 - Carl Connelly Stadium

***Shadowbrook Reception  
(PC Prospects)***

October 18, 2017

5:30 – 7:00 pm

Shadowbrook Restaurant

***Heritage Club Lunch***

***\*November 8, 2017***

12:00 – 1:30 pm

Sesnon House

***President's Holiday Party***

December 1, 2017

5:30 pm

Sesnon House

***Samper 4<sup>th</sup> Grade Experience***

March, 2018 TBD

***Cabrillo Advancement Program  
(CAP) Ceremony***

March, 2018 TBD

Crocker Theater

***High Achiever Scholarship  
Ceremony***

April, 2018 TBD

Sesnon House

***American Dream Scholarship  
Ceremony***

May/June 2018 TBD

Samper Recital Hall

Rescheduled/Cancelled

\* New Event/Date change

# 2017-18 Cabrillo College Foundation Committee Roster – Updated 10/9/2017

## **BOARD OF DIRECTORS**

Alan Aman, CFO  
Claire Biancalana  
Carrie Birkhofer  
Owen Brown, Secretary  
Enrique Buelna, Faculty Representative  
Linda Burroughs  
Ceil Cirillo  
Linda Downing  
Lee Duffus  
Sue Gochis, CC VP Student Services  
David Heald  
Laurel Jones, Asst. Secretary, CC President  
Leola Lapidés, President  
Victoria Lewis, VP Admin. Services, Asst. Treasurer  
Charles Montoya  
Kelly Nesheim  
Amy Newell  
William Ow, Vice President  
Carlos Palacios  
June Padilla Ponce  
Patty Quillin  
Gary Reece, College Trustee  
Maria Esther Rodriguez  
Gun Ruder  
Stephen Snodgrass, Past President  
Rachael Spencer, College Trustee  
Kate Terrell  
Kathie Welch, VP of Instruction  
Donna Ziel, College Trustee

## **AUDIT**

*Chair:* Lee Duffus  
Pegi Ard  
Carrie Birkhofer  
David Heald  
Laurel Jones  
Barbara Scherer  
Norm Schwartz  
Karen Semingson  
*Staff:* Eileen Hill  
Nancy Machado

## **EXECUTIVE**

Alan Aman, CFO  
Claire Biancalana  
Owen Brown, Secretary  
Linda Burroughs  
David Heald  
Laurel Jones, CC President  
Leola Lapidés, President  
William Ow, Vice President  
Steve Snodgrass, Past President  
Rachael Spencer  
*Staff:* Eileen Hill  
Nancy Machado

## **FINANCE & INVESTMENTS**

*CFO:* Alan Aman  
Pegi Ard  
Owen Brown  
Marshall Delk  
David Heald  
Michael W. Machado  
Charles Montoya  
Gun Ruder  
Bob Shepherd  
Steve Snodgrass  
*Staff:* Eileen Hill  
Nancy Machado

## **CABRILLO ADVANCEMENT PROGRAM (CAP)**

*Chair:* Carrie Birkhofer  
Enrique Buelna  
Sesario Escoto  
Leola Lapidés  
Rachel Mayo  
June Padilla Ponce  
Maria Esther Rodriguez  
Pamela Santacroce  
Eva Acosta  
*College Advisors:*  
Liz Dominguez  
Michelle Donohue  
*Staff:* Eileen Hill, Caitlin Bonura

## **FACULTY GRANTS**

Cherie Barkey  
Owen Brown  
Ted Burke  
Ceil Cirillo  
Lee Duffus  
Tobin Keller  
Amy Newell  
Patty Quillin  
David Schwartz  
*Staff:* Eileen Hill, Caitlin Bonura

## **NOMINATING**

*Chair:* Leola Lapidés  
Jess Brown  
Owen Brown  
Linda Burroughs  
William Ow  
Stephen Snodgrass  
*Lead Staff:* Eileen Hill

## **PRESIDENT'S CIRCLE**

*Co-chairs:*  
Ceil Cirillo  
Mahlon Foote  
Pegi Ard  
Jim Baker  
Pat Barton  
Michele Bassi  
Claire Biancalana  
Mary Blanchard  
Owen Brown

Ted Burke  
Linda Burroughs  
Kathy Cowan  
Wally Dale  
Linda Downing  
Lee Duffus  
John Eiskamp  
DeAnne Hart  
Rich Hart  
Jackie Heald  
Hal Hyde  
Kent Imai  
Laurel Jones  
Vance Landi-Carey  
Keith McKenzie  
Fred McPherson  
Kelly Nesheim  
William Ow  
June Padilla Ponce  
Pam Santacroce  
Bob Shepherd  
Helen Shepherd  
Ginny Solari Mazry  
Rachael Spencer  
Rachel Wedeen  
Theo Wierdsma  
*Staff:* Caitlin Bonura

## **SCHOLARSHIP**

*Chair:* Rachael Spencer  
Diane C. Craddock  
Ofelia Garcia  
Edda W. Tusinac  
*College Advisor:*  
Tootie Tzimbali  
*Staff:* Caitlin Bonura

## **WOMEN'S EDUCATIONAL SUCCESS (WES)**

*Co-chairs:*  
Mary Anne Carson  
Carolyn Mecozzi  
Robin Adkins  
Pat Alvarez  
Pat Barton  
Lindy Bixby  
Rhonda Bonett  
Sue Broadston  
Cathy Conway  
Mary Culley  
Kimberley Dawn  
Julie Hanks  
Diana Hayden  
Janet Krassow  
Leola Lapidés  
Nancy Machado  
Amy Newell  
Mara Paladrani  
Tonee Picard  
Patty Quillin  
Cathy Richards-Bradley  
Mary Spire

Teresa Thomae  
Karri White  
Donna Ziel

## ***WES Advisors:***

Marcy Alancraig  
Jenna Becker  
Rosemary Brogan  
Sue Bruckner  
Lori Chavez  
Olga Diaz  
Mario Garcia  
Ofelia Garcia  
Irma Gil  
Holly Goodman  
Jay Jackson  
Teresa Kidwiler  
Elissa Kurk  
Diego Navarro  
Beth Regardz  
Ana Rodriguez  
Gabriela Rodriguez  
Barbara Schultz-Perez  
Sue Slater  
Nancy Spangler  
Tasha Sturm  
Laura Thurman  
Marilyn Zanetti

## ***WES Emeriti:***

Peggy Downes Baskin  
Rachael Spencer  
*Staff:* Caitlin Bonura

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

**FINANCIAL STATEMENTS  
JUNE 30, 2017  
WITH  
INDEPENDENT AUDITORS' REPORT**

DRAFT

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

**JUNE 30, 2017**

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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, 2017, 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, 2017, 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 2016 financial statements, and our report dated October 27, 2016, 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, 2016, 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  
                    , 2017

DRAFT



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

**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2017**

**WITH COMPARATIVE TOTALS AS OF JUNE 30, 2016**

ASSETS	2017	2016
Cash and cash equivalents	\$ 4,735,118	\$ 2,861,662
Contributions receivable, net of allowance (Note 2)	410,672	1,258,771
Accounts receivable	63,214	74,761
Split interest agreements (Note 3)	137,619	1,762,742
Prepays and other assets	31,913	37,209
Notes receivable (Note 4)	10,925	-
Investments (Note 5)	26,182,667	23,482,349
Deferred outflows related to pension plans (Note 10)	126,371	88,114
Equipment, net of accumulated depreciation (Note 6)	-	-
Total Assets	<u>\$ 31,698,499</u>	<u>\$ 29,565,608</u>
LIABILITIES		
Accounts payable, scholarships and college support payable (Note 7)	\$ 1,632,579	\$ 1,771,817
Net pension liability (Note 10)	336,966	247,461
Deferred inflows related to pension plans (Note 10)	40,294	65,392
Other post employment benefits (Note 11)	59,305	54,850
Total Liabilities	<u>2,069,144</u>	<u>2,139,520</u>
NET ASSETS		
Unrestricted (Note 9)	646,944	579,479
Temporarily restricted (Note 9)	8,371,552	6,798,798
Permanently restricted (Note 9)	20,610,859	20,047,811
Total Net Assets	<u>29,629,355</u>	<u>27,426,088</u>
Total Liabilities and Net Assets	<u>\$ 31,698,499</u>	<u>\$ 29,565,608</u>

See the accompanying notes to financial statements.

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

**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2017**  
**WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016**

	Unrestricted	Temporarily Restricted	Permanently Restricted	2017 Total	2016 Total
<b>Support and Revenues</b>					
Contributions, net of uncollectible amounts	\$ 530,916	\$ 1,258,381	\$ 563,048	\$ 2,352,345	\$ 4,063,316
Investment income (loss), net of investment expenses	17,706	2,641,384	-	2,659,090	(677,130)
Endowment management fee	369,364	-	-	369,364	308,975
In-kind contributions	13,320	33,469	-	46,789	123,851
Other income	129,573	-	-	129,573	199,696
Net assets released from restrictions	2,360,480	(2,360,480)	-	-	-
<b>Total Support and Revenues</b>	<b>3,421,359</b>	<b>1,572,754</b>	<b>563,048</b>	<b>5,557,161</b>	<b>4,018,708</b>
<b>Expenses</b>					
Program services					
Scholarships and awards	<del>964,900</del> 964,013	-	-	<del>964,900</del> 964,013	1,002,098
College support	1,795,601	-	-	1,795,601	1,450,176
Supporting Services					
Management and general	<del>330,388</del> 331,217	-	-	<del>330,388</del> 331,217	280,650
Fundraising	263,005	-	-	263,005	228,728
<b>Total program and supporting services</b>	<b>3,353,894</b>	<b>-</b>	<b>-</b>	<b>3,353,894</b>	<b>2,961,652</b>
<b>CHANGE IN NET ASSETS</b>	<b>67,465</b>	<b>1,572,754</b>	<b>563,048</b>	<b>2,203,267</b>	<b>1,057,056</b>
<b>NET ASSETS, BEGINNING OF YEAR</b>	<b>579,479</b>	<b>6,798,798</b>	<b>20,047,811</b>	<b>27,426,088</b>	<b>26,369,032</b>
<b>NET ASSETS, RESTATEMENT (Note 10)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS, END OF YEAR</b>	<b>\$ 646,944</b>	<b>\$ 8,371,552</b>	<b>\$ 20,610,859</b>	<b>\$ 29,629,355</b>	<b>\$ 27,426,088</b>

See the accompanying notes to financial statements.

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

**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2017**  
**WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016**

	Scholarships and Awards	College Support	Management and General	Fundraising	2017 Total Expenses	2016 Total Expenses
Direct Program Support						
Scholarships and awards	\$ 840,624	\$ -	\$ -	\$ -	\$ 840,624	\$ 920,345
College support	-	1,547,900	-	-	1,547,900	882,357
Supporting Services						
Salaries	73,009	130,959	170,482	120,795	495,245	521,195
Employee benefits	31,157	55,890	72,760	51,553	211,360	97,563
Payroll taxes	6,321	11,340	14,762	10,460	42,883	42,771
Insurance	816	3,898	2,356	1,994	9,064	8,502
Printing	3,639	3,640	5,460	5,460	18,199	13,105
Consultants	-	-	32,213	3,186	35,399	28,798
Office supplies	2,026	2,027	2,027	2,027	8,107	7,113
Office equipment	183	183	183	183	732	1,020
Software and maintenance	3,561	3,559	3,559	3,559	14,238	13,578
Postage and delivery	1,335	1,337	1,337	4,901	8,910	7,821
Bank charges	-	-	8,428	-	8,428	5,750
Miscellaneous	830	-	11,227	12,051	19,819	14,419
In kind supplies/materials	-	33,469	-	-	33,469	107,507
Occupancy	1,399	1,399	5,594	4,928	13,320	16,344
Bond campaign support	-	-	-	-	-	193,089
Bond feasibility study	-	-	-	-	-	35,000
Public relations	-	-	-	46,197	46,197	45,375
Total Expenses	\$ 964,900	\$ 1,795,601	\$ 330,388	\$ 263,005	\$ 3,353,894	\$ 2,961,652

See the accompanying notes to financial statements.

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2017**  
**WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2016**

CASH FLOWS FROM OPERATING ACTIVITIES	2017	2016
Change in net assets	\$ 2,203,267	\$ 1,057,056
Adjustments to reconcile change in net assets to net cash provided (used) by operations		
Change in valuation of split-interest agreement	1,625,123	(1,232,133)
Change in operating assets and liabilities		
Contributions receivable	848,099	189,023
Accounts receivable	11,547	(20,244)
Prepays and other assets	5,296	6,319
Accounts payable, scholarships and college support payable	(139,238)	337,798
Net pension obligation	26,150	(32,694)
Other post employment benefits	4,455	(23,784)
Net Cash Provided (Used) by Operating Activities	4,584,699	281,341
CASH FLOWS FROM INVESTING ACTIVITIES		
Note receivable	(10,925)	62,895
Additions to investments	(2,700,318)	(1,268,167)
Net Cash Used by Investing Activities	(2,711,243)	(1,205,272)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	1,873,456	(923,931)
CASH AND CASH EQUIVALENTS, Beginning of Year	2,861,662	3,785,593
CASH AND CASH EQUIVALENTS, End of Year	\$ 4,735,118	\$ 2,861,662
SUPPLEMENTAL DISCLOSURE ON NONCASH ACTIVITIES		
In kind donations	\$ 46,789	\$ 123,851

See the accompanying notes to financial statements.

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

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

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**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**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

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**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, 2017, and 2016 was \$0.

**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, 2017, and 2016 are as follows:

	2017	2016
Rent - allocated to programs and supporting services	\$ 13,320	\$ 16,344
Supplies and materials - restricted for program use	33,469	107,507
	<u>\$ 46,789</u>	<u>\$ 123,851</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, 2017, no amounts were in excess of Federal depository insurance coverage. Cash from certain donor contributions in the amount of \$67,195 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 2017 of \$15,372, or 35% of annual fund pledges outstanding.

**CABRILLO COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

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**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 2013 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, 2016, 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, 2017 and 2016 were as follows:

	2017	2016
Receivable in one year or less	\$ 356,044	\$ 1,164,403
Receivable in two to five years	70,000	111,000
Subtotal	426,044	1,275,403
Less allowance for uncollectible receivables	(15,372)	(16,632)
Net contributions receivable	<u>\$ 410,672</u>	<u>\$ 1,258,771</u>

**CABRILLO COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

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For the year-ended June 30, 2017, two sources provided approximately 52% 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, 2017 consist of amount for which the Foundation has been notified of being named a beneficiary of various estates with an expected value of approximately \$25 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, 2017 and 2016, the beneficial interest was valued as follows:

	2017	2016
Split interest agreements		
Charitable lead trusts	\$ 85,146	\$ 95,736
Charitable gift annuities	52,473	31,979
Charitable remainder trust	-	1,635,027
Total	<u>\$ 137,619</u>	<u>\$ 1,762,742</u>

**NOTE #4 – RELATED PARTY TRANSACTIONS**

Foundation board members donated \$79,125 to the Foundation during the fiscal year ended June 30, 2017.



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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE #5- INVESTMENT SECURITIES**

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

	2017	2016
Funds invested in common stock	\$ 12,574,350	\$ 12,582,544
Funds invested in preferred stocks	44,588	40,337
Funds invested in fixed income securities	1,786,474	1,387,604
Funds invested in U.S. Government Securities	2,396,759	929,289
Funds invested in closed end funds, structured products and action rights	2,793,011	3,339,079
Funds invested in managed certificates of deposits and money markets	3,231,705	5,180,682
Funds invested in mutual funds	4,069,094	2,537,307
Total	<u>\$ 26,895,981</u>	<u>\$ 25,996,842</u>
Investments	\$ 26,182,667	\$ 23,482,349
Investments - cash equivalents	4,550,038	2,514,493
Total Investments	<u>30,732,705</u>	<u>25,996,842</u>
Cash	185,080	347,169
Total cash, cash equivalents, and investments	<u>\$ 30,917,785</u>	<u>\$ 26,344,011</u>

Investment activity for the years ended June 30, 2017 and June 30, 2016, consisted of the following:

	2017	2016
Realized gains (losses) on investments	\$ 771,451	\$ 234,092
Unrealized gains (losses) on investments	1,825,591	(1,000,530)
Interest and dividends	571,227	549,712
Gain (loss) on split interest agreements	(618)	(13,079)
Total investment income (loss)	<u>3,167,651</u>	<u>(229,805)</u>
Investment expenses	(508,561)	(447,325)
Total investment income (loss), net of expenses	<u>\$ 2,659,090</u>	<u>\$ (677,130)</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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**NOTES TO FINANCIAL STATEMENTS**  
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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 7.0 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 7.0%. 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 + 1.5% 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 383 endowment funds with corpus totaling \$20,610,859.

**NOTE #6 – EQUIPMENT**

Property and equipment at June 30, 2017, 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 2017	Total 2016
Payable in one year or less	\$ 730,358	\$ 350,575	\$ 1,080,933	\$ 1,220,171
Payable in two to five years	336,398	-	336,398	336,398
Payable in more than five years	215,248	-	215,248	215,248
Total payable	<u>\$ 1,282,004</u>	<u>\$ 350,575</u>	<u>\$ 1,632,579</u>	<u>\$ 1,771,817</u>

Included in the accounts payable above is \$259,237 due to the Cabrillo Community College District for funding of District projects and programs.

**CABRILLO COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**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, 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, 2017. The Foundation did not have any liabilities measured at fair value on a recurring basis as of June 30, 2017.

ASSETS	Level 1	Level 2	Level 3	Total
Funds invested in				
Common stock	\$ 12,574,350	\$ -	\$ -	\$ 12,574,350
Preferred stocks	44,588	-	-	44,588
Corporate bonds and notes	1,786,474	-	-	1,786,474
U.S. Government Securities	2,396,759	-	-	2,396,759
Closed end funds and structured products	2,629,058	163,953	-	2,793,011
Managed certificates of deposits and money markets	3,231,705	-	-	3,231,705
Mutual funds	4,069,094	-	-	4,069,094
Total	<u>\$ 26,732,028</u>	<u>\$ 163,953</u>	<u>\$ -</u>	<u>\$ 26,895,981</u>

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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**NOTE #9 – NET ASSETS AND RESTATEMENT**

At June 30, 2017 and 2016, unrestricted net assets consisted of the following:

	2017	2016
<b>Designated</b>		
President's Circle Endowment	\$ 294,302	\$ 294,302
Computers	15,000	15,000
Retiree medical benefits	47,023	41,337
Operating reserve	290,619	228,840
<b>Undesignated</b>		
Undesignated	-	-
Total	<u>\$ 646,944</u>	<u>\$ 579,479</u>

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

	2017	2016
<b>Temporarily Restricted Funds</b>		
Endowed scholarship and college support funds available	\$ 1,498,941	\$ 1,207,828
Endowed accumulated earnings	3,977,667	2,068,868
Subtotal endowed funds temporarily restricted	5,476,608	3,276,696
Non-endowed scholarship and college support funds available	2,894,944	3,522,102
Total	<u>\$ 8,371,552</u>	<u>\$ 6,798,798</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 \$20,610,859 at June 30, 2017, and \$20,047,811 at June 30, 2016, allocated as follows:

	Temporarily Restricted Endowment Earnings	Permanently Restricted	Total Endowments
<b>Endowment Funds</b>			
Beginning of year	\$ 3,276,696	\$ 20,047,811	\$ 23,324,507
Contributions	72,828	563,048	635,876
Scholarships and college support	(513,209)	-	(513,209)
Investment earnings (loss)	3,149,646	-	3,149,646
Investment and management fees	(508,512)	-	(508,512)
Other increases/decreases	(841)	-	(841)
End of year	<u>\$ 5,476,608</u>	<u>\$ 20,610,859</u>	<u>\$ 26,087,467</u>

**CABRILLO COLLEGE FOUNDATION**  
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**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

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**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.

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

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

**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, 2016. Its proportion of the CalPERS Miscellaneous Risk Pool is summarized as follows:

	<u>6/30/2016</u>
Plan's Proportion of the Net Pension Liability	0.00970%
Plan's Proportionate Share of the Net Pension Liability	\$ 336,966
Plan's Covered-Employee Payroll	\$ 391,429
Plan's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Employee Payroll	86.09%
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Plan's Total Pension Liability	75.9%
Plan's Proportionate Share of Aggregate Employer Contributions	\$ 38,866

**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:

	<u>6/30/2016</u>
<b>Schedule of Plan Contributions</b>	
Actuarially Determined Contribution	\$ 38,866
Contributions in Relation to the Actuarially Determined Contribution	-
Contribution Deficiency (Excess)	<u>\$ 38,866</u>
 Covered Employee Payroll	 \$ 391,429
Contributions as a Percentage of Covered Employee Payroll	0.00%

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

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2017**

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**Annual Pension Cost**

The Foundation made contributions to CalPERS for fiscal year ending June 30, 2017 in the amount of \$44,977.

**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, there are no active employees that meet 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.

**CABRILLO COLLEGE FOUNDATION  
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**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2017**

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Approximately 86% of the GASB 45 Actuarial Accrued Liability amount as of July 1, 2017 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 July 1, 2016, the date of the most recent actuarial study, 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 \$59,305. 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                     , 2017, 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, 2017, 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 \_\_\_\_\_, 2017.

**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.

Vavinsk, Trine, Day & Co LLP

Pleasanton, California  
\_\_\_\_\_, 2017

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