



Annual Fiscal Report
California Community College
Reporting Year: 2018-2019
REVIEW

Woodland Community College
2300 E. Gibson Road
Woodland, CA 95776

General Information

#	Question	Answer
1.	Confirm the correct college's report	Confirmed
2.	District Name:	Yuba Community College District
3.	a. Name of College Chief Business Officer (CBO) b. Title of College CBO c. Phone number of College CBO d. E-mail of College CBO e. Name of District CBO f. Title of District CBO g. Phone number of District CBO h. E-mail of District CBO	Dr. Art Pimentel President Woodland Community College 530-661-5710 apimente@yccd.edu Yuba Community College District Mazie L. Brewington 530-741-6723 mbrewington@yccd.edu

District Data (including single college organizations) Revenue

		(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)		
		FY 16/17	FY 17/18	FY 18/19
4.	a. Total Unrestricted General Fund Revenues	\$ 51,924,385	\$ 53,543,174	\$ 59,819,193
	b. Other Unrestricted Financing Sources (Account 8900)	\$ 0	\$ 0	\$ 1,355
		(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)		
		FY 16/17	FY 17/18	FY 18/19
5.	a. Net (Adjusted) Unrestricted General Fund Beginning Balance	\$ 9,069,959	\$ 7,657,025	\$ 8,485,946
	b. Net Unrestricted General Fund Ending Balance, including transfers in/out	\$ 7,657,028	\$ 7,703,099	\$ 9,400,727

Expenditures/Transfers (General Fund Expenditures/Operating Expenditures)

		(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)		
		FY 16/17	FY 17/18	FY 18/19
6.	a. Total Unrestricted General Fund Expenditures (including account 7000)	\$ 53,337,319	\$ 53,497,100	\$ 58,905,767
	b. Total Unrestricted General Fund Salaries and Benefits (accounts 1000, 2000, 3000)	\$ 41,850,929	\$ 43,292,173	\$ 45,165,444
	c. Other Unrestricted General Fund Outgo (6a - 6b)	\$ 11,756,390	\$ 10,204,927	\$ 13,740,323
	d. Unrestricted General Fund Ending Balance	\$ 7,657,025	\$ 7,703,099	\$ 9,400,727

Liabilities

7.	Did the District borrow funds for cash flow purposes?	FY 16/17	FY 17/18	FY 18/19
		No	No	No
8.	Total Borrowing	FY 16/17	FY 17/18	FY 18/19
	a. Short-Term Borrowing (TRANS, etc)	\$ 0	\$ 0	\$ 0
	b. Long Term Borrowing (COPs, Capital Leases, other long-term borrowing):	\$ 0	\$ 0	\$ 0
9.	a. Did the district issue long-term debt instruments or other new borrowing (not G.O. bonds) during the fiscal year noted?	FY 16/17	FY 17/18	FY 18/19
		No	No	No
	b. What type(s)			
	c. Total amount	\$ 0	\$ 0	\$ 0
10.	Debt Service Payments (General Fund/Operations)	FY 16/17	FY 17/18	FY 18/19
		\$ 2,630,499	\$ 1,992,696	\$ 2,291,779

Other Post Employment Benefits (OPEBs)

11.	(Source: Most recent GASB 74/75 OPEB Actuarial Report)	FY 18/19
	a. Total OPEB Liability (TOL) for OPEB	\$ 71,191,112
	b. Net OPEB Liability (NOL) for OPEB	\$ 71,191,112
	c. Funded Ratio [Fiduciary Net Position (FNP/TOL)]	0 %
	d. NOL as Percentage of OPEB Payroll	229 %
	e. Service Cost (SC)	\$ 150,401
f. Amount of Contribution to Annual Service Cost, plus any additional funding of the Net OPEB Liability	\$ 0	
12.	Date of most recent GASB 74/75 OPEB Actuarial Report – use valuation date (mm/dd/yyyy)	06/30/2017
13.	a. Has an irrevocable trust been established for OPEB liabilities?	Yes
	b. Amount deposited into OPEB Irrevocable Reserve/Trust	FY 16/17 FY 17/18 FY 18/19
		\$ 0 \$ 0 \$ 0
	c. Amount deposited into non-irrevocable Reserve specifically for OPEB	\$ 0 \$ 0 \$ 0
d. OPEB Irrevocable Trust Balance as of fiscal year end	\$ 0 \$ 0 \$ 0	

Cash Position

14.	Cash Balance at June 30 from Annual CCFS-311 Report (Combined Balance Sheet Total accounts 9100 through 9115)	FY 16/17	FY 17/18	FY 18/19
		\$ 6,995,149	\$ 9,061,523	\$ 9,368,025
15.	Does the district prepare cash flow projections during the year?	Yes		

Annual Audit Information

16.	
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NOTE: Audited financial statements are due to the ACCJC no later than 4/3/2020. A multi-college district may submit a single district audit report on behalf of all the colleges in the district.

17.

Summarize Material Weaknesses and Significant Deficiencies from the annual audit report (enter n/a if not applicable):

FY 16/17

N/A

FINDING #2018-01 – CASH ACCOUNT RECONCILIATION

Criteria – District Administrative Procedure 6300 requires proper safeguarding and managing of District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; and implementation and maintenance of effective internal controls.

Condition – In our testing over cash account reconciliations, we noted that bank accounts were not always reconciled timely, and preparer and reviewer signature and date were not in place.

Effect – Non-compliance with District procedures and effective internal controls.

Cause – The District did not have a formal policy or practice in place to ensure accounts are properly reconciled.

Fiscal Impact – No direct fiscal impact.

FINDING #2018-02 – CREDIT CARDS

Criteria – District Administrative Procedure 6300 requires proper safeguarding and managing of District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; and implementation and maintenance of effective internal controls.

Condition – During our review and testing of the District credit card policy, procedures, and transactions we noted an opportunity to strengthen controls by including the following elements:

- Formal credit card policy signed by each cardholder annually
- Identify and document specific spending limits by cardholder – this amount should be included in the cardholder agreement

- Maximum spending limits should be monitored, and any variances documented

Effect – Non-compliance with District procedures and effective internal controls.

Cause – The District did not have a formal policy or practice in place to ensure credit card controls included all necessary elements.

Fiscal Impact – Unknown. The District is undergoing an analysis of card usage to determine whether district purchasing processes have been circumvented, or whether any purchases were unallowable and went undetected under past practices.

FINDING #2018-03 – PROPERTY TAX REVENUE

Criteria – District Administrative Procedure 6300 requires proper safeguarding and managing of District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; and implementation and maintenance of effective internal controls.

Condition – During our review and testing of the District property tax revenue and accounts receivable we noted that a thorough reconciliation of all revenues is not being completed by the District. To properly strengthen controls and ensure accurate reporting and budgeting the District should reconcile the projected property taxes as outlined in its Total Computational Revenue with actuals received and reported by all counties. In addition, the District should consistently accrue property taxes revenues received after June 30 of each fiscal that relate to the prior year.

Effect – Non-compliance with District procedures and effective internal controls.

Cause – The District had been reporting property revenue on a cash basis, which is an allowable practice, but was not consistently applying that method and there was no formal reconciliation in place.

Fiscal Impact – Unknown. The District is working with the State Chancellor's Office and the external auditors from CWDL, CPAs to determine the final fiscal impact on the Districts funding of property taxes and apportionment (via apportionment adjustment in 2018-19) and also impact to the District budget.

FY 17/18

FY 18/19

FINDING #2019-01 – OVERALL CLOSING PROCESS

Criteria or Specific Requirement

Best practices require a review and reconciliation of all account balances to reflect proper activity at year end in

accordance with Generally Accepted Accounting Principles (GAAP).

Condition

Capital Asset balances maintained in the District's tracking system, AssetMaxx, were not properly reconciled with

2018-19 capital outlay expenditures in order to ensure that all capital additions were properly recorded.

Questioned Costs

Material adjustments to the financial statements were reviewed with management and accepted for posting. No

questioned costs were associated with this finding.

Context

Capital asset additions were initially recorded as \$245,883 in AssetMaxx with no changes to construction in

progress. During the YE closing process, total additions were determined to be \$11,391,434 including \$6,126,240 of

transfers out of construction in progress.

Effect

Material adjustments to the capital asset listing were proposed as a result of audit procedures. These adjustments

were accepted by management to ensure the financial statements were presented fairly.

Cause

The oversight and monitoring controls over the asset accounts and the closing process appear not to have been adhered to.

Recommendation

As part of the closing process, the District should develop a procedure to review all capital outlay expenditures in order to determine the accuracy of the balances per AssetMaxx.

FINDING #2019-02 – CREDIT CARDS

Criteria – Best practices require proper safeguarding and managing of District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; and implementation and maintenance of effective internal controls.

Condition – During our review and testing of the District credit card policy, procedures, and transactions we noted

an opportunity to strengthen controls:

□ We noted that after one employee returned a personal purchase made on a District credit card, the credit card was not reissued or revoked.

□ We noted instances in which receipts submitted in support of employee credit card charges were not sufficiently itemized to enable review of the appropriateness of the transactions, specifically for the purchase of food.

Effect – Non-compliance with District procedures and effective internal controls.

Cause – The District did not have a formal policy or practice in place to ensure controls over credit cards included all necessary elements.

Fiscal Impact – Unknown. The District is undergoing an analysis of card usage to determine whether district purchasing processes have been circumvented, or whether any purchases were unallowable and went undetected under past practices.

FINDING #2019-03 – ACCOUNTS PAYABLE ACCRUALS

Criteria or Specific Requirement

The completeness and accuracy criteria of recording expenses in the proper time period under Generally Accepted

Accounting Principles indicate that an analysis should be performed on services provided prior to the fiscal year end

to determine if an expense should be recorded through the posting of an accounts payable for expenses that have not been paid by the fiscal year end. When actual values are not available, due to invoices not having been received

or other situations, the District should review the facts and circumstances of the services or materials provided, consider contacting the vendor or using other methods, to accrue an estimated amount based on the most current available information for any work completed or materials received by the fiscal year end.

Condition

The District did not accrue one invoice totaling approximately \$20,879 for the cost of services provided during the

2018-19 fiscal year for work that was completed prior to close but for which the invoice was not properly routed to the business office.

Questioned Costs – Not applicable

Context

Services provided prior to June 30, 2019 had not been accrued.

Effect

The accounts payable and related expense accounts were understated on the District's general ledger.

Cause

The District process for estimating liabilities when no invoice has been received was not effective.

Recommendation

The District should ensure that part of the fiscal year end close process is to verify that invoices have been received

for all ongoing projects or amounts have been estimated where applicable. There are several methods that can be implemented if amounts need to be estimated, including estimates based on a prior month billing, estimating

based on a percentage of completion, or estimating based on purchase order prices or contract rates.

FINDING #2019-04 – GRAMM-LEACH-BLILEY ACT COMPLIANCE

Criteria or Specific Requirement

The Gramm-Leach Bliley Act (GLBA) requires districts to have a documented response to the Safeguards Rule. Specifically, this response covers key requirements including:

Designate an information security officer and related oversight responsibilities for the institution's security.

Assess the risks to confidential information, assess the level of mitigating controls in place, and identify action plans to accept or further mitigate remaining risks. Implement an information security program, including various technical and physical underlying controls, such as data encryption and secure shredding processes.

Oversee vendor relationships to ensure confidential data are secured at their locations when applicable and access is controlled when vendors connect to the institution.

Perform an ongoing evaluation of their program to keep content current with an ever-evolving security environment.

Condition

We noted that the District has completed all steps towards compliance with GLBA, with the exception of the final

step; the development of the response is currently underway with anticipated completion and implementation during 2019-20.

Questioned Costs – Not applicable.

Context

Compliance with GLBA requirements.

Effect

The intent of the GLBA Safeguards Rule is to enhance security over confidential information. Without a documented response to all applicable requirements, the District is more susceptible to IT vulnerabilities than it will

be following full implementation.

Cause

The law was effective towards the end of the fiscal and provided minimal amount of time to administration to implement. Steps taken in response to GLBA compliance requirements will require extensive administrative efforts to implement.

Recommendation

The District should continue towards full implementation of its documented response to the GLBA Safeguards Rule in the 2019-20 year.

Other District Information

		FY 16/17	FY 17/18	FY 18/19
18.	a. Final Adopted Budget – budgeted Full Time Equivalent Students (FTES) (Annual Target)	7,626	7,626	7,626
	b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	7,626	7,626	7,419
19.	Number of FTES shifted into the fiscal year, or out of the fiscal year	98	88	27
20.	a. During the reporting period, did the district settle any contracts with employee bargaining units?	Yes		
	b. Did any negotiations remain open?	Yes		
	c. Describe significant impacts of settlements. If any negotiations remain open over one year, describe length of negotiations, and issues	Increase in cost for salary and benefits.		

College Data

21.	NOTE: For a single college district the information is the same that was entered into the District section of the report.	FY 16/17	FY 17/18	FY 18/19
	a. Final Adopted Budget – budgeted Full Time Equivalent Students (FTES) (Annual Target)	2,380	2,626	2,826
	b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	2,610	2,825	2,660
22.	Final Unrestricted General Fund allocation from the District (for Single College Districts, use the number in 4a.)	\$ 12,550,257	\$ 12,831,841	\$ 12,914,898
23.	Final Unrestricted General Fund Expenditures (for Single College Districts, use the number in 6a.)	\$ 12,838,535	\$ 12,648,322	\$ 12,801,668
24.	Final Unrestricted General Fund Ending Balance (for Single College Districts, use the number in 6d.)	\$ 0	\$ 0	\$ 0
25.	What percentage of the Unrestricted General Fund prior year Ending Balance did the District permit the College to carry forward into the next year's budget?	0 %	0 %	0 %
26.	USDE official cohort Student Loan Default Rate (FSLD) (3 year rate)	Cohort Year 2014 24 %	Cohort Year 2015 17 %	Cohort Year 2016 14 %

27.	<p>Were there any executive or senior administration leadership changes at the College during the fiscal year, including June 30? List for the College or for Single College District</p> <p>Please describe the leadership change(s)</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">No</div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

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The Annual Fiscal Report must be certified as complete and accurate by the CEO (Dr. Artemio Pimentel). Once you have answered all the questions, you may send an e-mail notification to the CEO that the report is ready for certification.

Only the CEO may submit the final Annual Fiscal Report.

Send e-mail Notification to CEO to certify report

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