



# Foundation

## MEMORANDUM

### Officers

#### President

Stephen Snodgrass

#### Vice President

Leola Lapidés

#### Secretary

William Ow

#### Chief Financial Officer

Alan Aman

#### Past President

Linda Burroughs

#### Community Representatives

Pegi Ard

Claire Biancalana

Carrie Birkhofer

Jess Brown

Owen Brown

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Kelly Nesheim

June Padilla Ponce

Carlos Palacios

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

#### College Trustee Representatives

Rachael Spencer

Gary Reece

#### College Staff Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Carsbia Anderson

VP Student Services

Enrique Buelna

Faculty Representative

#### Executive Director

Eileen Hill

DATE: May 16, 2018

TO: Pegi Ard  
Carrie Birkhofer  
David Heald  
Barbara Scherer  
Norm Schwartz  
Karen Semington

FROM: Lee Duffus, Chair

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

SUBJECT: **Audit Committee Agenda**  
**Friday, June 1, 2018**  
**10:00 am to 11:00 am**

**Building 1500, Upstairs Room 1521 (map & parking permit attached)**

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.**

<b>Item</b>	<b>Responsibility</b>	<b>Page</b>
<b>A. Session Open (cont.)</b>		
3. October 9, 2017 meeting minutes	L. Duffus	3-5
<b>B. Public Comment</b>		
1. Public comment opportunity	L. Duffus	
<b>C. Reports</b>		
1. Executive Director Report	E. Hill	
2. Review 2016-17 Audit	T. Montgomery	6-29
3. Discuss 2017-18 Audit	T. Montgomery	
4. Discuss upcoming accounting standard changes	T. Montgomery	
<b>D. Informational Items</b>		
1. Review 2017-18 Audit Schedule	L. Duffus	30
<b>E. Adjournment</b>		
1. Adjournment	L. Duffus	

**Upcoming Meetings:  
 Monday, October 1, 2018  
 10:00 am – 11:00 am  
 Sesnon House, Room 1824**

**Audit Committee Attendance Chart**

<b>Audit Committee Members</b>	<b>06/19/15</b>	<b>10/09/15</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	P	P	P
Carrie Birkhofer	P	A	P	P	A	P
Lee Duffus	A	P	A	P	P	P
David Heald	P	A	P	P	A	P
Barbara Scherer	P	P	P	A	P	A
Norm Schwartz	N	N	A	P	A	P
Karen Semingson	N	N	A	P	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, distributed to Audit Committee October 20, 2017  
October 19, 2017**

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

**Absent:** Laurel Jones and Barbara Scherer

**Staff:** Eileen Hill and Nancy Machado

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

Call to Order - L. Duffus called the meeting to order at 10:02 a.m.

Approval of Agenda

**Motion: MSC: N. Schwartz/P.Ard.** 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: P. Ard/K. Semingson** Pegi Ard, Lee Duffus and Karen Semingson voted to approve the Audit Committee Minutes of June 29, 2017. Carrie Birkhofer, David Heald and Norm Schwartz abstained. Laurel Jones and Barbara Scherer were absent.

Cabrillo College Report:

Eileen Hill informed the Audit Committee members that Cabrillo College was selected as one of 20 California Community Colleges for the California Guided Pathways Project, an initiative designed to get students on a path to faster completion and substantially increase the number of students who earn a certificate, degree, or transfer. The college has three years to make structural changes to how the college serves students. The foundation has raised \$250,500 to support year 1 of Guided Pathways. The project is in motion and funding for year 2 and 3 is expected to come from the California Community College Chancellor's Office.

Eileen Hill reported that the search for a new college President is underway. It is anticipated to have top candidates hold public forums at the end of November. The college hopes the Trustees will select a new president in December.

Executive Director Report

Eileen Hill reported that the foundation has raised \$640,000 towards the \$3M goal. The foundation has awarded \$34,000 in emergency grants to students so far this semester through the Women's Educational Success program. The foundation continues to raise funds for scholarships for students and has kicked off the annual President's Circle fundraising campaign.

Review 2016-17 Audit Draft

Board Communication letter:

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

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, 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.

**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, 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  
Pleasanton, California  
\_\_\_\_\_2017

### Audit Committee discussion and acceptance:

The Statement of Financial Position for 2016-17 reflects net assets of \$29.6M as compared to \$27.4M for 2015-16.

The Statement of Activities for 2016-17 notes a change in net assets of \$2.2M due to endowment performance.

The Statement of Functional Expenses for 2016-17 shows expenses \$400K over prior year due to increase in college support during the year.

**Motion: MSC: N. Schwartz/D. Heald.** The Audit Committee members voted unanimously to accept and recommend the 2016-17 Audit Draft to the Cabrillo College Foundation Board of Directors.

### Committee Calendar & Roster

Lee Duffus reviewed the Committee Calendar and Roster. No meeting date has been set for June 2018. Nancy Machado will do a doodle poll by the end of January 2018.

### Adjournment

The meeting adjourned at 10:50 am.

Respectfully submitted,

*Nancy Machado*

Nancy Machado  
Accounting & Human Resources Manager

**Next Meeting: October 1, 2018 10:00 am to 11:00 am**



To the Audit Committee and Board of Directors  
Cabrillo College Foundation

We have audited the financial statements of Cabrillo College Foundation for the year ended June 30, 2017, and have issued our report thereon dated November 15, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards*), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 28, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Cabrillo College Foundation are described in Note 1 to the financial statements. Other than the reporting of pension obligations, no new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was management's allocation of expenses to functional classifications and the estimates of net pension obligations based on actuarial information. We evaluated the key factors and assumptions used to develop the allocation formulas in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No such items were identified.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 15, 2017.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Audit Committee, Board of Directors, and management of Cabrillo College Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Vaurinek, Ture, Day & Co LLP*

November 15, 2017

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

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



**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  
November 15, 2017

**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	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	\$ 31,698,499	\$ 29,565,608
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	2,069,144	2,139,520
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	29,629,355	27,426,088
Total Liabilities and Net Assets	\$ 31,698,499	\$ 29,565,608

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
Support and Revenues					
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)	-	-	-
Total Support and Revenues	<u>3,421,359</u>	<u>1,572,754</u>	<u>563,048</u>	<u>5,557,161</u>	<u>4,018,708</u>
Expenses					
Program services					
Scholarships and awards	964,070	-	-	964,070	1,002,098
College support	1,795,601	-	-	1,795,601	1,450,176
Supporting Services					
Management and general	331,218	-	-	331,218	280,650
Fundraising	263,005	-	-	263,005	228,728
Total program and supporting services	<u>3,353,894</u>	<u>-</u>	<u>-</u>	<u>3,353,894</u>	<u>2,961,652</u>
CHANGE IN NET ASSETS	67,465	1,572,754	563,048	2,203,267	1,057,056
NET ASSETS, BEGINNING 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>
NET ASSETS, END OF YEAR	<u>\$ 646,944</u>	<u>\$ 8,371,552</u>	<u>\$ 20,610,859</u>	<u>\$ 29,629,355</u>	<u>\$ 27,426,088</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, 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	-	-	12,057	7,762	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	<u>\$ 964,070</u>	<u>\$ 1,795,601</u>	<u>\$ 331,218</u>	<u>\$ 263,005</u>	<u>\$ 3,353,894</u>	<u>\$ 2,961,652</u>

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**

	2017	2016
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
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
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Issuance of note receivable	(10,925)	-
Payment of note receivable	-	62,895
Additions to investments	(2,700,318)	(1,268,167)
Net Cash Used by Investing Activities	(2,711,243)	(1,205,272)
 <b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	1,873,456	(923,931)
<b>CASH AND CASH EQUIVALENTS, Beginning of Year</b>	2,861,662	3,785,593
 <b>CASH AND CASH EQUIVALENTS, End of Year</b>	\$ 4,735,118	\$ 2,861,662
 <b>SUPPLEMENTAL DISCLOSURE ON NONCASH ACTIVITIES</b>		
 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**  
**(A California Nonprofit Corporation)**

**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**  
**(A California Nonprofit Corporation)**

**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  
(A California Nonprofit Corporation)**

**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:

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

***NOTE #4 – RELATED PARTY TRANSACTIONS***

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

**CABRILLO COLLEGE FOUNDATION**  
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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:

	<u>2017</u>	<u>2016</u>
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:

	<u>2017</u>	<u>2016</u>
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

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

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

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 7.0% = 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>

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

**NOTE #9 – NET ASSETS**

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

	<u>2017</u>	<u>2016</u>
<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	284,933	228,840
<b>Undesignated</b>		
Undesignated	5,686	-
<b>Total</b>	<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:

	<u>2017</u>	<u>2016</u>
<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
<b>Total</b>	<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.



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**NOTES TO FINANCIAL STATEMENTS**  
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**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:

	Measurement Date <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
Plan's Proportionate Share of Deferred Outflows	\$ 126,371
Plan's Proportionate Share of Deferred Inflows	\$ 40,294

**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  
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**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.

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**NOTES TO FINANCIAL STATEMENTS  
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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 November 15, 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 November 15, 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.

*Vavrinek, Trine, Day & Co LLP*

Pleasanton, California  
November 15, 2017



# Foundation

## MEMORANDUM

- Officers**
- President**  
Stephen Snodgrass
- Vice President**  
Leola Lapidés
- Secretary**  
William Ow
- Chief Financial Officer**  
Alan Aman
- Past President**  
Linda Burroughs
- Community Representatives**  
Pegi Ard  
Claire Biancalana  
Carrie Birkhofer  
Jess Brown  
Owen Brown  
Ceil Cirillo  
Linda Downing  
Lee Duffus  
David Heald  
Kelly Nesheim  
June Padilla Ponce  
Carlos Palacios  
Patty Quillin  
Maria Esther Rodriguez  
Gun Ruder
- College Trustee Representatives**  
Rachael Spencer  
Gary Reece
- College Staff Representatives**  
Laurel Jones  
President  
Victoria Lewis  
VP Administrative Services  
Kathleen Welch  
VP Instruction  
Carsbia Anderson  
VP Student Services  
Enrique Buelna  
Faculty Representative
- Executive Director**  
Eileen Hill

DATE: June 1, 2018

TO: Audit Committee

FROM: Nancy Machado

SUBJECT: 2017-18 Cabrillo College Foundation Audit Schedule

The following is a projection for the 17-18 Cabrillo College Foundation audit process:

- June 1, 2018 Auditor meets 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 20, 2018 Cabrillo College Foundation on-site audit.
- September 10, 2018 Foundation receives proposed audit adjustments for review by Nancy Machado, Lynn Brisson, CPA and Alan Aman, Foundation CFO.
- September 17, 2018 Foundation receives audit draft for review by Nancy Machado, Eileen Hill, Lynn Brisson, CPA and Alan Aman, Foundation CFO.
- October 1, 2018 Audit Committee meets to review/accept audit draft. Representative(s) of Audit firm will attend meeting.
- October 5, 2018 Executive Committee receives e-mail audit draft for review prior to Executive Committee meeting.
- October 25, 2018 Executive Committee receives recommended audit draft for review and acceptance.
- October 26, 2018 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 13, 2018 Cabrillo College Foundation Board of Directors meet to accept audit. Representative(s) of audit firm will attend meeting.

Board of Trustees Report, May 7, 2018

Matt Wetstein

As we approach graduation this month, we should celebrate student success in all of its manifestations. A number of graduation parties and celebrations are on tap for our students, and I encourage board members to make time to celebrate with our students.

In addition to those celebrations, I want to highlight several Cabrillo achievements. The stories below are reflective of so many other accomplished students and graduates...but I highlight them to draw attention to the great work that our faculty and staff have done in shaping the futures of incredible transfer students. Additionally, I have included a note about a past graduate who has had great success as a graphic designer in Japan.

- 1) Cinthia Garcia, a DACA student and recipient of a CAP scholarship, will be transferring to UC Berkeley to study Sociology and Criminal Justice.
- 2) Cameron Ellis, one of the stellar Ethics Bowl team members, has been accepted for transfer to Columbia University.
- 3) Robotics Club students participated in the NASA National Swarmathon recently and took 5<sup>th</sup> place.
- 4) Max Raasch, a student Veteran, has received a \$10,000 scholarship to transfer to UC Santa Cruz in the fall.
- 5) Ryo Taniguchi, a former art student at Cabrillo, has won international acclaim for his winning designs for the 2020 Tokyo Olympics. Ryo is pictured below with mock-up versions of his designs.



<b>College Events, Meetings and Visits</b>	<b>Community Events and Visits</b>
Strategic Planning Task Force, 4/3	Delta High School, 4/3
College Planning Council, 4/4	Santa Cruz Chamber Leadership Forum, 4/4
Library and HUB Learning Centers, 4/5	Retired Teachers' Association, 4/4
Breakfast with Eric Gabriel, 4/5	Aptos/Capitola Rotary, 4/5
IGNITE: Women in Politics Panel, 4/5	Digital Nest Tour, 4/6
Math Department Meeting, 4/6	Dinner with UCSC Chancellor Blumenthal, 4/7
Gender Diversity Training, 4/6	GOAL Board Retreat, 4/9
Guided Pathways Meeting, 4/6	CA Supt. of Instruction Candidate, 4/9
MMAP Meeting, 4/6	Tour of San Lorenzo Valley, 4/10
Meeting with SBDC Director, 4/9	Watsonville City Council, 4/10
HR trainings, 4/9	Coffee with County Adm. Carlos Palacios, 4/11
Mentor Program BBQ, 4/10	Agri-Culture Board Meeting, 4/11
DACA Grant planning meeting, 4/11	Aptos Chamber of Commerce, 4/12
National Letters of Intent Signing Ceremony, 4/11	Meeting with Sheriff Jim Hart, 4/12
Tour of CTC, 4/12	Meeting with Martine Watkins, Vice Mayor, 4/12
Mandated Reporter Training, 4/13	Foundation High Achievers Ceremony, 4/12
Title V Steering Committee, 4/17	Assemblyman Mark Stone, 4/13
Student Appeal Hearing, 4/17	County Supervisor John Leopold, 4/13
Frankenstein 200 <sup>th</sup> Anniversary Lectures, 4/18	Aptos Rotary Roast of Bruce McPherson, 4/13
College Planning Council, 4/18	County Supervisor Zach Friend, 4/16
CUE Diversity Conference Attendees, 4/20	GOAL Board Meeting, 4/16
Facilities Planning Committee, 4/20	Valley Women's Club of SLV, 4/17
HR Potluck Lunch, 4/20	Watsonville Salvation Army, 4/18
Program Planning Request Review, 4/20	Watsonville Adult Educ. Adv. Board, 4/18
Wine & Cheese – Student Services Mgrs., 4/20	Santa Cruz County Business Council, 4/19
DACA Student Conversation, 4/23	Foundation Executive Committee, 4/19
Veteran Student Conversation, 4/23	Santa Cruz Symphony Lunch, 4/19
Resource Request Ranking, 4/24	Homeless Center Soup Line Supper, 4/19
Instructional Admin Council, 4/24	Foundation History Tour – Watsonville, 4/21
President's Roundtable, 4/25	Aptos Chamber Fashion Show, 4/22
Strategic Plan Task Force, 4/25	Congressman Jimmy Panetta, 4/23
Guns in America Forum, 4/25	Watsonville Mayor Lowell Hurst, 4/23
IEPI-PRT Phone Call, 4/26	Lunch with Joan Griffiths, 4/24
Open Office Hours Watsonville, 4/27	Watsonville Rotary, 4/25
Open Office Hours Aptos, 4/27	Lunch with Bill & Brigid Simpkins, 4/26
Sustainability Committee, 4/27	Watsonville Chamber Business Expo, 4/26
Fire Academy Demonstration, 4/30	Nicole Baran/Baskin Foundation, 4/27
Veterans Center Open House, 5/1	Foundation Scholarship Donors, 5/1
Academic Senate, 5/1	Lunch with George & Gail Ow, 5/2
Instruction FTES & Work Flow Process, 5/2	ACCJC Nominating Committee, 5/2
Admin Council Meeting, 5/2	MBEP Regional Economic Summit, 5/3
College Planning Council, 5/2	Aptos/Capitola Rotary, 5/3
AIM Software Demo for ASC, 5/3	Maker Faire Mixer Kick-Off Party, 5/3
	82% Micro Small Business Summit, 5/4
	Assemblywoman Anna Caballero, 5/4



# Executive Director Report: June 2018

## Administration

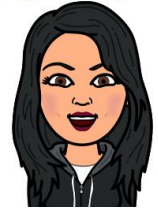
- 3-year review of Bylaws, Master Agreement and Articles of Incorporation
- Board Member 1:1 meetings
- Nominating Committee: recruiting new Board members
- 2018-19 Operating Budget and Form 990
- Top 20 California Community College Summit
- Association of Fundraising Professionals (AFP) Conference



## Fundraising

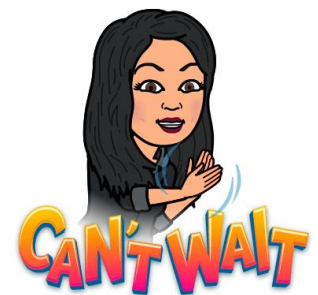
- 2017-18 fundraising goal is \$3M and \$3,718,463 has been raised so far
- Donor stewardship 1:1 meetings and lunches with President
- President's Circle: \$374,145 has been raised towards the \$332,000 goal
- Scholarships: donor stewardship and solicitations, scholarship donor reception planning
- Proposals/Solicitation meetings for DACA students, Foster Youth, Makerspace, Honors/Transfer, Horticulture, Engineering, Dental Hygiene, CAP, etc. (\$10,000 - \$400,000 solicitations)
- Recruiting Cabrillo Alumni at Graduation
- Appeal letters to over 2,500 donors and prospects (CAP, Cabrillo Stage, Stroke Center)

Yeah!

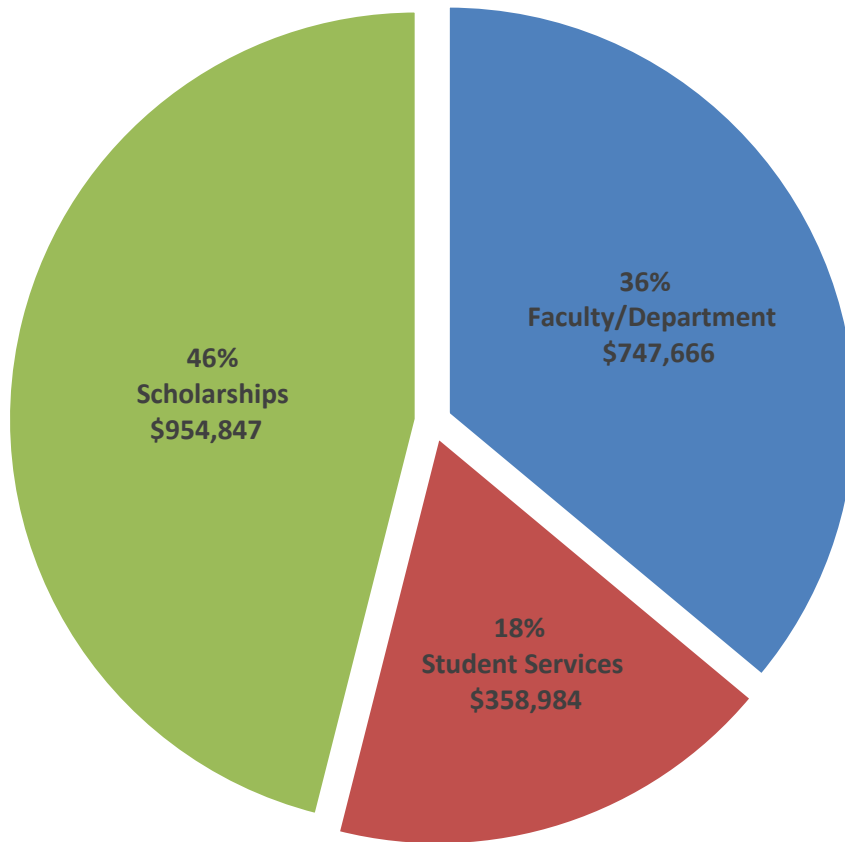


## Upcoming Events

- President's Circle Cabrillo Stage Event (\$1,000+ donors):
  - June 29, 5:30pm, Sesnon House
- Women's Educational Success Luncheon:
  - September 21, 11:30am, Horticulture Center
- Audit Committee Meeting: October 1<sup>st</sup> 10:00-11:00am



**Disbursements to Cabrillo College and Students  
 July 1, 2017 to March 31, 2018  
 Total: \$2,061,497**



<b>Faculty/Department Support</b> (Cabrillo Stage, Stroke Center, Dental Hygiene, Athletics)	36%	\$747,666
<b>Student Support Services</b> (Foster Youth, Veterans, CAP, Honors)	18%	\$358,984
<b>Scholarships</b>	46%	\$954,847
	<b>TOTAL</b>	<b>\$2,061,497</b>