MEETING OF AUDIT COMMITTEE
Community College of Philadelphia
Monday, March 27, 2017 – 12:00 p.m.

Present: Mr. Anthony J. Simonetta, Mr. Matthew Bergheiser (*via telephone*), Mr. Jeremiah White, Ms. Suzanne Biemiller, Donald Generals, Ed.D., Mr. Jacob Eapen, Mr. Todd E. Murphy, Mr. James P. Spiewak, Mr. Robert Lucas, Victoria Zellers Esq., Mr. Gim S. Lim, and representing Grant Thornton: Mr. Brian Page and Ms. Angelica Roiz

Not Present: Representing the Meridian Group: Mr. Anthony B. Scott

EXECUTIVE SESSION

AGENDA – PUBLIC SESSION

(1) Approve Minutes of Audit Committee Meeting on September 29, 2016 (Action Item):

Action: Mr. Simonetta asked for a motion to recommend acceptance of the September 29, 2016 Audit Committee meeting minutes. Mr. Bergheiser made the motion. Mr. Simonetta seconded the motion. The motion passed unanimously.

(2) 2015-2016 A-133 Audit Report (Action Item):

Mr. Brian Page reviewed the results of the 2015-2016 A-133 Audit, which is now called the “Uniform Guidance Audit,” using the draft audited financial statements and supplementary information in Attachment A to these minutes. He explained that the audit is a compliance audit, which examines Federal Funding. Page 63 of the report provides a schedule of the College’s federal awards expenditures. The College had $91.3 million in Federal expenditures of which $87.2 million was in Student Financial Assistance. Student Financial Assistance is comprised of primarily Pell Awards and Direct Loans. The single audit process for determining programs to audit resulted in the auditors including the Student Financial Assistance Cluster, which leaves a base of about $7 million in smaller programs from which they to select other programs for audit. The auditors use a risk-based approach in selecting the major programs for audit. Certain programs are audited primarily on their dollar value in meeting a threshold, while smaller programs are audited based on risk.

Ms. Angelica Roiz reviewed the two specific programs that were audited: The Student Financial Assistance Cluster and the Career and Technical Education – Basic Grants to States as stated on page 63 of the report. The Student Financial Assistance audit tests for eligibility and cash management in drawing the federal funds. Specifically, the auditors look at payroll expenditures and other direct expenditures, review supporting documentation and ensure they are allowable costs.

In reviewing both programs, the auditors are required to understand the College’s internal controls. Although no opinion is issued on the College’s internal controls, the auditors are required to do walkthroughs and testing of appropriate approvals. For example, in the packaging of Student Financial Assistance, they will ensure adequate controls are in place.

Mr. Page pointed out that this year the Career and Technical Education – Basic Grants to States CFDA# 84.048 was comprised of $1.3 million in expenses, which was tested based on the compliance standards and noted that there were no findings with respect to this or the Student Financial Assistance Cluster program.

Mr. Brian Page discussed the two types of reports that Grant Thornton issued, which begin on pages 66 and 68. First, is a yellow book opinion relating to the financial statement audit, which was discussed at the September 29, 2016 Audit Committee meeting. The second is a compliance opinion related to the major federal programs audited.

Federal guidelines require auditors to list institutions as high risk if they have had any material weaknesses within two years. Mr. Page noted that as a result of having no material weaknesses or significant deficiencies as well as no issues of non-compliance for the last two years, the College is now considered a low-risk auditee.

The College has had another clean audit this year.

The power point Presentation to the Audit Committee provided by Grant Thornton is included as an attachment to these minutes. (Attachment B)

Action: Mr. Simonetta asked for a motion to recommend acceptance of the June 30, 2016 A-133 Audit Report. Ms. Biemiller made the motion. Mr. Bergheiser seconded the motion. The motion passed unanimously.

(3) <u>Internal Audit Update (Information Item)</u>:

Mr. Lucas provided an update on the 2016-2018 Internal Audit Plan. He provided a copy of a summary report of activities since the last Audit Committee meeting as well as a copy of the Internal Audit Plan for the two-year period ending June 2018 to the Committee members. Mr. Lucas stated that, since the last meeting, he had issued two finalized audit reports to management, one draft audit report is pending review by management in several divisions, and three audits are in progress which should be completed shortly.

Mr. Lucas also noted that, since the first year of the two-year Internal Audit Plan is nearly over, he will be performing an informal risk assessment update by soliciting input from Cabinet members and senior managers to determine if there are any new or significantly changed functions that should be considered for possible addition to the remaining year of the Internal Audit Plan due to the risks associated with those changes. Mr. Lucas noted that any such changes he believes should be considered for inclusion in the Internal Audit Plan will be discussed with Dr. Generals, Mr. Eapen and Dr. Gay for their review and approval. Any such changes will be communicated to the Audit Committee at the June 2017 meeting.

Mr. Lucas also noted that he continues to work with management to obtain the status of previously issued audit comments. He provided an updated version of the Internal Audit Follow-Up Matrix to the Audit Committee, which included all audit report recommendations for which management's action plans are not yet completed as well as those for which management's action plans have been completed since the last Audit Committee meeting. The completed items are shaded in grey on the matrix and also indicate the work management has done to address the risks identified in their audited areas. Mr. Lucas noted that a number of the action plans are long-term as they include construction, new software or new equipment, each of which have significant time and expense considerations. The budget constraints in 2016-2017 may further extend the timeline of some action plans.

Mr. Lucas' presentation is included as an attachment to these minutes. (Attachment C)

(5) Next Meeting:

The next meeting of the Audit Committee will be held on Thursday, June 15, 2017 at 12:00 noon in the Isadore Shrager Boardroom, M2-1.

EXECUTIVE SESSION

TEM/lmh
Attachments

cc: Dr. Donald Generals, Jr.
Mr. Jacob Eapen
Mr. Robert Lucas
Mr. Jim Spiewak
Victoria Zellers, Esq.
Mr. Gim S. Lim
Representing Grant Thornton: Mr. Brian Page & Ms. Angelica Roiz

ATTACHMENT A

MINUTES FROM MARCH 27, 2017
AUDIT COMMITTEE MEETING

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Victoria Zellers, Esq.
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Representing Grant Thornton: Mr. Brian Page & Ms. Angelica Roiz

ATTACHMENT A

Grant Thornton
2015-2016 A-133 Audit Draft

Financial Statements and Report of Independent Certified Public Accountants in Accordance with OMB Uniform Guidance

Community College of Philadelphia

(A Component Unit of the City of Philadelphia)

June 30, 2016 and 2015

Contents

Report of Independent Certified Public Accountants

Board of Directors
Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

Report on the financial statements

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit of the Community College of Philadelphia (the College) as of and for the years ended June 30, 2016 and 2015, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

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 opinions on these financial statements based on our audits. We conducted our audits in accordance with 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. 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 College'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 College'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 opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and discretely presented component unit of the Community College of Philadelphia as of June 30, 2016 and 2015, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 6 through 15, the schedule of funding progress on page 60, the schedule of proportionate share of net pension liability on page 61 and the schedule of contributions on page 62, be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. This required supplementary information is the responsibility of management. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America. These limited procedures consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the College's basic financial statements. The Schedule of Expenditures of Federal Awards, as required by the *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures. These additional procedures included comparing and reconciling the information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other reporting required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report, dated September 30, 2016, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Philadelphia, Pennsylvania

September 30, 2016

MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)

June 30, 2016 and 2015

INTRODUCTION

This Management's Discussion and Analysis (MD&A) is based upon facts, decisions, and conditions known as of the date of the audit report. The results for 2016 are compared to those for the 2015 fiscal year. The MD&A should be read in conjunction with the financial statements and accompanying notes which follow this section.

Community College of Philadelphia (the College) has prepared its financial statements in accordance with Government Accounting Standards Board (GASB) principles, which establish standards for external financial reporting for public colleges and universities and require the financial statements be presented to focus on the College as a whole. The financial results of the Community College of Philadelphia Foundation (the Foundation) are reported as a component unit. These statements include the statistical reporting section in accordance with GASB Statement 44.

Financial and Institutional Highlights

- The College community has been involved in the development of a new strategic plan. The strategic plan is focused on: student success; workforce development and economic innovation; fiscal stability and sustainability; world-class facilities; and external and internal community relations.
- The College has begun the full-scale implementation of its Guided Pathways initiative that will provide students with a highly structured experience driven by providing students with clear academic program roadmaps, an intake process that clarifies students' goals and career direction, facilitates access into a program of study for students with developmental education needs and provides intentional advising coupled with progress tracking and individually-designed support, with the goal of improving student persistence and degree completion.
- Complementing the Guided Pathways efforts, the College is also implementing the Starfish Early Alert System. This system is a key technology-based solution that will increase intervention and communication initiatives that are essential to keeping students invested in their education and on track to degree completion.
- A new Academic Advising Department has been established. Currently there are seven (7) full-time advisors that will work within the guided pathways model, incorporating academic planning with students in their first semester, implementing proactive outreach to students, and tracking students to monitor academic progress.
- The College completed a collaborative reorganization intended to make the College a national leader in student success and completion. This student-focused reorganization is designed to build capacity while supporting the College's strategic goals and continuing its longstanding commitment to affordable education and open success.
- As part of the reorganization, a Vice President for Workforce and Economic Innovation was added to lead the division. Working with other areas of the College, this division will significantly expand the form and function of the College's workforce development and continuing education programs.
- A comprehensive Facilities Master Plan is in the final stages of development led by the consulting firm of Wallace, Roberts & Todd (WRT).
- The College is embarking on a public private partnership with Radnor Property Group for a mixed-use facility at 15th and Hamilton Streets and has recently signed a letter of intent. It will include student housing, market rate housing and retail space. The College would receive annual ground lease payments from the developer. The ground lease and operating agreements are being negotiated.
- Credit enrollments for the Fall 2015 semester exceeded those of the prior year. However, the College experienced a 5% reduction in credit hours for the Spring 2016 semester. Overall, final credit hours were only 2% less than the prior year, which is better than state-wide and national trends.
- The planning has been completed for the renovations to the College's biology labs on the main campus, with construction to begin in October 2016. The biology prep room renovation in the Northeast Regional Center

was completed. Beginning in the 2015-16 fiscal year, the College began receiving State payments for 50% of the debt service for these projects.

- The College received $1.5 million of additional funds from the State, $2.0 million of additional funds from the City, and an additional $1.4 million specifically allocated for capital purchases.
- For the twelfth consecutive year, a balanced budget was achieved.
- Moody's adjusted the College's bond rating from A1 to A2, in part due to the uncertainties surrounding the State's budget.
- Net position decreased by $4.8 million or 7.4% primarily due to the continued impact of GASB 45 and GASB 68. Positive impacts were from the savings from the partial refinance of the 2008 Series bonds and the additional borrowings for the biology lab renovation and the West Building escalator replacement project.
- Operating revenues decreased by $0.5 million or 1.4%.
- Operating expenses increased by $4.2 million or 2.6%.
- Nonoperating revenues increased by $[illegible] million or 2.6%.

Overview of Financial Statements

The College's financial statements focus on the College as a whole, rather than upon individual funds or activities. The GASB reporting model is designed to provide readers with [illegible] overview of the College's finances and is comprised of three basic statements:

- The *Statements of Net Position* present information on the College's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets serve as one indicator of how the financial position of the College is changing.

- The *Statements of Revenues, Expenses and Changes in Net Position* present information showing how the College's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

- The *Statements of Cash Flows* are reported on the direct method. The direct method of cash flow reporting portrays net cash flows from operations, financing, and investing receipts and disbursements.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes contain details on both the accounting policies and procedures that the College has adopted, as well as additional information for certain amounts reported in the financial statements.

Net Position

The College's net position reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less accumulated depreciation and outstanding debt incurred to acquire those assets. The College uses these capital assets to provide services to students, faculty, and administration; consequently, these assets are not available for future spending. Although the College's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

At June 30, 2016, the College's net position was $61.1 million, with assets of $225.0 million exceeding liabilities of $171.8 million. As a result of financial circumstances which contributed to asset growth, net position increased by $6.8 million in the 2016 fiscal year prior to recording the impact of the post-employment benefit liability. The change in net assets after recording the post-employment benefit accrual was a negative $4.8 million. Unrestricted net assets fell from a negative $35.8 million to a negative $42.6 million. Absent the cumulative impact of the post-employment benefit liability (GASB 45 and 68) reporting requirements, unrestricted net position would currently be at a level of $27.8 million. The other factor significantly reducing the unrestricted net position value was unfunded depreciation expense for 2016 in the amount of $8.9 million.

The negative unrestricted net asset position ($42.6 million) reflects the cumulative impact of the post-employment benefit expense accruals in the amount of $70.4 million.

Summary of Net Position

June 30,

	2016	2015	2014
		(In millions)	
Assets:			
Current assets	$ 34.2	$ 31.5	$ 32.7
Noncurrent assets:			
Capital assets net of depreciation	166.5	171.3	179.5
Bond proceeds available for campus construction	7.5	-	0.2
Other	16.8	16.2	16.1
Total assets	$ 225.0	$ 219.0	$ 228.5
Deferred outflows of resources	$ 8.0	$ 0.5	$ -
Liabilities:			
Current liabilities	$ 2[illegible].9	$ 27.2	$ 29.6
Noncurrent liabilities	145.9	126.3	126.4
Total liabilities	$ 171.[illegible]	$ 153.5	$ 156.0
Deferred inflows of resources	$ 0.2	$ -	$ -
Net position:			
Net investment in capital assets	$ 98.8	$ 97.0	$ 93.8
Unrestricted	(42.6)	(35.8)	(26.0)
Restricted:			
Expendable	4.9	4.7	4.7
Total net position	$ 61.1	$ 65.9	$ 72.5

Assets

Current assets increased by $2.7 million in fiscal year 2016. Net accounts receivable, cash and cash equivalents, and short-term investments increased.

Noncurrent assets increased by $3.3 million. Bond proceeds available for campus construction increased as the College completed renovation projects on the Main Campus in the West Building. These completed projects included creating a new biochemistry lab and an engineering technology lab, creation of a research lab, and renovations of four chemistry labs and preparatory space. The College's capital assets as of June 30, 2016 net of accumulated depreciation were $166.5 million, a decrease of $4.8 million over the amount reported for 2015 of $171.3 million. The decrease in the net value of assets is related to the increase in accumulated depreciation which exceeded the value of capital additions.

Liabilities

Total current liabilities decreased by $[illegible] million in fiscal year 2016. Accounts payable and accrued liabilities decreased by $1.0 million primarily due to a decrease in the year-end accrual for employees electing the College's retirement incentive. The College self-insures its employee medical plan. A reinsurance limit of $250,000 was in place for the 2016 fiscal year to cap institutional financial exposure for individuals with extraordinarily large claims in a policy year.

The current portion of long-term debt remained relatively stable for the year. Payables to government agencies decreased by $0.4 million primarily due to Financial Aid processing more state PHEAA funds prior to June 30.

The College's outstanding long-term debt was at $73.9 million as of June 2016, an increase of $2.7 million from June 2015 reflecting principal payments made during the fiscal year as well as the retirement of the College's 2010 Bonds, refinance of the 2008 Bonds, and issuance of the 2015 Bonds. The present value of future post-retirement benefits other than pensions, projected to be paid to retired employees, were prepared as of July 1, 2015 for reporting as of June 30, 2016. The July 1, 2015 report included certain changes in actuarial assumptions; the amount of the liability increased by $11.6 million in fiscal year 2016. The College has elected to phase in the reporting of the post-employment benefit liability over a 30-year period and to continue to fund the costs of the post-retirement benefit out of the College's annual budgeted revenues. A separate trust has not been established to fund any portion of this liability. The post-employment benefits liability amount for fiscal year 2016 also includes $3.4 million related to GASB 68 which requires the College to record its relative proportion of the net funded status of certain state cost sharing pension plans. The cumulative estimated value for the accrued post-employment benefit liability in fiscal years 2016, 2015, and 2014 was $70.4 million, $58.2 million, and $47.3 million, respectively. Absent this reporting requirement, the College's net assets as of June 30, 2016 would have been at a level of $131.5 million.

Capital lease obligations include mainly technology associated with academic and administrative computing. The College paid off the remaining obligations of leases for a digital press, copier equipment and computer equipment.

Statement of Revenues, Expenses and Changes in Net Position

The change in net position for fiscal years 2016, 2015, and 2014 was a negative $4.9 million, negative $4.6 million, and negative $4.5 million, respectively. The following table quantifies the changes:

Revenues, Expenses and Changes in Net Position

June 30,

	2016	2015 (In millions)	2014
Operating revenues:			
Net tuition and fees	$ 31.6	$ 32.0	$ 35.3
Auxiliary enterprises and other sources	1.9	2.0	1.8
Total	33.5	34.0	37.1
Operating expenses	167.7	163.4	166.1
Operating loss	(134.2)	(129.4)	(129.0)
Net nonoperating revenues	117.0	114.0	110.5
Change in net assets before other revenues	(17.2)	(15.4)	(18.5)
Net capital revenue and changes to endowments	12.3	10.8	14.0
Total change in net position	$ (4.9)	$ (4.6)	$ (4.5)

Operating Revenues

The largest sources of operating revenue for the College are student tuition and fees and auxiliary enterprise revenues. In 2016, the tuition charge per credit was $153; the same as the previous year. The Technology Fee was also unchanged at $28 per credit. The General College Fee, which supports student life programs and athletics, remained unchanged at $4 per credit. The College charges course fees which range from $75 to $300 in selected high-cost courses. Average total tuition and fee revenue per credit for 2016 was $204. Auxiliary enterprise revenues are generated from bookstore, food service and parking operations.

Tuition and fee revenue totaled $76,827,739 in fiscal year 2016, $78,506,460 in 2015, and $78,732,758 in 2014, which is offset by the scholarship allowance amounts for 2016, 2015 and 2014, respectively, of $45,185,037, $46,533,705, and $43,395,057. The scholarship allowance represents tuition and fee payments made using public and private grants and scholarships. The relatively stable scholarship allowance amounts between fiscal 2016 and fiscal 2015 are reflective of the stable enrollments coupled with the small increase in the federal Pell financial aid award amounts for the 2016 fiscal year.

Gift revenue in the amount of $225,000 was received in 2016 and is reported in the Statement of Revenues, Expenses and Changes in Net Assets. This value reflects payments from the Foundation's Capital Campaign, as well as a contribution received from the Foundation that was used to partially pay the College's cost for its partnership with Single Stop USA. Single Stop USA is a nonprofit organization that delivers services to families nationwide by connecting students to state and federal financial resources and local community services. The aim is to help students overcome economic barriers, continue with their education and move toward economic mobility.

Nonoperating Revenues

State appropriations in fiscal year 2016, excluding capital appropriations, totaled $30,128,328, an increase of $1,496,739 over the $28,631,589 received in fiscal year 2015. In fiscal year 2014, the College received $28,179,310.

Total 2016 City funding was $30,309,207, a $34.0 million increase (12.6%) over the amount received in fiscal year 2015. Of the funding appropriation, $23,271,627 was used for operating budget purposes in 2016. In fiscal year 2015, $21,277,040 of the total appropriation was used for operating purposes and $18,346,138 in fiscal year 2014. Net investment income was $815,452 in fiscal year 2016, $364,680 in 2015, and $695,167 in 2014. Included in net investment income for 2016 is an unrealized gain of $368,205 and a realized gain of $2,129 for all investment activities as of June 30, 2016.

Capital Appropriations

The State provided capital funding for debt service and capital purchases in the amounts of $5,316,618 and $5,017,352 for fiscal years 2016 and 2015, respectively. The amount received in fiscal year 2014 was $6,109,663. The College used $7,037,580 of the total City appropriation of $30,309,207 in fiscal year 2016 for debt service and capital purchases. In fiscal years 2015 and 2014, City appropriations used for debt service and capital purchases were $5,836,028 and $7,859,208, respectively.

Expenses by Function

June 30,

	2016	2015	2014
Instruction	$ 66,017,583	$ 65,046,544	$ 66,209,598
Public service	183,375	64,882	108,954
Research	-	20,921	-
Academic support	18,823,708	18,372,027	17,492,238
Student services	25,142,084	23,493,959	22,810,350
Institutional support	24,42[illegible]	2[illegible]70,565	25,229,115
Physical plant operations	1[illegible]913,188	13,335,791	12,585,835
Depreciation	8,860,741	9,697,798	10,490,412
Student aid	8,739,358	8,210,976	10,459,176
Auxiliary enterprises	567,452	83[illegible]06	770,012
Total operating expenses	$ 167,676,896	$ 163,444,669	$ 166,155,690

Exclusive of Student aid and Depreciation expenses, the College's operating expenses totaled $150,076,797 in fiscal 2016, $145,535,895 in fiscal 2015, $145,206,102 in fiscal 2014. September 1, 2014 began year four of a five-year labor contract that was ratified by the union in September 2013.

In fiscal 2008, the College implemented the GASB 45 accounting standard. This standard requires that the present value of future post-retirement benefits other than pensions, projected to be paid to retired employees, be recorded as an expense in pubic institutions' financial statements. The value of the expense for fiscal years 2016, 2015 and 2014 was $11,631,237, $8,01[illegible]8, and $8,641,201, respectively.

Expenses by Natural Classifications

June 30,

	2016	2015	2014
		(In thousands)	
Expenses:			
Salaries	$ 77,931	$ 77,161	$ 75,438
Benefits	36,978	35,767	35,885
Contracted services	6,458	8,330	9,697
Supplies	3,857	3,073	3,232
Depreciation	8,861	9,698	10,490
Student aid	8,739	8,211	10,459
Other	13,167	12,815	12,314
GASB 45 & 68 (Other post-employment benefits) accrual	11,686	8,390	8,641
Total operating expenses	167,[illegible]	163,445	166,156
Interest on capital asset-related debt service	3,315	4,225	4,258
Total nonoperating expenses	3,315	4,225	4,258
Total expenses	$ 170,992	$ 167,[illegible]	$ 170,414

In fiscal year 2016, expenses associated with the College's operating budget increased by $413,000 or 0.3%. Total operating expenditures ended the year $4.0 million less than budgeted. A number of vacant positions during the year resulted in a much higher-than-budgeted lapse salary savings. Overall, salaries were $1.9 million lower than budgeted. The fringe benefit budget was positively affected by a favorable year for the medical self-funded program. Final medical program costs were almost $600,000 below budget. Administration took advantage of the savings from the salary and fringe benefit lines and other expense lines to pay off existing longer-term leases in the amount of $1.6 million. This strategy provides flexibility in the College's operating budget for future years. Expenses associated with restricted grants decreased by $2.5 million, or 1.3%, from the fiscal year 2015 expenses. This decrease was related to the TAACCCT grant which, in fiscal year 2016, had $3.4 million less expenses than in fiscal year 2015.

Schedule of Fund Balances

The following chart shows fund balances in the four fund groups: Unrestricted, Restricted, Endowment and Plant. The 2016, 2015 and 2014 amounts reported for unrestricted operations funds were reduced by the impact of GASB 45 and 68 reporting of an accrued expense liability for post-employment benefits. The impact of GASB 45 reporting in 2016 was $11,631,[illegible]7, in 2015 was $8,016,318, and in 2014 was $8,641,201. The negative unrestricted plant fund balance reflects the cumulative impact of unfunded depreciation expense.

	June 30, 2016	2015	2014
Total unrestricted fund	$ (34,795,760)	$ (26,926,568)	$ (16,669,094)
Endowment fund:			
Quasi endowment (unrestricted)	1,555,625	1,606,385	1,762,678
Total endowment	1,555,625	1,606,385	1,762,678
Plant fund:			
Net invested in capital assets	98,775,826	96,978,995	93,771,459
Restricted expendable - capital	4,912,257	4,742,166	4,742,069
Unrestricted	(9,391,008)	(10,482,019)	(11,069,072)
Total plant fund	94,297,075	91,239,142	87,444,456
Total net position	$ 61,056,940	$ 65,918,959	72,538,040

Community College of Philadelphia Foundation

The Foundation was established in 1985. Total assets for 2016, 2015 and 2014 were $12.[illegible] million, $12.1 million, and $11.8 million, respectively. Total unrestricted net position for 2016, 2015 and 2014 for the Foundation was $1.7 million, $1.7 million, and $1.6 million, respectively. The remaining net position is restricted based upon donor intent.

Future Impacts

For fiscal year 2017, City funding to the College was increased by $1.0 million, but the $1.4 million allocation for capital received for fiscal year 2015-16 was not repeated. The additional $1.0 million appropriation is somewhat restricted in that $800,000 must be used for the establishment of small business training and development efforts. The State budget included an increase of $768,000. Student tuition remains at $153 per credit hour, and the technology fee was increased by $2 per credit hour, from $28 to $30. Additionally, course fees were increased by 15%; this increase ranged from $10 to $45 for those high-cost courses with fees. Credit enrollments for the fall 2016 semester are trending 5% below enrollments of fall 2015.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF NET POSITION

June 30,

	Business-type activities		Component unit	
	The Community College of Philadelphia		The Community College of Philadelphia Foundation	
ASSETS	2016	2015	2016	2015
Current assets:				
Cash and cash equivalents (Note B)	$ 12,824,547	$ 10,323,803	$ 609,930	$ 191,827
Short-term investments (Note B)	13,684,393	12,396,932	1,312,723	1,164,745
Accounts receivable, net (Note C)	4,931,453	4,830,003	910,861	1,246,209
Receivable from government agencies (Note C)	1,408,062	2,848,056	-	-
Accrued interest receivable	35,810	47,160	-	-
Other assets	1,355,173	1,066,648	-	-
Total current assets	34,239,438	31,512,602	2,833,514	2,602,781
Noncurrent assets:				
Endowment investments (Note B)	-	-	8,976,588	8,953,083
Accounts receivable, net (Note C)	-	-	362,632	609,173
Bond proceeds available for campus construction	7,480,1[illegible]	5,060	-	-
Other long-term investments (Note B)	16,744,[illegible]9	16,222,800	-	-
Capital assets, net (Note D)	166,[illegible]01	171,293,451	-	-
Total noncurrent assets	190,[illegible]7,706	187,5[illegible]	9,339,220	9,562,256
Total assets	$ 225,007,144	$ [illegible]33,913	$ 12,172,734	$ 12,165,037
Deferred outflows of resources:				
Deferred outflows	$ 8,020,057	$ 543,675	$ -	$ -

(Continued)

See accompanying notes to financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF NET POSITION - CONTINUED

June 30,

	Business-type activities		Component unit	
	The Community College of Philadelphia		The Community College of Philadelphia Foundation	
LIABILITIES AND NET POSITION	2016	2015	2016	2015
Current liabilities:				
Accounts payable and accrued liabilities (Note E)	$ 15,412,294	$ 16,517,824	$ 488,559	$ 398,169
Payable to government agencies (Note G)	61,159	490,637	-	-
Deposits	545,527	561,301	-	-
Unearned revenue	2,057,075	2,360,265	939,549	852,272
Current portion of capital lease obligation (Note F)	358,836	1,128,414	-	-
Current portion of long-term debt (Note F)	6,910,051	6,170,886	-	-
Unamortized bond premium	573,109	51,170	-	-
Total current liabilities	25,918,051	27,280,497	1,428,108	1,250,441
Noncurrent liabilities:				
Accrued liabilities (Note E)	[illegible]	1,084,173	-	-
Annuity payable	[illegible]	-	4,804	4,153
Capital lease obligation (Note F)	[illegible]	1,580,569	-	-
Long-term debt (Note F)	[illegible]	65,021,752	-	-
Unamortized bond premium	[illegible]	366,724	-	-
Other post-employment benefits liability (Note H)	[illegible]	[illegible]	-	-
Total noncurrent liabilities	145,868,338	[illegible]	4,804	4,153
Total liabilities	$ 171,786,389	$ [illegible]	$ 1,432,912	$ 1,254,594
Deferred inflows of resources:				
Deferred inflows	$ 183,872	$ 97,351	$ -	$ -
Net position:				
Net investment in capital assets	98,775,826	96,978,995	-	-
Restricted:				
Nonexpendable:				
Scholarships, awards and faculty chair	-	-	6,933,527	6,934,838
Annuities	-	-	1,206	2,571
Expendable:				
Scholarships, awards and faculty chair	-	-	1,611,597	1,653,576
Capital projects	4,912,257	4,742,166	468,856	580,500
Unrestricted	(42,631,143)	(35,802,202)	1,724,636	1,738,958
Total net position	$ 61,056,940	$ 65,918,959	$ 10,739,822	$ 10,910,443

See accompanying notes to financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

Years ended June 30,

	Business-type activities: The Community College of Philadelphia		Component unit: The Community College of Philadelphia Foundation	
	2016	2015	2016	2015
Operating revenues:				
Student tuition	$ 59,627,838	$ 61,189,199	$ -	$ -
Student fees	17,199,901	17,317,261	-	-
Less scholarship allowance	(45,185,037)	(46,533,705)	-	-
Net student tuition and fees	31,642,702	31,972,755	-	-
Auxiliary enterprises	1,740,088	1,785,603	-	-
Gifts	-	-	553,833	770,634
Other sources	87,288	196,423	135,207	118,048
Total operating revenues	33,470,078	33,954,781	689,040	888,682
Operating expenses (Note J):				
Educational and general:				
Instruction	66,0[illegible]3	65,046,544	52,044	40,426
Public service	18[illegible]75	85,803	-	-
Academic support	18,[illegible],708	18,372,[illegible]	-	-
Student services	25,1[illegible]2,084	23,[illegible],959	2,964	37,050
Institutional support	24,429,407	[illegible]0,565	1,647,419	1,703,304
Physical plant operations	14,913,188	13,3[illegible]01	-	-
Depreciation	8,860,741	9,697,7[illegible]	-	-
Student aid	8,739,358	8,210,976	495,[illegible]04	308,944
Auxiliary enterprises	567,452	831,206	-	-
Total operating expenses	167,676,896	163,444,669	2,198,[illegible]	2,089,724
Operating loss	$ (134,206,818)	$ (129,489,888)	$ ([illegible]09,291)	$ (1,201,042)

(Continued)

See accompanying notes to financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - CONTINUED

Years ended June 30,

	Business-type activities		Component unit	
	The Community College of Philadelphia		The Community College of Philadelphia Foundation	
	2016	2015	2016	2015
Nonoperating revenues (expenses):				
State appropriations (Note [illegible])	$ 30,128,328	$ 28,631,589	$ -	$ -
City appropriations (Note [illegible])	23,271,627	21,271,006	-	-
Federal grants and contracts	53,551,135	57,870,842	-	-
Gifts from the Community College of Philadelphia Foundation	225,000	140,848	(225,000)	(140,848)
State grants and contracts	8,278,313	7,343,322	-	-
Nongovernmental grants and contracts	1,456,249	1,521,465	1,541,177	1,624,928
Net investment income	815,452	364,680	22,493	270,135
Interest on capital asset-related debt service	(3,314,912)	(4,224,570)	-	-
Other nonoperating revenues	2,579,409	1,087,072	-	-
Net nonoperating revenues	[illegible]	114,006,254	1,338,670	1,754,215
(Loss) gain before other revenues, expenses, gains or losses	[illegible]	(15,483,634)	(170,621)	553,173
Capital appropriations	[illegible]	[illegible]	-	-
(Decrease) increase in net position	(4,862,019)	[illegible]	(170,621)	553,173
Net position, beginning of the year	65,918,959	[illegible]	10,910,443	10,357,270
Net position, ending of the year	$ 61,056,940	$ 65,918,959	$ [illegible]	$ 10,910,443

See accompanying notes to financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

(Business-Type Activities - College only)

STATEMENTS OF CASH FLOWS

Years ended June 30,

	2016	2015
Cash flows from operating activities:		
Tuition and fees	$ 32,978,676	$ 31,283,356
Payments to suppliers	(24,955,335)	(23,707,061)
Payments to employees	(77,393,012)	(76,943,418)
Payments for employee benefits	(37,613,988)	(35,067,726)
Payments for student aid	(8,739,358)	(8,210,976)
Auxiliary enterprises	1,726,271	1,778,519
Other cash receipts	87,288	196,423
Net cash used in operating activities	(113,909,458)	(110,670,883)
Cash flows from noncapital financing activities:		
State appropriations	30,096,838	28,641,818
City appropriations	23,271,627	21,277,040
Gifts and grants	63,112,709	64,331,404
Other nonoperating	2,563,635	1,187,580
Net cash provided by noncapital financing activities	119,044,809	115,437,842
Cash flows from capital and related financing activities:		
State capital appropriations	5,316,618	5,017,352
City capital appropriations	7,037,580	5,836,028
Proceeds from long-term debt	52,075,000	-
(Increase) decrease in bond proceeds available for campus construction	(7,475,086)	202,673
Purchases of capital assets	(3,164,837)	(1,217,392)
Principal payments on long-term debt and amortization of capital leases	(52,043,564)	(11,839,447)
Interest payments on long-term debt and capital leases	(3,397,500)	(4,308,863)
Net cash used in capital and related financing activities	(1,651,789)	(6,309,649)
Cash flows from investing activities:		
Proceeds from sales and maturities of investments	31,43[illegible]01	53,179,375
Purchases of investments	(33,[illegible],521)	(52,279,927)
Interest on investments	[illegible]826,802	365,582
Net cash (used in) provided by investing activities	(982,818)	1,265,030
Increase (decrease) in cash	2,500,744	(277,660)
Cash and cash equivalents, beginning	10,323,803	10,601,463
Cash and cash equivalents, ending	$ 12,824,547	$ 10,323,803

(Continued)

See accompanying notes to financial statements.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

(Business-Type Activities - College only)

STATEMENTS OF CASH FLOWS - CONTINUED

Years ended June 30,

	2016	2015
Reconciliation of net operating loss to net cash used in operating activities:		
Operating loss	$ (134,206,818)	$ (129,489,888)
Adjustments to reconcile net operating loss to net cash used in operating activities:		
Depreciation	8,860,741	9,697,798
Changes in assets and liabilities:		
Accounts receivable	1,353,883	(589,271)
Prepaid and other assets	(288,525)	493,218
Loans to students and employees	(15,339)	(27,550)
Accounts payable and accrued liabilities	(1,008,866)	1,102,852
Deferred revenues	(290,654)	(247,860)
Other post-employment benefits	11,686,120	8,389,818
Net cash used in operating activities	$ (113,909,458)	$ (110,670,883)
Supplemental disclosure of noncash capital financing activity:		
Capital assets acquired via capital lease	$ 945,054	$ 280,909

See accompanying notes to financial statements.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. <u>Organization</u>

The Community College of Philadelphia (the College) operates in accordance with the provisions of Commonwealth of Pennsylvania (the Commonwealth) legislation and through the sponsorship of the City of Philadelphia (the City). For financial reporting purposes, the College has been determined to be a component unit of the City, and as such has adopted the applicable provisions of the Governmental Accounting Standards Board (GASB).

Component Unit

The Community College of Philadelphia Foundation (the Foundation), was established to serve as an organization responsible for College fundraising activities.

The by-laws of the Foundation give the College's board of trustees the authority to amend the Articles of Incorporation of the Foundation at any time. The Foundation is considered to be a discretely presented component unit of the College, and all financial transactions are reported within the financial statements of the College.

2. <u>Measurement Focus, Basis of Accounting, and Basis of Presentation</u>

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), as prescribed by the GASB. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

The College has determined that it functions as a Business Type Activity, as defined by the GASB. The effect of interfund activity has been eliminated from these financial statements.

The College's policy is to define operating activities in the statement of revenues, expenses, and changes in net position as those that generally result from exchange transactions such as the payment received for services and payment made for the purchase of goods and services. Certain other transactions are reported as nonoperating activities. These nonoperating activities include the College's operating and capital appropriations from the Commonwealth and the City; federal, state, and private grants; net investment income; gifts; interest expense; and disposals of capital assets.

3. <u>Government Appropriations</u>

Revenue from the Commonwealth and the City is recognized in the fiscal year during which the funds are appropriated to the College. The College is fiscally dependent upon these appropriations. Specific accounting policies with regard to government appropriations are as follows:

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Commonwealth of Pennsylvania

General state legislation establishing community colleges provides for the reimbursement of certain college expenses from Commonwealth funds appropriated for this purpose. Act 46 enacted in July 2005 changed the original basis of allocating operating funds to Commonwealth community colleges from a formula approach based upon full-time equivalent (FTE) students taught in the current fiscal year to a state-wide community college appropriation. Under Act 46, the state-wide operating budget appropriation for community colleges is to be distributed among each of the 14 colleges in three parts: base funding, growth funding and high priority (economic development) program funding. The provisions of Act 46 are intended to ensure that base operating funding for each college will at least equal the amount of funds received in the prior year. Annually, 25% of any new dollars in the operating funding granted community colleges is to be distributed proportionally among the colleges experiencing growth in the prior year based upon their share of the FTE growth. Colleges whose enrollments are stable or decline do not receive any increase from the growth funding.

The other significant operating funding change as a result of Act 46 was the establishment of Economic Development (high priority) program funding. High priority program funding is based upon prior year enrollments in program areas defined by the State to contribute to trained worker growth in critical employment areas. Using prior-year FTE enrollments in targeted programs as the allocation mechanism, each college is to receive a proportionate share of the available funds allocated to high priority programs.

For the 2016 and 2015 fiscal years, the provisions of Act 46 were not followed in allocating operational funds to Pennsylvania community colleges.

Under the provisions of Act 46, a separate revolving pool was established for community college capital funding. Capital funding, which may include major equipment and furniture purchases, capital improvements to buildings and grounds, debt service on major capital projects, and net rental costs for eligible capital leases, is reimbursed at the rate of 50%. Capital costs not previously approved for annual funding are subject to a competitive application process, with the allocation of available funds made by the Pennsylvania Department of Education using state-wide criteria.

Any excesses or deficiencies between provisional payments and the final annual reimbursement calculation of annual Commonwealth funding are reflected as a payable or receivable from the Commonwealth.

4. Net Position

The College classifies its net position into the following four net position categories:

Net investment in capital assets: Capital assets, net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction, repair, or improvement of those assets.

Restricted - nonexpendable: Net position subject to externally imposed conditions that the College must maintain them in perpetuity.

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Restricted - expendable: Net position whose use is subject to externally imposed conditions that can be fulfilled by the actions of the College or by the passage of time.

Unrestricted: All other categories of net position. Unrestricted net position may be designated by actions of the College's board of trustees.

The College has adopted a policy of generally utilizing restricted - expendable funds, when available, prior to unrestricted funds.

5. <u>Cash and Cash Equivalents</u>

The College considers all petty cash accounts and demand deposits with financial banking institutions to be cash. The College considers all short-term investments (primarily certificates of deposit) with a maturity of 90 days or less to be cash equivalents.

6. <u>Investments</u>

Investments in marketable securities are stated at fair value. Valuations for non-marketable securities are provided by external investment managers and are based upon net asset value as provided by investment managers.

Dividends, interest and net gains or losses on investments of endowments and similar funds are reported in the statement of revenues, expenses and changes in net position. Any net earnings not expended are included in net position categories as follows:

(i) as increases in restricted - nonexpendable net position if the terms of the gift require that they be added to the principal of a permanent endowment fund;
(ii) as increases in restricted - expendable net position if the terms of the gift or the College's interpretation of relevant state law impose restrictions on the current use of the income or net gains; and
(iii) as increases in unrestricted net position in all other cases.

The College policy permits investments in obligations of the U.S. Treasury; certificates of deposit; commercial paper rated A-1 by Standard and Poor's Corporation or P-1 by Moody's Commercial Paper Record; bankers' acceptances; repurchase agreements; and the Commonfund's Intermediate Term Fund and Multi-Strategy Bond Fund, and specifically approved fixed income securities. The investment practice of the Foundation includes the use of PFM Asset Management as its outsourced chief investment officer. The Foundation also uses Bryn Mawr Trust as its custodian of endowment funds.

7. <u>Capital Assets</u>

Real estate assets, including improvements, are generally stated at cost. Furnishings and equipment are stated at cost at date of acquisition or, in the case of gifts, at fair value at date of donation. Interest costs on debt related to capital assets are capitalized during the construction period. There were no capitalized interest costs for the years ended June 30, 2016 or 2015.

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Assets are depreciated using the straight-line method. The range of estimated useful lives by asset categories is summarized as follows:

Asset category	Years
Buildings	10 to 50
Furniture and equipment	3 to 10
Library books	10
Audiovisual media	5
Computer desktop software	3
Computer system software	10

The costs of normal maintenance and repairs that do not increase the value of the asset or materially extend assets' lives are not capitalized.

8. Compensated Absences

Employees earn the right to be compensated during absences for vacation leave and sick leave. Accrued vacation is the amount earned by all eligible employees through the statement of net position date. Upon retirement, these employees are entitled to receive payment for this accrued balance as defined in the College policy and collective bargaining agreements.

9. Students' Deposits and Unearned Revenue

Deposits and advance payments received for tuition and fees related to certain summer programs and tuition received for the following academic year are deferred and are recorded as revenues when instruction is provided.

10. Student Fees

Included in student fees are general college fees of $1,475,442 and $1,515,884 for the years ended June 30, 2016 and 2015, respectively, which have been designated for use by the various student organizations and activities.

11. Tax Status

The College generally is exempt from federal and state taxes due to its status as an unincorporated association established by the Pennsylvania Community College Act of 1963 (the Act). Under the Act, community colleges are considered to be activities of the Commonwealth.

The Foundation is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

The Internal Revenue Service (IRS) determined the Foundation is also classified as a public charity under Sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code to serve as an organization responsible for College fund-raising activities.

12. Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP 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.

13. Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship discounts and allowances in the statements of revenues, expenses and changes in net position. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the College and the amount that is paid by students and/or third parties making payments on students' behalf. Certain governmental grants are recorded as either operating or nonoperating revenues in the College's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the College has recorded a scholarship discount and allowance.

14. Self-Insurance

The Community College of Philadelphia Board of Trustees approved the College's participation in a self-insurance medical plan through Independence Blue Cross, which became effective September 1, 2009. A reinsurance limit of $225,000 is in place to limit institutional financial exposure for individuals with extraordinarily large claims in a policy year. The College has established a self-insurance accrued liability account for incurred claims as well as an estimate of claims incurred but not reported. The College's self-insurance liability at June 30, 2016 and 2015 was $1,532,869 and $1,233,369, respectively, based upon an actuarial calculation based upon historical claim experience.

15. Deferred Outflows/Inflows of Resources

In addition to assets, the Statements of Net Position include a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources until that time. In addition to liabilities, the Statements of Net Position include a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of a net position that applies to future periods and will not be recognized as an inflow of resources until that time. The College's deferred outflow/inflow relates to amounts recorded in connection with GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* (GASB 68), as well as the advance refunding of the 2008 Series Community College Revenue Bonds in September 2015.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

16. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State Employees Retirement System (SERS) and the Pennsylvania Public School Employees Retirement System (PSERS) and additions to/deductions from the SERS and PSERS' fiduciary net position have been determined on the same basis as they are reported by SERS/PSERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

17. Recent Accounting Pronouncements

In February 2015, GASB issued Statement No. 72, *Fair Value Measurements and Application* (GASB 72). This statement addresses accounting and financial reporting issues related to fair value measurements and provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. The requirements of this statement become effective for fiscal periods beginning after June 15, 2015. As a result of the adoption of GASB 72, the College has determined and disclosed all fair value measurements.

In June 2015, GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (GASB 75). The primary objective of this statement is to improve accounting and financial reporting for postemployment benefits other than pensions. This statement replaces the requirements of Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions* for OPEB. It establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources and expenses. This statement also identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payment to their actuarial present value and attribute that present value to periods of employee service. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2017. The College has not completed the process of evaluating the impact of adopting this statement.

In June 2015, GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments* (GASB 76). The primary objective of this statement is to identify, in the context of the current governmental financial reporting environment, the hierarchy of generally accepted accounting principles (GAAP). The "GAAP hierarchy" consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. GASB 76 reduces the GAAP hierarchy from four to two categories of authoritative GAAP and addresses the use of authoritative and non-authoritative literature in the event that the accounting for a transaction or other event is not specified within a source of authoritative GAAP. This statement replaces the requirements of Statement 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2015. The adoption of this statement did not result in any significant changes to the College's financial statements.

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

In January 2016, GASB issued Statement No. 80, *Blending Requirements for Certain Component Units* (GASB 80). The primary objective of this statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This statement amends the blending requirements established in paragraph 53 of Statement No. 14, *The Financial Reporting Entity*, as amended. The additional criterion requires blending of a component unit incorporated as a not-for-profit corporation in which the primary government is the sole corporate member. The additional criterion does not apply to component units included in the financial reporting entity pursuant to the provisions of Statement No. 39, *Determining Whether Certain Organizations are Component Units*. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2016. The College has not completed the process of evaluating the impact of adopting this statement.

NOTE B - DEPOSITS AND INVESTMENTS

The College invests its funds in accordance with the Board of Trustees' investment policy, which authorizes the College to invest in cash equivalents which consist of treasury bills, money market funds, commercial paper, bankers' acceptances, repurchase agreements and certificates of deposit; fixed income securities including U.S. government and agency securities, corporate notes and bonds, asset-backed bonds, floating rate securities and Yankee notes and bonds; and mutual funds including the Commonfund Multi-Strategy Bond Fund and Commonfund Intermediate Fund. Regardless of fund classifications, certain general tenets apply. Investments in all classifications seek to maintain significant liquidity and maximize annual income for the College while avoiding excessive risk. Specific objectives include maintaining sufficient liquidity to meet anticipated cash needs and the preservation of principal. The College recognizes that it may be necessary to forego opportunities for potential large gains to achieve a reasonable risk posture. Certain investments are prohibited, including equity securities, commodities and futures contracts, private placements, options, limited partnerships, venture capital, tangible personal property, direct real estate, short selling, margin transactions and certain derivative instruments. Diversification, insofar as it reduces portfolio risk, is required. At least annually, the Board of Trustees will review the investment policy and performance to determine any appropriate revisions.

Operating funds may be invested only in corporate bonds rated at a minimum A- by Standard and Poor's or A3 by Moody's Investors Service, Inc. (Moody's) that are of U.S. dollar denomination. Investments in asset-backed and mortgage-backed bonds are limited to those rated AAA/Aaa. Investments in commercial paper must be rated A1/P1 or better. The maximum percentage of investments in any one sector is limited to 100% for U.S. government and agency, 25% for asset-backed bonds, 40% for corporate notes and bonds, and 25% for mortgage-backed bonds.

Deposits are comprised of demand deposit accounts with financial institutions. At both June 30, 2016 and 2015, cash on hand was $4,000. At June 30, 2016 and 2015, the carrying amount of deposits was $12,820,547 and $10,319,803, and the bank balance was $14,392,582 and $10,964,508, respectively. The differences were caused primarily by items in transit. Deposits of $750,000 were covered by federal depository insurance of $250,000 for each of four bank accounts at both June 30, 2016 and 2015.

NOTE B - DEPOSITS AND INVESTMENTS - Continued

The following is the fair value of deposits and investments at June 30, 2016:

	College	Foundation
Deposits:		
Demand deposits	$ 12,820,547	$ 609,930
Investments:		
Insured money market deposit	1,054	-
U.S. Treasury obligations	4,305,938	387,939
U.S. government agency obligations	2,183,361	-
Corporate and foreign bonds	4,451,055	-
Intermediate fixed income mutual fund	5,501,105	2,905,649
Equity mutual fund	-	5,417,737
Multi-strategy bond mutual fund	5,274,992	-
Money market mutual funds	8,715,847	1,312,723
Private real estate	-	265,263
Total deposits and investments	$ 43,253,899	$ 10,899,241

The following is the fair value of deposits and investments at June 30, 2015:

	College	Foundation
Deposits:		
Demand deposits	$ 10,319,803	$ 191,827
Investments:		
Insured money market deposit	206,256	-
U.S. Treasury obligations	4,728,180	600,496
U.S. government agency obligations	1,742,187	-
Corporate and foreign bonds	3,870,295	-
Intermediate fixed income mutual fund	5,487,189	2,266,546
Equity mutual fund	-	5,815,402
Multi-strategy bond mutual fund	5,218,290	-
Money market mutual funds	7,367,335	1,164,745
Private real estate	-	270,639
Total deposits and investments	$ 38,939,535	$ 10,309,655

(Continued)

NOTE B - DEPOSITS AND INVESTMENTS - Continued

In addition to the deposits and investments listed above, the College also has bond proceeds available for campus construction held by Sovereign Bank, the State Public School Building Authority, and the Bank of New York (the trustees), under the terms of various bond indentures. Bond proceeds available for campus construction are carried in the financial statements at fair value and consist of short-term investments and government securities. As of June 30, 2016 and 2015, bond proceeds available for campus construction include the following:

	2016	2015
Construction funds	$ 7,480,146	$ 5,060

The College's investments are subject to various risks. Among these risks are custodial credit risk, credit risk, and interest rate risk. Each one of these risks is discussed in more detail below.

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to the College. The College does not have a deposit policy for custodial credit risk. Commonwealth of Pennsylvania Act 72 of 1971, as amended, allows banking institutions to satisfy the collateralization requirement by pooling eligible investments to cover total public funds on deposit in excess of federal insurance. Such pooled collateral is pledged with the financial institutions' trust department.

At June 30, 2016 and 2015, the College's bank balance was exposed to custodial credit risk as follows:

	2016	2015
Uninsured and collateral held by pledging bank's trust department not in the College's name	$ [illegible]820,547	$ 10,319,803

The College participates in the Certificate of Deposit Account Registry Service (CDARS) for its certificates of deposit and Insured Cash Sweep (ICS). CDARS and ICS allow the College to access Federal Deposit Insurance Corporation (FDIC) insurance on multi-million dollar certificates of deposit and money market deposit accounts to earn rates that compare favorably to treasuries and money market mutual funds. Custodial credit risk has been eliminated for the College's certificates of deposit as a result of its participation in the CDARS program.

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The credit risk of a debt instrument is measured by nationally recognized statistical rating agencies such as Moody's.

(Continued)

NOTE B - DEPOSITS AND INVESTMENTS - Continued

The multi-strategy bond fund and the intermediate fixed income fund are mutual funds managed by the Commonfund. The credit quality of the investments that comprise these funds are:

	June 30, 2016	
	Multi-Strategy Bond	Intermediate
Government	18%	25%
Agency	24	22
AAA	9	22
AA	5	6
A	14	14
BBB	17	10
Below BBB	9	1
Non-rated/Other	4	-
Total	100%	100%

	June 30, 2015	
	Multi-Strategy Bond	Intermediate
Government	17%	[illegible]7%
Agency	23	2[illegible]
AAA	9	[illegible]
AA	4	7
A	14	19
BBB	17	9
Below BBB	11	1
Non-rated/Other	5	-
Total	100%	100%

(Continued)

NOTE B - DEPOSITS AND INVESTMENTS - Continued

The credit quality of the fixed income investments in which the College directly invests, including U.S. Treasury obligations, U.S. government agency obligations and corporate bonds, is as follows:

	June 30, 2016 Fixed income securities	June 30, 2015 Fixed income securities
Aaa	59%	64%
Aa	11	9
A	13	14
Baa	17	13
Total	100%	100%

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of fixed income investments. The College's investment policy does not specifically address limitations in the maturities of investments. The weighted average maturities of the College's fixed income investments at June 30, 2016 and 2015 are as follows:

	June 30, 2016 Weighted average maturity (years)	June 30, 2015 Weighted average maturity (years)
U.S. Treasury obligations	3.93	4.27
U.S. government agency obligations	3.45	2.56
Corporate bonds	4.11	5.13

The College categorizes its fair value measurements within the fair value hierarchy established by U.S. GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

(Continued)

NOTE B - DEPOSITS AND INVESTMENTS - Continued

The College has the following recurring fair value measurements as of June 30, 2016:

Demand deposits, insured money market deposits, U.S. Treasury obligations, U.S. government agency obligations, and money market mutual funds of $28,026,747 are valued using quoted market prices (Level 1 inputs).

Corporate and foreign bonds of $4,451,055 are valued using a matrix pricing model (Level 2 inputs) while the intermediate fixed income mutual fund and the multi-strategy bond mutual fund totaling $10,776,097 are valued at the net asset value (NAV) per share (or its equivalent) of the investments (Level 2 inputs).

The Foundation has the following recurring fair value measurements as of June 30, 2016:

Demand deposits, U.S. Treasury obligations, equity mutual funds, and money market mutual funds of $7,151,439 are valued using quoted market prices (Level 1 inputs).

The intermediate fixed income mutual fund of $2,905,6[illegible] is valued at the NAV per share (or its equivalent) of the investments (Level 2 inputs).

Private real estate funds and equity mutual funds of $8[illegible]2,153 are valued at the NAV per share (or its equivalent) of the investments (Level 3 inputs).

The valuation method for investments measured at the NAV per share (or its equivalent) is presented in the following table.

Investments Measured at NAV
($ in millions)

	Fair Value	Unfunded Commitments	Redemption Frequency (if currently eligible)	Redemption Notice Period
Intermediate fixed income mutual funds (1)	$ 8.4	-	Monthly	30 days
Multi-strategy bond mutual funds (2)	5.3	-	Weekly	7 days
Equity mutual fund (3)	0.5	-	Quarterly	60 days
Private real estate fund (4)	0.3	-	N/A	N/A
Total investments measured at NAV	$ 14.5			

(Continued)

NOTE B - DEPOSITS AND INVESTMENTS - Continued

(1) *Intermediate Fixed Income Mutual Funds.* The investment objective of the Multi-Strategy Bond Fund is to offer an actively managed, multi-manager investment program that will provide broad exposure to global debt markets. The fund seeks to add value above the return of the broad U.S. bond market as measured by the Barclays Capital U.S. Aggregate Bond Index, net of fees, and to provide competitive returns relative to the Russell U.S. Core Plus Fixed Income Universe. The fund's risk characteristics will vary from those of the index due to its diversified exposures to sectors outside of the index, including below investment grade debt and international bond and currency markets. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

(2) *Multi-Strategy Bond Mutual Funds.* The investment objective of the Intermediate Term Fund is to produce a total return in excess of its benchmark, the Bank of America Merrill Lynch 1-3 Year Treasury Index, but attaches greater emphasis to its goal of generating a higher current yield than short-term money market investments in a manner that mitigates the chances of a negative total return over any 12-month period. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

(3) *Equity Mutual Fund.* The Titan International Fund is a multi-manager, multi-strategy hedge fund of funds. The fund has an absolute return objective and targets low beta and volatility compared to traditional asset classes (e.g., Equity and Fixed Income). The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

(4) *Private Real Estate Fund.* Equus Capital Partners' Fund X seeks to acquire value-add properties across all major real estate segments throughout the U.S. It is a sole-acquirer that takes equity positions and does not partner with regional owner-operators through joint ventures that can be dilutive to equity upside profits. The fund aims to be fully diversified across all major property types and across U.S. property markets. Equus runs a vertically integrated platform, from deal sourcing, through acquisition to portfolio management, property management, renovation, repositioning and exit. The fund includes moderate leverage on its acquisitions, with no debt recourse to the fund level. The fair values of the investments in this type have been determined using the NAV per share (or its equivalent) of the investments.

NOTE C - ACCOUNTS RECEIVABLE

Accounts receivable include the following at June 30:

	2016		2015	
	College	Component unit Foundation	College	Component unit Foundation
Tuition and fee receivables	7,384,351	$ -	$ 7,694,272	$ -
Grants receivable	74,818	52,710	71,783	660,060
Other receivables	1,434,641	631,977	1,287,937	122,988
Pledges receivable	-	640,473	-	1,164,430
Receivable from Foundation	429,804	-	316,686	-
	9,323,614	1,325,160	9,370,678	1,947,478
Less allowance for doubtful accounts	(4,392,161)	(51,667)	(4,540,675)	(92,096)
Total	$ 4,931,453	$ 1,273,493	$ 4,830,003	$ 1,855,382

The College anticipates that all of its net accounts receivable will be collected within one year.

Accounts receivable, tuition and fees and other are reported at net realizable value. Accounts are written off when they are determined to be uncollectible based upon management's assessment of individual accounts. The allowance for doubtful accounts is estimated based on the College's historical losses and periodic reviews of individual accounts. The allowance was $4,392,161 and $4,540,675 for the years ended June 30, 2016 and 2015, respectively. $362,632 of the Foundation's pledges receivable are expected to be collected subsequent to June 30, 2016, generally on a five-year payment schedule.

NOTE D - CAPITAL ASSETS

Capital assets consist of the following at June 30, 2016:

	Balance July 1, 2015	Additions	Retirements and adjustments	Balance June 30, 2016
Capital assets not depreciated:				
Land and improvements	$ 29,206,260	$ 1,365,834	$ -	$ 30,572,094
Construction in progress	193,754	2,501,050	(2,193,270)	501,534
Works of art	705,208	82,500	-	787,708
	30,105,222	3,949,384	(2,193,270)	31,861,336
Capital assets being depreciated:				
Buildings and improvements	233,051,875	549,541	-	233,601,416
Equipment and furniture	35,988,926	1,576,731	(105,964)	37,459,693
Library books	5,133,921	143,670	-	5,277,591
Microforms	1,671,710	-	-	1,671,710
Software	4,039,594	-	-	4,039,594
System software	8,115,093	91,266	(751,417)	7,454,942
Total before depreciation	288,001,119	2,361,208	(857,381)	289,504,946
	$ 318,106,341	$ 6,310,592	$ (3,050,651)	$ 321,366,282

Accumulated depreciation by asset categories is summarized as follows:

	Balance July 1, 2015	Depreciation	Retirements	Balance June 30, 2016
Buildings and improvements	$ 101,085,869	$ 5,859,156	$ -	$ 106,945,025
Equipment and furniture	28,547,457	2,758,106	(98,533)	31,207,030
Library books	4,314,394	147,462	-	4,461,856
Microforms	1,668,715	2,455	-	1,671,170
Software	3,438,604	-	-	3,438,604
System software	7,757,851	93,562	(751,417)	7,099,996
Total	$ 146,812,890	$ 8,860,741	$ (849,950)	154,823,681
Net capital assets				$ 166,542,601

(Continued)

NOTE D - CAPITAL ASSETS - Continued

Capital assets consist of the following at June 30, 2015:

	Balance July 1, 2014	Additions	Retirements and adjustments	Balance June 30, 2015
Capital assets not depreciated:				
Land and improvements	$ 29,054,933	$ 151,327	$ -	$ 29,206,260
Construction in progress	351,752	663,880	(821,878)	193,754
Works of art	705,208	-	-	705,208
	30,111,893	815,207	(821,878)	30,105,222
Capital assets being depreciated:				
Buildings and improvements	232,527,699	524,176	-	233,051,875
Equipment and furniture	36,632,837	877,431	(1,521,343)	35,988,925
Library books	5,0[illegible]677	115,244	-	5,133,921
Microforms	1,67[illegible]10	-	-	1,671,710
Software	4,039,5[illegible]	-	-	4,039,594
System software	8,115,09[illegible]	-	-	8,115,093
Total before depreciation	288,005,610	1,51[illegible]51	(1,521,343)	288,001,118
	$ 318,117,503	$ [illegible],332,0[illegible]	$ (2,343,221)	$ 318,106,340

Accumulated depreciation by asset categories is summarized as follows:

	Balance July 1, 2014	Depreciation	Retirements	Balance June 30, 2015
Buildings and improvements	$ 95,185,374	$ 5,900,495	$ -	$ 101,085,869
Equipment and furniture	26,821,243	3,235,678	(1,509,464)	28,547,457
Library books	4,165,027	149,367	-	4,314,394
Microforms	1,664,224	4,491	-	1,668,715
Software	3,429,162	9,442	-	3,438,604
System software	7,359,525	398,325	-	7,757,850
Total	$ 138,624,555	$ 9,697,798	$ (1,509,464)	146,812,889
Net capital assets				$ 171,293,451

NOTE E - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities consisted of the following at June 30:

	2016		2015	
	College	Component unit Foundation	College	Component unit Foundation
Category:				
Vendors and others	$ 6,768,024	$ 58,754	$ 7,871,185	$ 81,482
Accrued salaries	3,478,599	-	2,959,758	-
Accrued benefits	2,251,943	-	2,201,264	-
Compensated absences	3,021,805	-	2,928,054	-
Retirement incentive payments	339,756	-	1,120,033	-
Payroll withholding taxes	479,797	-	255,960	-
Accrued interest	[illegible]	-	265,743	-
Payable to College	[illegible]	429,805	-	316,687
Total	$ 16,572,16[illegible]	$ 488,559	$ 17,601,997	$ 398,169

Long-term liability activity for the year ended June 30, 2016 was as follows:

2016	Beginning balance	Additions	Deductions	Total ending balance	Current portion
Long-term liabilities:					
Accrued liabilities	$ 17,601,997	$ 76,539	$ (1,106,373)	$ 16,572,163	$ 15,412,294
Payable to government agencies	490,637	-	(429,478)	61,159	61,159
Capital lease obligation	2,708,983	-	(1,684,137)	1,024,846	358,836
Long-term debt	71,192,638	2,660,627	-	73,853,265	6,910,051
Unamortized bond premium	417,894	6,826,143	-	7,244,037	573,109
Other post-employment benefits	58,227,563	12,200,754	-	70,428,317	-
	$ 150,639,712	$ 21,764,063	$ (3,219,988)	$ 169,183,787	$ 23,315,449

(Continued)

NOTE E - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES - Continued

Long-term liability activity for the year ended June 30, 2015 was as follows:

2015	Beginning balance	Additions	Deductions	Total ending balance	Current portion
Long-term liabilities:					
Accrued liabilities	$ 16,579,287	$ 1,393,064	$ (370,354)	$ 17,601,997	$ 16,517,824
Payable to government agencies	3,025,477	-	(2,534,840)	490,637	490,637
Capital lease obligation	7,979,036	-	(5,270,053)	2,708,983	1,128,414
Long-term debt	77,481,123	-	(6,288,485)	71,192,638	6,170,886
Unamortized bond premium	469,062	-	(51,168)	417,894	51,170
Other post-employment benefits	47,396,561	10,831,002	-	58,227,563	-
	$ 152,930,546	$ 12,224,066	$ (14,514,900)	$ 150,639,712	$ 24,358,931

NOTE F - DEBT

The College's debt financing is primarily provided through Community College Revenue Bonds issued by the Hospitals and Higher Education Facilities Authority and the State Public School Building Authority.

Debt consisted of the following at June 30, 2016:

	Balance July 1, 2015	Additions	Principal payments	Balance June 30, 2016	Current portion
2006 Series	$ 540,000	$ -	$ (355,000)	$ 185,000	$ 185,000
2007 Series	16,295,000	-	(2,160,000)	14,135,000	2,270,000
2008 Series	51,465,000	-	(45,425,000)	6,040,000	2,930,000
2015 Series	-	52,075,000	(655,000)	51,420,000	845,000
SPSBA Loan	226,596	-	(211,690)	14,906	14,903
SPSBA Loan	826,788	-	(316,463)	510,325	367,963
SPSBA Loan	1,839,254	-	(291,220)	1,548,034	297,185
	$ 71,192,638	$ 52,075,000	$ (49,414,373)	$ 73,853,265	$ 6,910,051

(Continued)

NOTE F - DEBT - Continued

Debt consisted of the following at June 30, 2015:

	Balance July 1, 2014	Additions	Principal payments	Balance June 30, 2015	Current portion
2006 Series	$ 880,000	$ -	$ (340,000)	$ 540,000	$ 355,000
2007 Series	18,350,000	-	(2,055,000)	16,295,000	2,160,000
2008 Series	54,140,000	-	(2,675,000)	51,465,000	2,795,000
SPSBA Loan	245,332	-	(245,332)	-	-
SPSBA Loan	507,023	-	(280,427)	226,596	208,993
SPSBA Loan	1,234,137	-	(407,349)	826,788	360,673
SPSBA Loan	2,124,631	-	(285,377)	1,839,254	291,220
	$ 77,481,123	$ -	$ (6,288,485)	$ 71,192,638	$ 6,170,886

Future annual principal and interest payments at June 30, 2016 are as follows:

	Principal	Interest	Total
June 30:			
2017	$ 6,910,051	$ 3,644,845	$ 10,554,896
2018	6,810,633	3,255,876	10,066,509
2019	6,229,480	2,890,927	9,120,407
2020	6,515,817	2,606,090	9,121,907
2021	6,802,284	2,307,823	9,110,107
2022	6,800,000	1,997,050	8,797,050
2023	7,125,000	1,672,810	8,797,810
2024	5,325,000	1,333,000	6,658,000
2025	5,590,000	1,066,750	6,656,750
2026	4,995,000	787,250	5,782,250
2027	5,245,000	537,500	5,782,500
2028	5,505,000	275,250	5,780,250
	$ 73,853,265	$ 22,375,171	$ 96,228,436

(Continued)

NOTE F - DEBT - Continued

1. 2006 Series

Under a loan agreement dated September 15, 2006 with the State Public School Building Authority (the Authority), the College borrowed $3,000,000 of 2006 Series Community College Revenue Bonds. Of the total obligation, $3,000,000 went toward deferred maintenance including roof repairs (Bonnell, West, Gymnasium, Winnet Building and West Philadelphia Regional Center); exterior brick repairs (Winnet Building and Gymnasium); and 16th Street sidewalk replacement. The College also received $50,000 from the Authority that was applied to issuance cost. The Bonds are scheduled to be repaid over a 10-year period through June 20, 2017 at the interest rate of 4.5%, with an average annual debt service payment of $349,372.

Remaining principal payments required by the loan agreement are as follows:

		Principal
2017	$	185,000

2. 2007 Series

Under a loan agreement dated February 21, 2007 with the State Public School Building Authority, the College borrowed $30,525,000 of 2007 Community College Refunding Revenue Bonds. Of the total obligation, $30,525,000 (including bond premium net of bond discount and issuance cost of $449,782) was used to purchase U.S. government securities, which were deposited in an irrevocable trust with an escrow agent to provide for future debt service payments on the 1998 Series Bonds and 2001 Series Bonds. As a result, that portion of the 1998 Series Bonds and 2001 Series Bonds was considered to be defeased. The 1998 and 2001 Series Bonds were called as of November 1, 2011, and the related escrow with the trustee of the defeased bonds is zero. The 2007 Series Bonds are payable over 16½ years at rates from 4.00% to 5.00%, with an average annual debt service payment of $2,602,675.

Principal payments required by the loan agreement are as follows:

		Principal
2017	$	2,270,000
2018		2,385,000
2019		1,750,000
2020		1,820,000
2021		1,885,000
2022-2025		4,025,000
	$	14,135,000

(Continued)

NOTE F - DEBT - Continued

3. <u>2008 Series and 2015 Series</u>

Under a loan agreement dated October 9, 2008 with the State Public School Building Authority, the College borrowed $74,770,000 of 2008 Series Community College Revenue Bonds. The bonds were issued for the benefit of the College to finance a project consisting of: (a) the construction, equipping and furnishing of an approximately 45,000 square foot building for instructional facilities and student meeting spaces on the main campus of the College, and other capital projects related thereto; (b) the renovation and expansion of administrative buildings for the provision of student services on the main campus of the College; (c) the expansion of the campus facilities comprising the Northeast Regional Center of the College in Northeast Philadelphia; and (d) the payment of costs and expenses incident to the issuance of the bonds. The College also received $50,000 from the State Public School Building Authority that was applied to issuance cost. The bonds are scheduled to be repaid over a 20-year period through June 15, 2028 at the interest rates of 3.00% to 6.25%, with an average annual debt service payment of $6,064,257. The 2008 Series Bonds were partially refinanced in September 2015 with the 2015 Series Bonds.

Under a Loan Agreement dated September 10, 2015, between the State Public School Building Authority and the College, the College borrowed $5[illegible]75,000 of 2015 Series Community College Revenue Bonds to advance refund a portion of the Authority's Community College Revenue Bonds (Community College of Philadelphia Project), Series of 2008 and additional 2015 Capital Projects. The 2015 Capital Projects consist of the following: (1) Renovating the College's biology labs; (2) Replacing certain [illegible] located in the College's West Building; and (3) Various other renovations, repairs and capital improvements. All of the foregoing components of the 2015 Capital Projects will be used in connection with the College's operation of its community college buildings in furtherance of its educational mission. The 2015 Series Bonds are payable over 12[illegible] years at rates from [illegible]% to 5%, with an average debt service payment of $4,166,000. The unrefunded series of 2008 are payable over [illegible] years with an average debt service payment of $2,415,000.

Remaining principal payments for the 2015 Series Bonds and the unrefunded Series of 2008 Bonds required by the loan agreement are as follows:

	Principal
2017	$ 3,775,000
2018	3,980,000
2019	4,170,000
2020	4,380,000
2021	4,595,000
2022	4,830,000
2023	5,070,000
2024	5,325,000
2024-2028	21,335,000
	$ 57,460,000

(Continued)

NOTE F - DEBT - Continued

4. Revolving Loan Obligation

Under a loan agreement dated July 15, 2011 with the State Public School Building Authority, the College borrowed $1,000,000 for the purpose of completing the build out of 7,291 square feet of space to be leased adjacent to the current West Regional Center. The loan is scheduled to be repaid over a five-year period through July 15, 2016 at a fixed annual interest rate of 3.00%, with an average annual debt service payment of $216,899.

Remaining principal payments required by the loan agreement are as follows:

	Principal
2017	$ 14,906

5. Revolving Loan Obligation

Under a loan agreement dated January 31, 2013 with the State Public School Building Authority, the College borrowed $1,800,000 for the purpose of completing the renewal and update of four chemistry labs, an instrumentation lab and the associated premises in the West Building on the College's Main Campus. The loan is scheduled to be repaid over a five-year period through September 15, 2017 at a fixed annual interest rate of 2.00%, with an average annual debt service payment of $377,2[illegible].

Remaining principal payments required by the loan agreement are as follows:

	Principal
2017	$ 367,963
2018	142,362
	$ 510,325

6. Revolving Loan Obligation

Under a loan agreement dated April 1, 2013 with the State Public School Building Authority, the College borrowed $2,400,000 for the purpose of renovations to several spaces in the West Building on the College's Main Campus to address critical programmatic needs. The loan is scheduled to be repaid over a five-year period through November 1, 2020 at a fixed annual interest rate of 2.027%, with an average annual debt service payment of $325,551.

NOTE F - DEBT - Continued

Remaining principal payments required by the loan agreement are as follows:

	Principal
2017	$ 297,184
2018	303,269
2019	309,480
2020	315,817
2021	322,284
	$ 1,548,034

7. Operating Leases

The College leases certain equipment and property under operating lease arrangements that expire through 2021. Rental expense for operating leases was $730,[illegible] and $[illegible]2,683 for the years ended June 30, 2016 and 2015, respectively.

Future minimum lease payments required under operating leases are as follows:

2017	$ 526,268
2018	414,60[illegible]
2019	403,357
2020	412,062
2021	171,543
	$ 1,927,835

8. Capital Leases

The College leases certain equipment under capital lease arrangements that expire through 2021. These leases are recorded at the lower of cost or present value and amounted to $1,024,846 and $2,708,983 at June 30, 2016 and 2015, respectively. Amortization charges of capital leases were $1,919,844 and $2,232,948 for the years ended June 30, 2016 and 2015, respectively.

NOTE F - DEBT - Continued

Future minimum lease payments under capital leases are as follows:

	Principal	Interest	Total
June 30:			
2017	$ 358,836	$ 29,067	$ 387,903
2018	272,897	19,651	292,548
2019	242,438	10,738	253,176
2020	127,917	3,168	131,085
2021	22,758	453	23,211
	$ 1,024,846	$ 63,077	$ 1,087,923

NOTE G - (PAYABLE TO) RECEIVABLE FROM GOVERNMENT AGENCIES

(Payable to) receivable from government agencies includes the following at June 30:

	2016		2015	
	(Payable)	Receivable	(Payable)	Receivable
Commonwealth of Pennsylvania:				
Provision for potential audit findings and reimbursement calculation	$ (17,226)	$ -	$ (48,716)	$ -
Grants and special projects	-	968,015	-	335,095
PHEAA for grants	(29,190)	-	(441,921)	-
	(46,416)	968,015	(490,637)	335,095
City of Philadelphia grants receivable	-	15,602	-	183,214
Federal:				
Financial aid programs	(1,906)	10,243	-	167,839
Grants and special projects	(12,837)	414,202	-	2,161,908
	(14,743)	440,047	-	2,512,961
Total	$ (61,159)	$ 1,408,062	$ (490,637)	$ 2,848,056

NOTE H - EMPLOYEE BENEFITS

Retirement benefits are provided for substantially all employees through payments to one of the board-authorized retirement programs. Although the College does not offer participation in the State Employees Retirement System (SERS) or the Pennsylvania Public School Employees Retirement System (PSERS), it has grandfathered continued participation for those employees currently enrolled. The College has 14 employees participating in the SERS and 28 employees in the PSERS.

1. Defined Benefit Plans

The PSERS and SERS are cost-sharing multiple employer defined benefit plans and are administered by the Commonwealth as established under legislative authority. The financial statements for PSERS and SERS can be obtained from the following: Commonwealth of Pennsylvania, Public School Employees' Retirement System, 5 North Fifth Street, P.O. Box 125, Harrisburg, PA 17108-0125; and Commonwealth of Pennsylvania, State Employees' Retirement System, 30 North Third Street, P.O. Box 1147, Harrisburg, PA 17108-1147.

Benefits Provided

PSERS and SERS provide retirement, disability, and death benefits. For PSERS, retirement benefits are determined as 2% or 2.5% (depending on membership class) of the individual's final average salary multiplied by the number of years of credited service. After completion of five years of service, an individual's right to defined benefits is vested, and early retirement may be elected. Individuals are eligible for disability retirement benefits after completion of five years of credited service. Such disability benefits are generally equal to 2% to 2.5% (depending on membership class) of the member's final average salary multiplied by the number of years of credited service, but not less than one-third of such salary nor greater than the benefit the member would have had at normal retirement age. Death benefits are payable upon the death of an active member who has reached age 62 with at least one year of credited service. Such benefits are actuarially equivalent to the benefit that would have been effective if the member had retired on the day before death.

For SERS, retirement benefits are determined at 2% or 2.5% (depending on membership date) of the highest three-year average salary times the number of years of service. The vesting period is either 5 or 10 years (depending on membership date) of credited service.

Contributions

For PSERS, the contribution policy is set by state statutes and requires contributions by active members, employers and the Commonwealth of Pennsylvania. Funding percentages are determined by the plan in accordance with actuarial calculations and are based on covered payroll. Currently, for full time faculty, administrators and other staff, the College contributes 10.7% of all earnings as long as contributions are adequate to accumulate assets to pay retirement benefits when due. Employee contributions are 6.5% of all earnings for members prior to July 22, 1983 and 7.5% of all earnings for members after July 22, 1983.

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

For SERS, the contribution policy is set by state statutes and requires contributions by active members, employers and the Commonwealth of Pennsylvania. Funding percentages are determined by the plan in accordance with actuarial calculations and are based on covered payroll. Currently, for full time faculty, administrators and other staff, the College contributes 19.92% of all earnings as long as contributions are adequate to accumulate assets to pay retirement benefits when due. Employee contributions are 6.25% of all earnings.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources

At June 30, 2016, the College reported a liability of $1,386,000 and $1,998,201 for its proportional share of the net pension liability for PSERS and SERS, respectively. The net pension liability was measured as of June 30, 2015 for PSERS and December 31, 2015 for SERS, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The College's proportion of the net pension liability is based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating institutions, actuarially determined. At June 30, 2015 and December 31, 2015, respectively, the College's proportion of PSERS and SERS was 0.0032% and 0.0110%.

For the year ended June 30, 2016, the College recognized its proportional pension expense for PSERS and SERS of $203,000 and $297,780, respectively, as provided by the plans' actuarial schedules. At June 30, 2016, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PSERS	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	$ -	$ 6,000
Net difference between projected and actual earnings on pension plan investments	-	3,000
Changes in proportion and differences beween College contributions and proportionate share of contributions	304,000	-
Total	$ 304,000	$ 9,000

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

SERS	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	$ 40,461	$ -
Changes of assumption	59,367	-
Net difference between projected and actual earnings on pension plan investments	203,455	-
Changes in proportion and differences between College contributions and proportionate share of contributions	274,243	174,872
Total	$ 577,526	$ 174,872

At June 30, 2015, the College reported a liability of $1,030,000 and $1,784,684 for its proportional share of the net pension liability for PSERS and SERS, respectively. The net pension liability was measured as of June 30, 2014 for PSERS and December 31, 2014 for SERS, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The College's proportion of the net pension liability is based on a projection of the College's long-term share of contributions to the pension plan relative to the projected contributions of all participating institutions, actuarially determined. At June 30, 2014 and December 31, 2014, respectively, the College's proportion for PSERS and SERS was 0.0026% and 0.0120%.

For the year ended June 30, 2015, the College recognized the proportional pension expense for PSERS and SERS of $90,000 and $283,500, respectively, as provided by the plans' actuarial schedules. At June 30, 2015, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

PSERS	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	$ -	$ 74,000
Changes in proportion and differences beween College contributions and proportionate share of contributions	132,000	-
Total	$ 132,000	$ 74,000

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

SERS	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	$ 9,688	$ -
Net difference between projected and actual earnings on pension plan investments	1,565	-
Changes in proportion and differences between College contributions and proportionate share of contributions	350,422	23,351
Total	$ 361,675	$ 23,351

Actuarial Assumptions

The following methods and assumptions were used in the actuarial valuations for the year ended June 30, 2016. These methods and assumptions were applied to all periods included in the measurement:

PSERS

Actuarial cost method	entry age normal, level % of pay
Investment rate of return	7.50%, includes inflation at 3.00%
Salary increases	effective average of 5.50%, which reflects an allowance for inflation of 3%, real wage growth of 1% and merit or seniority increases of 1.5%
Mortality rates	based on the RP-2000 Combined Healthy Annuitant Tables (male and female) with age set back three years for both males and females. For disabled annuitants the RP-2000 Combined Disabled Tables (male and female) with age set back seven years for males and three years for females.

SERS

Actuarial cost method	entry age
Amortization method	straight-line amortization of investments over five years and amortization of assumption changes and noninvestment gains/losses over the average expected remaining service lives of all employees that are provided benefits
Investment rate of return	7.50% net of expenses including inflation

NOTE H - EMPLOYEE BENEFITS - Continued

Projected salary increases	average of 5.70% with range of 3.85% - 9.05% including inflation
Inflation	2.75%
Mortality rate	projected RP-2000 Mortality Tables adjusted for actual plan experience and future improvement
Cost of living adjustments	ad hoc

The following methods and assumptions were used in the actuarial valuations for the year ended June 30, 2015. These methods and assumptions were applied to all periods included in the measurement:

PSERS

Actuarial cost method	entry age normal-level % of pay
Investment rate of return	7.50%, including inflation at 3.00%
Salary increases	effective average of 5.5%, which reflects an allowance for inflation of 3.0%, real wage growth of 1.0%, and merit of seniority increases of 1.5%
Mortality rates	based on the RP-2000 Combined Healthy Annuitant Tables (male and female) with age set back three years for both males and females. For disabled annuitants the RP-2000 Combined Disabled Tables (male and female) with age set back seven years for males and three years for females.

SERS

Actuarial cost method	entry age
Amortization method	straight-line amortization of investments over five years and amortization of assumption changes and noninvestment gains/losses over the average expected remaining service lives of all employees that are provided benefits
Investment rate of return	7.50% net of expenses including inflation
Projected salary increases	average of 6.10% with range of 4.30% - 11.05% including inflation
Inflation	2.75%
Mortality rate	projected RP-2000 Mortality Tables adjusted for actual plan experience and future improvement
Cost of living adjustments	ad hoc

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

PSERS

The long-term expected real rate of return on pension investments is determined using a building-block method in which best estimates of ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of real rates of return are summarized in the following table:

Asset class	Target allocation	Long-term expected rate of return
Public Markets Global Equity	22.50%	4.80%
Private Markets Equity	15.00%	6.60%
Private Real Estate	12.00%	4.50%
Global Fixed Income	7.50%	2.40%
U.S. Long Term Treasuries	3.00%	1.40%
TIPS	12.00%	1.10%
High Yield bonds	6.00%	3.30%
Cash	[illegible]	0.70%
Absolute Return	10.00%	4.90%
Risk Parity	10.00%	3.70%
MLPs/Infrastructure	[illegible]	5.20%
Commodities	8.00%	3.10%
Financing (LIBOR)	-14.00%	[illegible]1.10%
Total	100.00%	

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

SERS

Some of the methods and assumptions mentioned above are based on the *17th Investigation of Actuarial Experience*, which was published in January 2011 and analyzed experience from 2006 through 2010. The long-term expected real rate of return on pension investments is determined using a building-block method in which best estimates of ranges of expected future real rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of real rates of return are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Rate of Return
Alternative Investments	15.00%	8.50%
Global Public Equity	40.00%	5.40%
Real Assets	17.00%	4.95%
Diversifying Assets	10.00%	5.00%
Fixed Income	15.00%	1.50%
Non-rated/Other	3.00%	0.00%
Total	100.00%	

For PSERS and SERS, the discount rate used to measure total pension liability was 7.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at contractually required rates, actuarially determined. Based on these assumptions, the pension plans' fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Position Liability

For PSERS, the College's net pension liability is $1,386,000 using a 7.5% discount rate. The College's net pension liability would have been $1,708,489 assuming a 1% point decrease (6.5%) in the discount rate and would have been $1,115,113 assuming a 1% point increase (8.5%) in the discount rate.

For SERS, the College's net pension liability is $1,998,201 using a 7.5% discount rate. The College's net pension liability would have been $2,482,142 assuming a 1% point decrease (6.5%) in the discount rate and would have been $1,583,248 assuming a 1% point increase (8.5%) in the discount rate.

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

2. Defined Contribution Plans

The College also sponsors one defined contribution plan, and as such, benefits depend solely on amounts contributed to the plan plus investment earnings. Full-time faculty and administrative employees are eligible to participate from the date of employment, and clerical employees have a one-year waiting period. Participation is mandatory for full-time faculty and administrative employees upon reaching the age of 30 or after two years of employment, whichever is the later date. Participation is mandatory for full-time classified and confidential employees upon reaching the age of 30 or after four years of employment, whichever is the later date. Part-time faculty may participate after earning four seniority units as defined in the collective bargaining agreement. College policy and collective bargaining agreements require that both the employee and the College contribute amounts, as set forth below, based on the employee's earnings.

The College's contributions for each employee (and interest allocated to the employee's accounts) are fully vested. Death benefits in the amount of the full present value of accumulation are provided to the beneficiary of a participant who dies prior to retirement. Various payment options are available. The College has 1,227 employees participating in this program.

The payroll for employees covered by the three plans was $65,256,751 and $65,534,082; and the College's total payroll is $78,702,353 and $77,987,146 at June 30, 2016 and 2015, respectively. Contributions made by the College during fiscal 2016 and 2015 totaled $5,832,078 and $5,691,129, respectively, representing 8.94% and 8.68%, respectively, of covered payroll. College employees contributed $4,906,108 and $4,794,327, respectively, during fiscal 2016 and 2015. A summary of retirement benefits follows:

Type of employee	
Full-time faculty	10% of base contract
Visiting lecturers	5% of base contract
Part-time faculty	5% of all earnings
Administrators and other staff	10% of base contract
Others	10% of annual salary
Employee contribution	5% of base salary

3. Other Post-employment Benefits Liability

The College's Retirement Benefits Plan is a single-employer plan, which offers board-authorized post-employment benefits, other than pension, to eligible retirees. The plan provides post-retirement medical, prescription drug, dental and life insurance benefits. The plan is unfunded, and no financial report is prepared. These benefits are accounted for in accordance with GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions.*

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

Funding

The contribution requirements of plan members and the College are established and may be amended by the College's Board of Trustees. The plan is funded on a pay-as-you-go basis (i.e., premiums are paid to fund the health care benefits provided to current retirees). The College paid premiums of $2,765,425 and $2,542,581 for the fiscal years ended June 30, 2016 and 2015, respectively. Total retiree contributions made by plan members were $870,799 and $74[illegible],135 for the fiscal years ended June 30, 2016 and 2015, respectively.

The Retiree Drug Subsidy (RDS) was created as part of the 2003 federal law that created the Medicare prescription drug program and was included to encourage employers to retain the prescription benefits offered to Medicare-eligible retirees. Under the law, employers that retain prescription drug coverage for retirees that is at least equivalent to Medicare Part D coverage receive a subsidy from the U.S. government equal to 28% of the employer's annual drug costs that fall within a certain range. The College received payments of $237,252 for the year ended June 30, 2016 and $205,647 for the year ended June 30, 2015.

The College also provides life insurance for retirees until the end of the contract year in which the employee turns 65 years of age. Contract year is defined as fiscal year for Administrators/Confidential and academic year for Faculty/Classified. The College paid premiums of $14,93[illegible] covering 34 retirees for the fiscal year ended June 30, 2016 and $16,642 covering 41 retirees for the fiscal year ended June 30, 2015.

Annual OPEB Cost and Net OPEB Obligation

The College'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 No. 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 liabilities (or funding excess) over a period not to exceed 30 years. The following shows the components of the College's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the College's net OPEB obligation:

	2016	2015	2014
Annual required contribution	$ 16,338,357	$ 13,289,050	$ 13,249,915
Annual OPEB cost (expense)	16,338,357	13,289,050	13,249,915
Contributions made	(4,707,120)	(5,272,731)	(4,608,714)
Increase in net OPEB obligation	11,631,237	8,016,319	8,641,201
Net OPEB obligation at July 1	55,412,880	47,396,561	38,755,360
Net OPEB obligation at June 30	$ 67,044,117	$ 55,412,880	$ 47,396,561

(Continued)

NOTE H - EMPLOYEE BENEFITS - Continued

The College's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation is as follows:

	Annual OPEB principal	Percentage of annual OPEB cost contributed	Net OPEB total
Year ended:			
June 30, 2016	$ 16,338,357	28.81%	$ 67,044,117
June 30, 2015	13,289,050	39.67%	55,412,880
June 30, 2014	13,249,915	34.78%	47,396,561

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 health care cost trend. Actuarial amounts determined regarding the funded status of the plan and the annual required contributions of the College are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The funded status of the plan as of the most recent valuation date is as follows:

Actuarial valuation date	July 1, 2015
Actuarial value of assets	$ -
Actuarial accrued liability	172,815,908
Unfunded actuarial accrued liability (UAAL)	$ 172,815,908
Funded ratio	0.00%
Annual covered payroll	$ 54,031,275
UAAL as a percentage of covered payroll	319.84%

The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about the plan's funding.

NOTE H - EMPLOYEE BENEFITS - Continued

Actuarial Methods and Assumptions

The calculations are based on the types of benefits provided under the terms of the College's Retirement Benefits Plan at the time of the valuation. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations in the future. The actuarial methods and assumptions used include techniques that are designed to reduce the efforts of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations. The following actuarial methods and significant assumptions were used for the July 1, 2015 valuation:

Actuarial cost method	Projected unit credit
Amortization method	Closed, level dollar amortization over 30 years
Remaining amortization period	22 years
Discount rate	4.00%
Medical/prescription drug trend rate.	7.00%, gradually decreasing to 4.50% in 2036
Dental trend rate	1.00%
Mortality table	88% of rates in the RP-2014 White Collar Healthy Mortality Table backed off to 2006 and projected to 2020 with Scale MP-2015 plus [illegible] of rates in the RP-2014 Blue Collar Healthy Mortality Table backed off to 2006 and projected to 2020 with Scale MP-2015.

4. Retirement Incentive Program

A retirement incentive option was offered to employees 62 years or older, who have completed at least 15 years of full-time service, and whose combined age and years of service equal at least 80. This option expired August 31, 2014. During 2015, there were two people who accepted the early retirement and incentive options; the present value of future payments as of June 30, 2016 and 2015 of $85,460 and $157,319, respectively, has been accrued. Future payments in the next two fiscal years are each expected to be $85,460.

Effective September 1, 2014, the collective bargaining agreement provides for a retirement incentive for full-time employees at age 63, 64 or 65 with at least 20 years of service. The incentive payment is a percentage of final pay based on years of service.

In February 2015, the College offered a one-time retirement incentive program to employees 65 years or older and who had at least 15 years of full-time service. The incentive payment is 25% of an employee's final salary and an additional incentive which ranged from $5,000 (if retirement commitment was received by February 28, 2015) to $2,000 (for all commitments received by May 31, 2015). All retirements for non-faculty employees had to be effective by August 31, 2015, while faculty members had an additional option of December 31, 2015. The total of all incentive payments for the program was $712,729.

NOTE I - COMMITMENTS AND CONTINGENCIES

Based upon the provisions of Act 46 enacted in 2005 and effective with the June 2007 fiscal year, the Commonwealth no longer audits the funding received. In lieu of the state audit, an enrollment verification and capital expenditure audit is completed by the College's independent auditor. The College has accrued for audit findings through 2006, the last year Commonwealth audits were performed.

The use of grant monies received is subject to compliance audits by the disbursing governmental agency. The College believes it is in compliance with all significant grant requirements.

The nature of the educational industry is such that, from time to time, the College is exposed to various risks of loss related to torts; alleged negligence; acts of discrimination; breach of contract; labor disputes; disagreements arising from the interpretation of laws or regulations; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services. The College addresses these risks by purchasing commercial insurance. The College's retention of risk is limited to the deductibles on its insurance policies, which range from $-0- to $150,000 per claim depending on the nature of the claim.

There have been no significant reductions in insurance coverage from the prior year. There have been no instances where a settlement amount exceeded the insurance coverage for each of the last three years. It is not expected that the resolution of any outstanding claims and litigation will have a material adverse effect on the accompanying financial statements.

NOTE J - OPERATING EXPENSES

The College's and component unit Foundation's operating expenses, on a natural classification basis, were comprised of the following:

	2016		2015	
	College	Component unit Foundation	College	Component unit Foundation
Salaries	$ 77,930,971	$ 771,382	$ 77,160,811	$ 826,335
Benefits	36,978,141	280,654	35,766,816	281,319
Contracted services	6,457,843	83,286	8,330,474	214,789
Supplies	3,857,149	59,440	3,072,876	93,657
Depreciation	8,860,741	-	9,697,798	-
Student aid	8,739,358	495,904	8,210,976	308,944
Other post-retirement benefits	13,166,573	-	8,389,818	-
Other	11,686,120	507,665	12,815,100	364,680
Total	$ 167,676,896	$ 2,198,331	$ 163,444,669	$ 2,089,724

NOTE K - CITY AND STATE APPROPRIATIONS

Appropriations from the Commonwealth and the City for the years ended June 30, 2016 and 2015, are as follows:

	2016		2015	
	Operations	Capital	Operations	Capital
Commonwealth of Pennsylvania	$ 30,128,328	$ 5,316,618	$ 28,631,589	$ 5,023,385
City of Philadelphia	23,271,627	7,037,580	21,271,006	5,836,028
Total appropriations	53,399,955	$ 12,354,198	$ 49,902,595	$ 10,859,413

NOTE L - PASS-THROUGH GRANTS

The College distributed $38,206,2[illegible] in 2016 and $41,888,351 in 2015 for student loans through the U.S. Department of Education Federal Direct Loan Program. These distributions and related funding sources are not included as expenses and revenues, nor as cash disbursements and cash receipts in the accompanying financial statements.

NOTE M - SUBSEQUENT EVENTS

The College has evaluated subsequent events through September 30, 2016, noting no items which would require disclosure in the financial statements, except as follows:

The College's Collective Bargaining Agreement with Faculty and Classified employee unions ended on August 31, 2016. The Administration and the Union have been negotiating a new Collective Bargaining Agreement since January 2016, but no agreement has yet been reached.

SUPPLEMENTARY INFORMATION

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF FUNDING PROGRESS (UNAUDITED)

June 30, 2016 and 2015

Valuation date	Actuarial value of assets (a)	Actuarial accrued liability (AAL) (b)	Unfunded AAL (b-a)	Funded ratio (a/b)	Covered payroll (c)	UAAL (OAAL) percentage of covered payroll ((a-b)/c)
July 1, 2007	$ -	$ 72,351,392	$ 72,351,392	$ -	$ 64,747,493	111.74%
July 1, 2009	-	81,337,622	81,337,622	-	73,489,322	110.68
July 1, 2011	-	103,846,976	103,846,976	-	76,796,463	135.22
July 1, 2012	-	124,575,199	124,575,199	-	76,015,530	163.88
July 1, 2013	-	142,548,317	142,548,317	-	76,380,018	186.63
July 1, 2015	-	172,815,908	172,815,908	-	78,702,353	219.58

Schedule of contributions from the College

Fiscal year	Annual required contribution	Contribution	Percentage contributed
June 30, 2008	$ 7,257,715	$ 2,063,042	28.43%
June 30, 2009	7,463,367	2,281,821	30.57
June 30, 2010	8,590,625	2,391,[illegible]	27.83
June 30, 2011	8,872,232	2,833,597	31.94
June 30, 2012	10,982,860	3,371,858	30.70
June 30, 2013	12,255,644	3,725,611	30.40
June 30, 2014	13,249,915	4,608,714	34.78
June 30, 2015	13,289,050	5,272,732	39.68
June 30, 2016	16,338,357	4,707,120	28.81

The information presented above was determined as part of the actuarial valuation at the date indicated.

Actuarial cost method	Projected Unit Credit
Asset valuation method	N/A
Remaining amortization period	22 years
Actuarial assumptions:	
Discount rate	4.00%
Medical cost trend rate	7.00% gradually decreasing to 4.50% in 2036
Prescription drug cost trend rate	7.00% gradually decreasing to 4.50% in 2036
Dental cost trend rate	1.00%
Mortality table	88% of rates in the RP-2014 White Collar Healthy Mortality Table backed off to 2006 and projected to 2020 with Scale MP-2015 plus 12% of rates in the RP-2014 Blue Collar Healthy Mortality Table backed off to 2006 and projected to 2020 with Scale MP-2015.

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY

Years ended June 30,

	2016	2015
PSERS		
College's proportion of the net pension liability (asset)	0.0032%	0.0026%
College's proportionate share of the net pension liability (asset)	$ 1,386,000	$ 1,030,000
College's covered employee payroll	$ 413,104	$ 335,800
Plan fiduciary net position as a percentage of the total pension liability	54.36%	57.24%
SERS		
College's proportion of the net pension liability (asset)	0.0110%	0.0120%
College's proportionate share of the net pension liability (asset)	$ 1,998,201	$ 1,784,684
College's covered employee payroll	$ 653,759	$ 692,779
Plan fiduciary net position as a percentage of the total pension liability	58.9[illegible]%	64.80%

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF CONTRIBUTIONS

Years ended June 30,

	2016	2015
PSERS		
Contractually required contribution	$ 83,000	$ 52,000
Contribution in relation to the contractually required contribution	83,000	52,000
Contribution deficiency (excess)	$ -	$ -
Covered employee payroll	$ 413,104	$ 335,800
Contributions as a % of covered employee payroll	20.0918%	15.4854%
SERS		
Contractually required contribution	$ 202,576	$ 98,248
Contribution in relation to the contractually required contribution	202,576	98,248
Contribution deficiency (excess)	$ -	$ -
Covered employee payroll	$ 653,759	$ 692,779
Contributions as a % of covered employee payroll	30.98[illegible]%	14.1817%

See accompanying report of independent certified public accountants.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Year ended June 30, 2016

Federal Agency Grantor/Pass-through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Grantor Number	Federal Expenditures
U.S. Department of Education			
Student Financial Assistance Cluster			
Federal Supplemental Educational Opportunity Grants	84.007		$ 770,585
Federal Work-Study Program	84.033		930,500
Federal Pell Grant Program	84.063		47,328,738
Federal Direct Student Loans	84.268		38,206,211
Total Student Financial Assistance Cluster			87,236,034
TRIO Cluster			
TRIO - Student Support Services	84.042A		254,280
TRIO - Upward Bound	84.047A		267,649
Total TRIO Cluster			521,929
Strengthening Minority-Serving Institutions (Center for Male Engagement)	84.382		599,598
Higher Education Institutional Aid (Predominantly Black Institutions Formula Grant)	84.031		513,861
Passed-through University of Pennsylvania Foundation			
Career and Technical Education - Basic Grants to States	84.048	381-16-000	1,307,292
Undergraduate International Studies	84.016	PO16A140008	93,564
Passed-through University of Pennsylvania			
National Resource Centers	84.015A		3,750
Passed-through the School District of Philadelphia			
Advanced College Experience	84.334	SC# 568335	14,250
Minority Science and Engineering Improvement (Raising Interest in STEM (RISE))	84.120A		196,952
Total U.S. Department of Education			90,487,230
U.S. Department of Health and Human Services			
Passed-through the Philadelphia Hospital and Health Care District 1199C			
National Workforce Diversity Pipeline Program	93[illegible]	CPIMP151091-01-00	947
U.S. Department of Labor			
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.282		502,694
Passed-through the Commonwealth of PA, Dept. of Labor and Industry			
Microcredentials	17.2[illegible]		17,258
Job Corps	17.268		13,933
Total U.S. Department of Labor			533,885
U.S. Department of Transportation			
Passed-through Highway Administration			
Highway Research and Development Program (Eisenhower Community College Fellowship - Research and Development)	20.200	[illegible]TS-TP-20	30,000
National Science Foundation			
Passed-through Drexel University			
Education and Human Resources (Alliance for Minority Partnership - Research and Development)	47.076	HRD-1408052	20,185
ATE Biomedical/Cultures Project (Research and Development)	NSF 11-692	DUE-1400433	123,397
Total National Science Foundation			143,582
National Endowment for the Humanities			
Passed-through Arts Midwest			
The Big Read	45.024	FY16-2157	11,600
Bridging Cultures Project	45.162	ME-50046-14	50,773
Total National Endowment for the Humanities			62,373

(Continued)

See notes to Schedule of Expenditures of Federal Awards.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - CONTINUED

Year ended June 30, 2016

Federal Agency Grantor/Pass-through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Grantor Number	Federal Expenditures
U.S. Department of Justice			
Passed-through Pennsylvania Commission on Crime and Delinquency			
Edward Byrne Memorial Justice Assistance Grant Program (Reentry Support Project)	16.738	2011-DJ-BX-0176	$ 28,983
Total expenditures of federal awards			$ 91,287,000

See notes to Schedule of Expenditures of Federal Awards.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2016

NOTE A - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (the schedule) summarizes the expenditures of the Community College of Philadelphia (the College) under programs of the federal government for the year ended June 30, 2016. The Schedule of Expenditures of Federal awards presents only a selected portion of the operations of the College; it is not intended to, and does not, present the financial position, changes in net position, and cash flows of the College.

For the purposes of the Schedule of Expenditures of Federal Awards, federal awards include all grants, contracts and similar agreements entered into directly between the College and agencies and departments of the federal government and all sub-awards to the College by non-federal organizations pursuant to federal grants, contracts and similar agreements. Federal awards are included in contracts and other exchange transactions on the accompanying statement of net position.

NOTE B - BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting. The information in the schedule is presented in accordance with *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in the schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE C - FEDERAL STUDENT LOAN PROGRAMS

Federally guaranteed loans issued to students of the College during the year ended June 30, 2016 totaled $38,206,211. This amount has been included in the schedule. The College is responsible only for the performance of certain administrative duties with respect to federally guaranteed student loan programs, and accordingly, these loans are not included in its financial statements.

The College has terminated its participation in the Federal Perkins Loan Program. There are no outstanding loans remaining under this program.

NOTE D - ADMINISTRATIVE COSTS

The College's expenditures include administrative expenses of $77,100 for Federal Pell Grants, $34,945 in Federal Work Study, and $33,359 for Federal Supplemental Educational Opportunity Grants.

Report of Independent Certified Public Accountants on Internal Control over Financial Reporting and on Compliance and Other Matters Required by *Government Auditing Standards*

Board of Directors
Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

We have audited, in accordance with 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 the business-type activities and the discretely presented component unit of the Community College of Philadelphia (the College) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated September 30, 2016.

Internal control over financial reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) to design audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of the College'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 College'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 and, therefore, material weaknesses or significant deficiencies may exist that were not identified. 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 the College'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*.

Intended purpose

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 College'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 College's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

Philadelphia, Pennsylvania

September 30, 2016

DRAFT

Report of Independent Certified Public Accountants on Compliance for Each Major Federal Program and on Internal Control over Compliance Required by OMB Uniform Guidance

Board of Directors
Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

Report on compliance for each major federal program
We have audited the compliance of the Community College of Philadelphia (the College) with the types of compliance requirements described in the U.S. Office of Management and Budget's *OMB Compliance Supplement* that could have a direct and material effect on its major federal programs for the year ended June 30, 2016. The College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's responsibility
Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the College's federal programs.

Auditor's responsibility
Our responsibility is to express an opinion on compliance for the College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The above-mentioned standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the College's compliance.

Opinion on each major federal program
In our opinion, the College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2016.

Report on internal control over compliance
Management of the College is responsible for designing, implementing, and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the College's internal control over compliance with the types of compliance requirements that could have a direct and material effect on each major federal program to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

Intended purpose
The purpose of this Report on Internal Control Over Compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Philadelphia, Pennsylvania

March __, 2017

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Year ended June 30, 2016

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ____ yes __X__ no
- Significant deficiency(s) identified that are not considered to be material weakness(es)? ____ yes __X__ none reported
- Noncompliance material to financial statements noted? ____ yes __X__ no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ____ yes __X__ no
- Significant deficiency(s) identified that are not considered to be material weakness(es)? ____ yes __X__ none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ____ yes __X__ no

Identification of major programs:

CFDA Number	*Name of Federal Program or Cluster*
	Student Financial Assistance Cluster:
84.033	Federal Work-Study Program
84.007	Federal Supplemental Educational Opportunity Grants
84.063	Federal Pell Grant Program
84.268	Federal Direct Student Loans
84.048	Career and Technical Education - Basic Grants to States

Dollar threshold used to distinguish between type A and type B programs: $750,000

Auditee qualified as low-risk auditee? __X__ yes ____ no

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF FINDINGS AND QUESTIONED COSTS - CONTINUED

Year ended June 30, 2016

Section II - Financial Statement Findings

None.

Section III - Federal Award Findings and Questioned Costs

None.

Community College of Philadelphia
(A Component Unit of the City of Philadelphia)

SCHEDULE OF PRIOR YEAR FINDINGS

Year ended June 30, 2016

No matters to report.

ATTACHMENT B

Grant Thornton's Presentation

GRANT THORNTON

Presentation to the Audit Committee of
Community College of Philadelphia
for the year ended June 30, 2016

March 27, 2017

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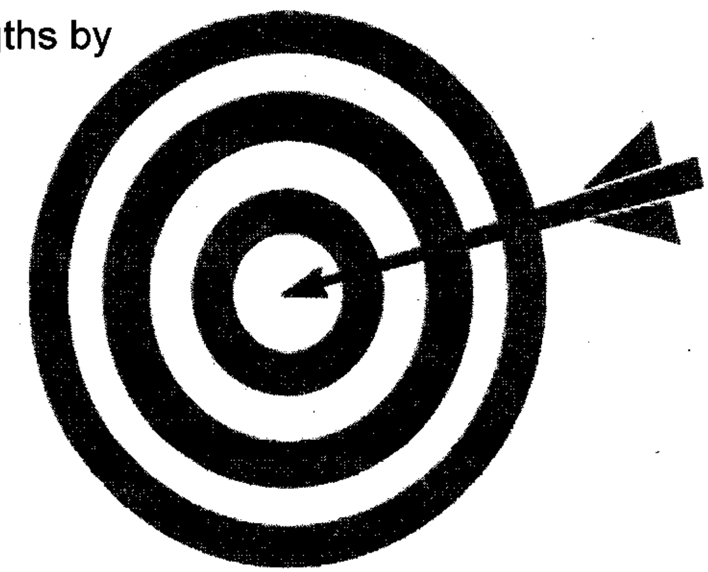
Our values are

CLEARR

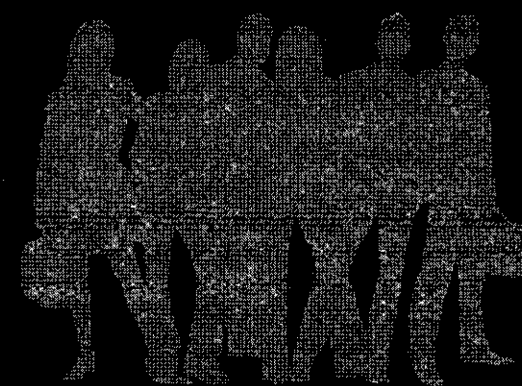
To achieve our global vision, we capitalize on our strengths by embracing the following values:

- Unite through global **Collaboration**
- Demonstrate **Leadership** in all we do
- Promote a consistent culture of **Excellence**
- Act with **Agility**
- Ensure deep **Respect** for people
- Take **Responsibility** for our actions



Our values serve as the foundation of each step we take toward achieving our vision. They guide our decision-making and provide a framework for our people to make correct and appropriate choices.

RESPONSIBILITIES



Our responsibilities

We are responsible for:

- Performing an audit of the Community College of Philadelphia's financial statements as prepared by management, conducted under US GAAS and *Government Auditing Standards,* with your oversight
- Forming and expressing an opinion about whether the financial statements are presented fairly, in all material respects in accordance with US GAAP
- Forming and expressing an opinion about whether certain supplementary information — including the Schedule of Expenditures of Federal (SEFA) awards — is fairly stated in relation to the financial statements as a whole
- Reading other information and considering whether it is materially inconsistent with the financial statements
- Communicating fraud and abuse with regard to federal programs
- Communicating specific matters to you on a timely basis; we do not design our audit for this purpose
- Reporting material noncompliance related to laws, regulations, contracts and grant agreements, as well as significant deficiencies and/or material weaknesses in internal control related to financial reporting
- Reporting material noncompliance with federal awards requirements applicable to major program(s) audited under the Uniform Guidance requirements (formerly OMB Circular A-133), as well as significant deficiencies and/or material weaknesses in internal control over compliance
- Applying agreed-upon procedures based on criteria as outlined by the Commonwealth of Pennsylvania Department of Education (PDE) in the Statement of Auditing and Accounting Standards for Community Colleges

An audit provides reasonable, not absolute, assurance that the financial statements do not contain material misstatements due to fraud or error. It does not relieve you or management of your responsibilities. Our respective responsibilities are described further in our engagement letter.

Those charged with governance and management responsibilities

Those charged with governance

Those charged with governance are responsible for:

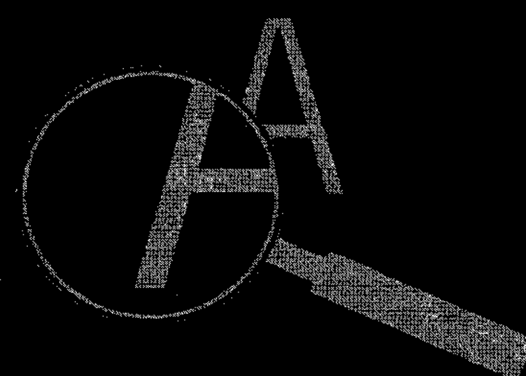
- Overseeing the financial reporting process
- Setting a positive tone at the top and challenging the Community College of Philadelphia's activities in the financial arena
- Discussing significant accounting and internal control matters with management
- Informing us about fraud or suspected fraud, including its views about fraud risks
- Informing us about other matters that are relevant to our audit, such as:
  - Objectives and strategies and related business risks that may result in material misstatement
  - Matters warranting particular audit attention
  - Significant communications with regulators
  - Matters related to the effectiveness of internal control and your related oversight responsibilities
  - Your views regarding our current communications and your actions regarding previous communications

Management

Management is responsible for:

- Preparing and fairly presenting the financial statements, including supplementary information such as SEFA (Schedule of Expenditures of Federal Awards) in accordance with US GAAP
- Designing, implementing, evaluating, and maintaining effective internal control over financial reporting and compliance with federal grant requirements
- Communicating significant accounting and internal control matters to those charged with governance
- Providing us with unrestricted access to all persons and all information relevant to our audit
- Informing us about fraud, illegal acts, significant deficiencies, and material weaknesses
- Adjusting the financial statements, including disclosures, to correct material misstatements
- Informing us of subsequent events
- Providing us with certain written representations

AUDIT SCOPE AND RESULTS



Materiality

Essentially, materiality is the magnitude of an omission or misstatement that likely influences a reasonable person's judgment. It is based on a relevant financial statement benchmark.

- We believe total expenditures on each major program are the appropriate benchmarks for the Single Audit.

Financial statement items greater than materiality are in scope. Other areas less than materiality may be in scope if qualitative factors are present (e.g., related party relationships or transactions and fraud risk).

Areas of focus for Single Audit

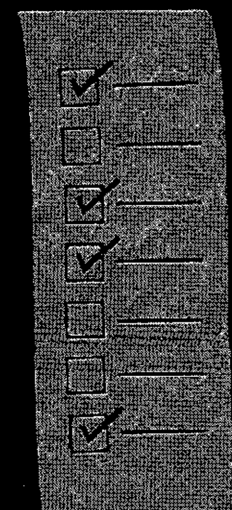
The following provides an overview of the major programs tested this year; it has been determined based on the final schedule of expenditures of federal awards.

Major program	2016	2015
Student financial aid	X	X
R&D		X
Career & technical education – basic grants to states (CFDA 84.048)	X	

Views of those charged with governance

Discussion points
Risks of fraud
Awareness of fraud
Awareness of related party transactions; understanding of purpose of related party transactions
Awareness of whistleblower tips or complaints
Oversight of management's risk assessment process
Views about the College's objectives and strategies and related risks of material misstatement
Awareness of any internal control matters and views about management's response
Oversight of financial reporting process
Actions taken in response to developments in law, accounting standards and corporate governance matters
Actions in response to our previous communications, if any

OTHER MATTERS



Commitment to promote ethical and professional excellence

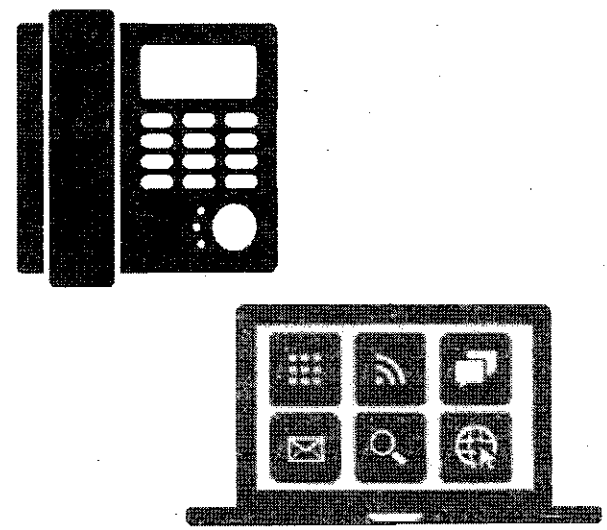
We are committed to promoting ethical and professional excellence. To advance this commitment, we have put in place a phone and Internet-based hotline system.

The Ethics Hotline (+1 866 739 4134) provides individuals a means to call and report ethical concerns.

The EthicsPoint URL link

- Can be found on our internal website
- Can be accessed from our external website (https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=15191)

Disclaimer: EthicsPoint is not meant to act as a substitute for an entity's "whistleblower" obligations.



ACCOUNTING UPDATES

Selected pronouncements effective for the year ending June 30, 2016 or subsequent periods - GASB

Title	Effective date
GASB 72- Fair Value Measurements and Application	Periods beginning after June 15, 2015
GASB 73- Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68	Periods beginning after June 15, 2016, with portions for periods beginning after June 15, 2015
GASB 74- Financial Reporting for Postemployment Benefit Plans Other than Pension Plans	Fiscal years beginning after June 30, 2016
GASB 75- Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions	Fiscal years beginning after June 15, 2017
GASB 76- The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments	Reporting periods beginning after June 15, 2015
GASB 80- Blending Requirements for Certain Component Units	Fiscal years beginning after June 15, 2016
GASB 81- Irrevocable Split-Interest Agreements	Periods beginning after December 15, 2016
GASB 82- Pension Issues- an Amendment of GASB statements 67, 68 and 73	Periods beginning after June 30, 2016, except in certain circumstances

GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*

Summary	Potential impact
• GASB 75 replaces the requirements related to OPEB accounting and reporting currently provided in GASB 45 and 57 • GASB 74 established new accounting and financial reporting requirements for the financial statements of the state and local government OPEB plans • State and local governments providing defined benefit OPEB plans administered through a trust meeting certain criteria must report a net OPEB liability on the face of their financial statements, similar to the requirement to report the net pension liability in accordance with GASB 68. • Provides a more comprehensive measure of OPEB expense than is currently required, which better reflects when the benefit cost is incurred. • Requires more extensive disclosures and required supplementary information • Effective for fiscal years beginning after June 15, 2017, with early adoption encouraged. Similar to adoption of GASB 68 (Pensions), retrospective adoption is required.	Colleges and Universities with OPEB plans will most likely need to reflect an obligation related to their proportionate share of the unfunded liability related to OPEB, similar to the recognition of a pension liability in connection with the adoption of GASB 68. As with GASB 68, extensive planning and discussions among all parties (management, state government contacts and others) is critical to a successful adoption. Colleges and Universities should begin to evaluate the information needed to adopt the guidance as a significant portion of that information may come from state or other related entities. Because many plans are "pay as you go," the impact of recording this liability could be much more significant than the recognition of a pension liability, where there may have been existing plan assets to partially offset the liability.

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GASB Statement 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*

Summary	Potential impact

• Reduces the U.S. GAAP hierarchy for government standards from four to two categories of authoritative GAAP:
  • The first category consists of the GASB Statements, as periodically incorporated into the Codification
  • The second comprises GASB Technical Bulletins, Implementation Guides, and AICPA guidance cleared by the GASB.
• Statement 76 also addresses the use of authoritative and nonauthoritative literature for situations when the accounting treatment for a transaction or event is not specified in either of the categories above.
• Guidance is effective for reporting periods beginning after June 15, 2015, with any changes in accounting as a result of adoption to be reflected as a restatement of all periods presented, if practical. Earlier application is encouraged.
	Depending on what accounting policies a college and university uses to report its financial transactions, existing guidance could potentially no longer be considered authoritative and could result in necessary changes in accounting as a result of adoption of this standard. Management should review key accounting policies to ensure they are based on guidance that continues to be authoritative.

GASB Statement 80, *Blending Requirements for Certain Component Units*

Summary	Potential impact
• Objective is to clarify existing guidance and address diversity in practice as it relates to certain component units incorporated as not-for-profit corporations, and whether they should be discretely presented or blended with the primary government financial statements. • A distinction is made for component units in which the primary government is the sole corporate member (typically defined in articles of incorporation and/or bylaws of the component unit) AND the component unit is included in the financial reporting entity pursuant to the provisions in paragraphs 21-37 of Statement 14, as amended. • Component units organized as not-for-profit corporations in which the primary government is the sole corporate member should be included in the reporting entity financial statements using the blending method. • Effective date is fiscal years beginning after June 15, 2016, with early adoption encouraged. Retroactive adoption is required.	Management must re-evaluate the current presentation of component units that may have been presented discretely under existing guidance and determine whether those units must now be presented as blended by the College or still presented discretely.

GASB Statement 81, *Irrevocable split-interest agreements*

Summary	Potential impact
• Scope includes irrevocable split-interest agreement giving arrangements for which the government is the intermediary (trustee or agent) and a beneficiary, as well as beneficial interests in resources held and administered by third parties • Guidance establishes accounting for Lead Interests (government is a recipient of payments during the term of the agreement) and Remainder Interests (government is the beneficiary when the agreement terminates, and makes payments to non-government beneficiary – typically the donor or designee of the donor- during the term of the agreement). • Accounting requires recognition of an asset, liability and deferred inflow. When assets are held by third parties, the recognition will be an asset and a deferred inflow, with no need for a corresponding liability. • Effective for periods beginning after 12/15/2016, with early adoption permitted. Retrospective application should be applied.	Because there has been some diversity in practice related to accounting for irrevocable split-interest agreements, some colleges and universities may need to reflect new accounting, primarily the recognition of deferred inflows, associated with these arrangements. Management should begin to inventory the current agreements in place to determine the impact of this standard on current accounting.

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GASB projects and pre-agenda research

Project	Timing
Asset Retirement Obligations	Exposure Draft (*Certain Asset Retirement Obligations*) issued, comment period ended March 31, 2016
Fiduciary Activities	Exposure Draft (*Fiduciary Activities*) issued, comment period ended March 31, 2016
Conceptual Framework: Recognition	On Hold-preliminary views redeliberations
Leases- Reexamination of NCGA Statement 5	Exposure Draft (*Leases*), comment period to end May 31, 2016
Financial Reporting Model- Reexamination of Statements 34, 35, 37, 41 and 46, and Interpretation 6	Initial deliberations
Debt disclosures, including Direct Borrowing	Pre-agenda research
Going concern disclosures	Pre-agenda research
Revenue recognition for exchange and exchange-like transactions	Pre-agenda research

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GASB major project – Asset Retirement Obligations

Summary	Potential impact
• Objective is to develop requirements on recognition and measurement for asset retirement obligations (ARO), other than landfills (refer to GASB 18) or pollution remediation obligations (GASB 49) • Existing guidance within FASB (ASC 410, *Asset Retirement Obligations*) has been applied by some GASB reporters, but not consistently. • The Exposure Draft proposes the following: ✓ Establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources when a governmental entity has a legal obligation to perform future asset retirement activities related to its tangible capital assets ✓ Proposes capitalization of the ARO as a deferred outflow of resources, to be amortized in a systematic and rational manner (such as the straight-line method) ✓ Requires disclosures regarding governmental entity legal requirements to provide funding or other financial assurance for their performance of asset retirement obligations (e.g., how are those requirements being met) as well as nature and timing of AROs, method used to determine the estimated liability and useful life of the associated tangible asset. • An Exposure Draft was issued in December 2015, and the comment period ended in March 2016.	This proposed standard is intended to reduce diversity in practice and related inconsistency in current reporting, thereby enhancing comparability between governmental entities, including colleges and universities with AROs. It would also improve the usefulness of information for external users, including rating agencies and analysts by expanding disclosure requirements related to these obligations.

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GASB major project – Leases

Summary	Potential impact
• The proposed guidance eliminates the distinction between capital and operating leases • Short term leases are those that, at the beginning of the lease, have a maximum possible term of 12 months or less, and would be recognized as a deferred outflow or inflow of resources. • Lessee governments would report the following about leases (except short-term leases) in their financial statements: ✓ An intangible lease asset that represents the government's right to use the underlying asset ✓ A corresponding lease liability ✓ Amortization expense related to the lease asset, and ✓ Interest expense related to the lease liability. • Government lessors would report the following about leases in their financial statements: ✓ A receivable for the right to receive payments ✓ A corresponding deferred inflow of resources ✓ Lease revenue systematically over the term of the lease, and ✓ Interest revenue related to the receivable. • An Exposure Draft was issued in January 2016, with the comment period ending in May 2016.	Similar to the GASB Major Project addressing fair value measurements, this project reflects an effort by the GASB to align its accounting for leases with the accounting guidance proposed by the FASB and IASB as a joint project. The most significant change could be the elimination of most arrangements currently recorded as operating leases. If requirements are standardized as proposed, the impact on all entities with lease arrangements could be profound. If and when a new GASB Standard is issued, the effective date is most likely to be at least several years away. However, public colleges and universities are encouraged to inventory all existing lease agreements, closely monitor the FASB Leases project and begin to analyze the potential impact on key financial ratios, debt covenants and credit ratings.

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GASB major project – Financial Reporting Model

Summary	Potential impact
• Similar to the project on leases and Asset Retirement Obligations, GASB is revisiting its reporting model established in GASB 34 and 35, as well as other GASB standards, following the FASB project to revisit the reporting model of NFP entities. • Although there is general consensus that most of the components of the financial reporting model are effective, the Board determined that there is a need to update guidance related to several categories, focusing on the following: ✓ MD&A ✓ Government-wide financial statements ✓ Major funds ✓ Governmental fund financial statements ✓ Proprietary fund and business-type activity financial statements ✓ Fiduciary fund financial statements ✓ Budgetary comparisons • Other options to permit more timely and less complex financial reporting will be explored in conjunction with other topics • The Board is in the initial deliberation stage and plans to issue an invitation to comment in late 2016	Similar to the significant impact on reporting and disclosures when GASB 34 and 35 were issued, this proposed guidance could have sweeping effects on the reporting and disclosures by public colleges and universities. Depending on how much the GASB looks to what is being done by the FASB on the NFP reporting model, there could be an increase in comparability between the two types of entities that currently use very different reporting models. Three of the business type activities issues that the GASB is considering that are particularly relevant to public universities are guidance on the operating indicator, MD&A and extraordinary and special items.

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INDUSTRY UPDATES

Reserves Planning

How Institution's Determine Their Reserves Levels

Conventional Wisdom

- Number of months operating expenses
- Liquid net assets as a percentage of budget
- Specific dollar level
- Moody's uses certain ratios in their ratings methodology including: 1) Expendable financial resources to debt 2) Expendable financial resources to operational expenses 3) Monthly days to cash on hand
- Median for community colleges is approx. 3 months cash on hand. Median growth for increase in reserves over past 5 years is a cumulative 9%.

Each Institution is unique and reserves should be as well:

- Each institution has a unique business model, risk exposure and financial circumstances
- The level of assets that are set aside to mitigate risks should vary from organization to organization

Reserves Planning

Recommended Approach to Reserves Planning

1) Develop a baseline long term financial forecast
2) Perform an analysis of potential risks to that forecast
3) Quantify average annual risk exposure
4) Establish target reserve levels and funding approach

Attached Grant Thornton piece of reserves planning

This communication is intended solely for the information and use of management and the Audit Committee of Community College of Philadelphia and is not intended to be and should not be used by anyone other than these specified parties.

ATTACHMENT C

Internal Audit Report

COMMUNITY COLLEGE OF PHILADELPHIA

Date: March 27, 2017
To: Audit Committee Members
From: Robert Lucas, Internal Auditor
Subject: Internal Audit – Plan Status and Other Information
Copies: Donald Generals, Judith Gay, Jacob Eapen, Victoria Zellers

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Since the last Audit Committee meeting, the following audit work has been performed:

- Internal audit reports finalized since the last meeting:
  - TAACCCT Grant
  - Employee Terminations

- Draft internal audit reports in the closing process include:
  - Royalty Payments from Publishers

- Audits in progress to be completed shortly:
  - New Employees
  - Disaster Recovery Plan
  - DACE CBO Remote Sites

- An informal update will be solicited of Cabinet members and senior managers by May 31 to ensure any new or enhanced functions are appropriately considered in the remaining time covered by the 2016-2018 Internal Audit Plan. Any proposed changes to the plan will be reviewed with senior management, and the Audit Committee will be updated of changes, if any, at the June 2017 meeting.

- Follow up on prior audit comments is an ongoing process. A printout of the Internal Audit Follow Up Matrix is being distributed at this Audit Committee meeting.

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Community College of Philadelphia
Internal Audit Plan - July 1, 2016 to June 30, 2018

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage
Financial Audits				
Colonial One Card	L	Determine controls over prepaid card program	2017	
Check Requests - Vendors	L	Verify controls for payments to vendors	2018	
Check Requests - Employees	L	Verify controls for reimbursements to employees	2018	
Purchasing Cards	M	Determine compliance with purchasing card policies	2018	
403(b) Transactions *	L	Determine controls over payments to retirement savings vendors	2018	
Operational Audits				
Royalty Payments from Publishers	N/A	Determine controls and procedures related to textbook selection process and funds received from publishers	2017	6 *
403(b) Administration *	L	Determine controls over employee requests related to retirement savings	2018	
Part-Time Faculty Medical Benefits	L	Determine controls and accuracy of only benefit funded entirely by staff	2017	
Business Continuity Plan	M	Determine management's level of preparation for business interruption	2017	1
Pell Grants - Appeal Process for Academic Progress	M	Determine compliance with requirements	2017	2
Veterans' Resource Center	M	Compliance with Veterans' Education Benefits Laws	2018	
Off Campus Programs - DACE, Workforce Development	M	Ensure risks are controlled / minimized in remote locations	2017 2018	4
Compliance				
50th Anniversary Scholarship Program	M	Determine compliance with requirements	2017	
Family Educational Rights and Privacy Act	M	Compliance with FERPA regulations	2017	2
State Recruiting Regulations	M	Determine compliance with regulations / restrictions	2017	

Community College of Philadelphia
Internal Audit Plan - July 1, 2016 to June 30, 2018

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage
Family Medical Leave Act	L	Determine compliance with policies, procedures and regulations	2018	
Residency Verification	L	Compliance with procedures and controls to pay tuition based on residency	2018	
Forgivable Loans	L	Compliance with procedures and controls for such loans	2018	
Clery Act	M	Compliance with law and required disclosures	2017	1
IT Audits				
Disaster Recovery Plan	M	Determine adequacy of readiness and periodic testing	2017	4
Non-ITS Administered Software Programs	M	Determine adequacy of administration controls	2017	1
Network Security	L	Determine adequacy of controls for systems access	2018	
Administrative				
Follow Up on Prior Issues			Ongoing	
Committee Meetings (Grants, Data Breach, EMT, external audits/reviews)			Ongoing	

Stage:

Risk Assessment / Planning	1
Announcement / Contact	2
Opening Meeting Held	3
Fieldwork	4
Draft Report Issued	5
Closing Meeting Held	6
Final Report Issued	7
Final Audit Report Pending Broader Changes by Senior Management to Address Issues	*

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
12	8/19/2013	ITS - Mobile Device Inventory Jody Bauer	Internal Audit recommends that ITS management consider the cost/benefit of a device management application and report its findings to the Cabinet for discussion as needed	11/30/2013 2/17/17	ITS will begin discussions with the President's Cabinet concerning the need for a BYOD policy. Preliminary meeting held – a) Mobile Iron will be loaded onto all current college-owned mobile devices, b) J Bauer will determine the cost and feasibility of implementing Mobile Iron or a similar product for all college employees that have a personal mobile devices, c) a draft BYOD policy will be developed, d) J Bauer will provide a Data Security presentation to the President's Cabinet. Update as of 5/15 - ITS has installed applications on mobile devices under their control - JAMF for Apple laptops and desktops, and SysAid for Apple and Android phones and tablets. These applications require users to use strong passwords on devices, force frequent password changes, and lock the devices after a short period of inactivity. The applications also allow ITS, as the administrator, to lock the devices or wipe their stored data clean in the event the devices are reported lost or stolen. Blackberry devices used by Facilities staff have similar controls as offered by the manufacturer. Controls related to personal devices used for College business or email are still being investigated. ITS has also eliminated the ability of such users to auto-forward their College email to their personal email accounts. Update as of 2/17/17 - ITS has made efforts but is unable at this time to execute a BYOD policy at the college. ITS has been successful in ensuring that all college-owned devices are registered and can be wiped as soon as ITS is notified of a lost device. Personal devices are not within our scope and faculty will not agree to allowing us access to their personal devices. At this time, we believe ITS has taken all available and executable steps to strengthen device management controls related to college-owned mobile devices.
14	10/25/2013	Purchasing Cards Jim Spiewak	A new expense or travel and entertainment policy. The purchasing card policy should also be reviewed and updated as necessary and referenced to the new expense policy.	6/30/2014 8/31/14 8/31/16 6/30/17	A new travel and entertainment policy will be developed and presented to the Cabinet for their review and input by 6/30/14. A new travel policy has been developed, reviewed by the Cabinet, and is currently being reviewed by members of the Board of Trustees. Target date for implementation is June 30, 2016. A gift card policy has been drafted and a final version is expected to be reviewed by management and implemented by the fall semester. Legal Counsel is reviewing the draft policy and will discuss her recommendations with the Cabinet by June 30, 2017.

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
22	10/25/2013	Title IX Samuel Hirsch	Internal Audit recommends departmental procedures be documented to help ensure compliance with Title IX as well as the continuity of such procedures.	6/30/2014 9/30/17	Procedures related to processes for sexual harassment and for equity in the sports program will be documented by 6/30/14. Title IX language will be included in the Athletics section of the Student Handbook as well as in the Athletics Handbook. Procedures have been documented. The Student Handbook has been updated with language approved by General Counsel. Revised Athletic Handbook will be printed in July 2017 for distribution to athletes beginning with the fall 2017 semester.
25	2/14/2014	SDW Contract Jim Spiewak	Internal Audit recommends that the purchasing policies be updated to provide, at a minimum, guidance for contracts when an RFP is not issued (and when the absence of the RFP process is appropriate), the availability of RFP templates for use, guidance or reference, and the need for review and approval of all contracts by the College's General Counsel.	5/31/2014 8/31/14 12/31/15 6/30/17	The Purchasing Department will update the policies related to purchasing and contracts by May 31, 2014 to provide better guidance to department managers. Such guidance will be enhanced to include the circumstances under which an RFP need not be issued as long as all other guidelines are followed. The requirement for review of all contracts by General Counsel will also be included in these updates. The AVP of Budgets & Business Services is working with General Counsel to include this requirement in a planned revision of a related policy.
26	2/14/2014	SDW Contract Jim Spiewak	Internal Audit recommends that the Purchasing Department ensure that all contracts required by policy to be approved by the Board, including those for professional services, are presented to the Board for such approval prior to the execution of such contracts. In addition, the policy does not specify whether contract extensions or renewals are required to be approved by the Board.	2/14/2014 8/31/14 6/30/17	Effective immediately, the AVP for Budgets & Financial Services, in conjunction with Purchasing Department, will ensure all contracts required by policy to be approved by the Board are presented for such approval. In addition, the Board will be solicited for their preference of approving renewed contracts which fall in the same financial parameters and the related policies will be updated as necessary. Management is proposing an increase in the contract amount which requires Board approval. The related policy will be finalized as soon as Board input and approval of the new amount is obtained.
36	9/24/2015	Whistleblower Policy / Ethics Hotline Victoria Zellers	Internal Audit recommends various improvements to the insurance requirements for contracts and the ongoing monitoring of such insurance coverage for contractors.	11/15/15	The Whistleblower Policy was added to the www.myccp.edu page under General Administration policies on October 21, 2015. The Whistleblower Policy will be added to bulletin boards in all buildings on all campuses by November 15, 2015. Internal Audit visited a sample regional center and verified that the policy was posting as appropriate on the employee bulletin board.
41	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends the Center on Disability ensure its policies and procedures are updated to reflect the any changes in the ADA amendments related to individual accommodations.	2/29/2016	The Director of COD and the Dean of Educational Support Services will revise the COD website to clearly articulate students' rights and responsibilities and the College's rights and responsibilities under Americans with Disabilities Act, as Amended. (ADAAA). Target date for completion is February 29, 2016. COD management has completed a draft of these revisions which is currently being reviewed by the VP of Academic and Student Success. Students' and the College's rights and responsibilities are now included on the COD web pages on ccp.edu and myccp.edu.

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
43	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends the Center on Disability have a set of documented procedures to help their staff ensure the consistency of the process for students requesting accommodations.	2/29/2016	The Director of COD will research and develop protocols for evaluating student requests for disability-related accommodations based upon current CCP practice and upon best practices. Protocols will be reviewed by the Dean of ESS and the VP of Academic and Student Success. Target date for completion is February 29, 2016. COD management has completed a draft of these procedures which is currently being reviewed by the VP of Academic and Student Success. COD procedures have been completed and provided to all department staff for reference.
45	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends that the Center on Disability follow the advice expected shortly from the Data Breach Committee in regard to personal identifiable information, especially SSNs, obtained in the processes for adjudicating student requests for accommodations.	2/29/2016 6/30/17 (Update of Progress)	A database designed to manage data on students with disabilities will be reviewed with IT for implementation. No SSN's numbers will be included in the database. Target date for completion is February 29, 2016. In its 2016-2017 budget, COD management has requested a stand-alone database to manage the online information related to accommodations requested by students. Target date is TBD.
47	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends a formal appeals process to provide a second opinion on accommodation decisions for students.	2/29/2016	College's appeals process for students is to contact the Director of Diversity and Equity. The Dean of ESS and the Director of COD will outline the steps for students and will review with the Vice President of Academic and Student Success. The appeals process will be posted on the COD website. Target date for completion is February 29, 2016. COD management has completed a draft of an appeals process which is currently being reviewed by the VP of Academic and Student Success. A "complaint" process has been documented and is included in the COD on the web pages of both ccp.edu and myccp.edu
48	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends that records in the Center on Disability related to denied accommodations be grouped together both as hardcopy and online. In addition, the main Excel database, or a separate tab or file one, should include an electronic record of each denied request.	2/29/2016	A database designed to manage data on students with disabilities, will be reviewed with IT for implementation. Target date for completion is February 29, 2016. COD management noted that: 1) online records of student accommodation denials are now maintained separately from approved ones; and 2) denial records will also be noted as such in the new database requested in the 2016-2017 budget. Electronic and paper records of accomodation denials are now contained in separate areas for reference if needed.
49	4/21/2016	Library Hold Releases Joan Bush	ITS should have full administrative rights to the Millenium program. Senior management should determine whether such rights are shared with library managers.	12/31/2016 7/1/17	Library management is currently retaining administrative rights to Millenium but is consulting with ITS to help ensure appropriate access for library staff. Administrative rights are expected to be transferred to ITS when a new (requested) library system is obtained. RFP for new ILS was posted December 15, 2016. Target date for implementation date is no late than July 1, 2017. ITS Administrative role is to be determined before that date.

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
50	4/21/2016	Library Hold Releases Joan Bush	If library staff retain the ability to release holds for fines and lost books, conciliations of cash collected to released holds must be performed periodically and reviewed by management. Any differences must be investigated and resolved.	12/31/2016 7/1/17 (Update of Progress)	Management has convened a team to review the current processes and controls. Potential changes include transferring certain controls to the Bursar's group which will eliminate the need for reconciliations between Millenium records (fines released) and Banner records (cash collected). An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which have interfaces to update Banner records on a timely basis. Fines are expected to be eliminated under new library policies any necessary payments will be directed to the Bursar.
51	4/21/2016	Library Hold Releases Joan Bush	The dollar value of assessed library fines should recorded in Banner, perhaps as Other Accounts Receivable.	12/31/2016	Management is currently reviewing several options for this issue including the most effective method for transferring the data, the collectability of existing fines, and the possibility of an amnesty program for some or all of the fines. The existing fines are to be deleted from the Banner and Millenium systems by 12/31/16 under an amnesty program approved by the VP of Business and Finance and the VP of Academic and Student Success.
52	4/21/2016	Library Hold Releases Joan Bush	SSNs should be purged from Millenium records if it is confirmed that they serve no purpose for recordkeeping.	12/31/2016 (Update of Progress)	Library management is working with ITS to determine the best method to eliminate SSNs in the Millenium system. Management reported that SSN records were deleted from Millenium by 12/31/16.
53	4/21/2016	Library Hold Releases Joan Bush	There is limited information transferred from Millenium to Banner. Library management should determine if exact amount of fines can be transferred which will support reconciliations between the systems.	12/31/2016 7/1/17 (Update of Progress)	Management has convened a team to review the current processes and controls. Potential changes include transferring certain controls to the Bursar's group which will eliminate the need for reconciliations between Millenium records (fines released) and Banner records (cash collected). An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which have interfaces to update Banner records on a timely basis. Fines are expected to be eliminated under new library policies any necessary payments will be directed to the Bursar.
54	4/21/2016	Library Hold Releases Joan Bush	Management should review the dollar amounts of fines and maximums per book to ensure the amounts correlate to the values of borrowed books.	12/31/2016 7/1/17 (Update of Progress)	Management has convened a team to review the current fines and lost book charges and propose changes as appropriate to help streamline this process. Library staff and faculty are developing a proposal for a new borrowing policy by January 13, 2017. Proposal will require senior management approval.
55	4/21/2016	Library Hold Releases Joan Bush	ESS management should review system access periodically to ensure access rights are appropriate for the various positions in the library.	12/31/2016 7/1/17 (Update of Progress)	Millenium system access has been modified with only a few senior staff having the ability to change any records. All other staff have read-only access. A new (requested) ILS system will support efficient periodic review of staff access to the system with profiles designed with ITS assistance. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17. Access rights for the new system will be determined by Library management and reviewed by ESS management.

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
56	4/21/2016	Library Hold Releases Joan Bush	There are too many library staff with system access which include functions which could negatively impact the entire system and its database of records.	12/31/2016 7/1/17 (Update of Progress)	Millenium system access has been modified with only a few senior staff having the ability to change any records. All other staff have read-only access. A new (requested) ILS system will support efficient periodic review of staff access to the system with profiles designed with ITS assistance. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17. Access rights for the new system will be determined by Library management and reviewed by ESS management.
57	4/21/2016	Library Hold Releases Joan Bush	There are too many library staff with system access which includes the ability to modify accumulated fines.	12/31/2016 7/1/17 (Update of Progress)	Millenium system access has been modified with only a few senior staff having the ability to change any records. All other staff have read-only access. Management is developing appeal procedures which will govern when fines will be modified, who will approve such changes and how they will be documented. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which have interfaces to update Banner records on a timely basis. Fines are expected to be eliminated under new library policies any necessary payments will be directed to the Bursar.
58	4/21/2016	Library Hold Releases Joan Bush	The process for backing up information for library fines is antiquated and subject to loss of the records.	12/31/2016 7/1/17 (Update of Progress)	Backup tapes of Millennium Tapes are being given to the ITS department every two weeks. Once a month, ITS will store the backups at Iron Mountain. Any new ILS system will provide digital backup records to address this issue. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which will have programable, digital backup features.
59	5/25/2016	ITS Physical Security Harry Moore	ITS and Facilities management should take appropriate steps and plans to reduce the risks associated with connectivity rooms left wide open.	06/30/17	ITS management noted that a plan to move the connectivity hardware to a separate room. ITS management states that the project has again been included and approved in the capital budget for the 2016-2017 fiscal year although they do not know when construction will begin.
60	5/25/2016	ITS Physical Security Jody Bauer Randy Merced	There are currently two systems in use for these style of door locks – one used exclusively in the CBI building and the second in use in the other buildings. The one is use at the CBI building has serious system issues which have prevented the use of access cards less than two years old. Senior management is aware of this issue and it appears to be a long term fix for which effort has begun.	12/31/2016 6/30/17 (Update of Progress)	ITS and the Safety and Security Departments are currently engaged in a long term project to reprogram electronic door locks so that they will work with the current CBord system. As of August 2016, second and third floor door locks in CBI have been migrated to CBord and licensing is in place on server. Awaiting direction from Safety and Security for plans for other door locks. Update from management as of 12/21/2016: All CBI doors have been converted to CBord. Door repairs for some double door issues are pending.

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
61	5/25/2016	ITS Physical Security Randy Merced	In order to strengthen the controls over physical security across the College's campuses, management should consider additional video cameras at locations which will help security monitor rooms housing connectivity equipment as a preventative control. Management should also consider an additional camera outside the Mint tunnel entrance based on the room's use for both connectivity and as a staging area for new equipment.	12/31/2016 6/30/17 (Update of Progress)	Management has just (May 2016) selected a consultant who will be reviewing the current video camera and recording systems across all College locations. Wiring for an additional camera outside the Mint tunnel entrance has been installed although a camera has not yet been installed. Camera inside MG-6 is now functional and an additional camera has been installed in the tunnel outside of the same room. Camera consultant review is in progress. Management is focusing on enhanced Cbord training for designated employees, as recommended by the consultant, before moving forward with the RFP process related to video camera recommendations.
63	5/25/2016	ITS Physical Security Harry Moore	Management should consider installing additional gaseous systems in rooms which have significant risk of business and classroom interruption based on the type of equipment in the connectivity rooms.	6/30/2017 (Update of Progress)	Management has decided to upgrade the fire suppression systems from sprinklers to gaseous systems in three rooms deemed critical due to the nature and value of electronic equipment in those rooms. Specifically, upgrades in rooms B2-39, MG-6A and W1-E1 have been included in the budget for the 2016-2017 fiscal year and, as such, should be completed by June 30, 2017. Update as of 12/21/2016: Phase One: The 3 CRITICAL Closets (MG-6A, B2-39, W1-E1) are pending the release of the RFP for installation of the FM200 fire suppression systems. Phase 2: Time and funding permitting the regional center IDFs will be addressed laster for gaseous fire supression.
64	5/3/2016	Remote Sites of DACE CBO Program David Thomas	Internal Audit recommends that that DACE management develop a process to provide a substitute supervisor when such absences occur or are requested.	9/1/2016 4/30/17	The College and the CBOs have an understanding that the CBO administrator will ensure that the DACE students remain in designated areas, that the course ends on time and that DACE students leave the site in accordance to standard procedures. Management will document this and formally communicate this with the CBOs again before the fall semester. In the rare event that site supervisors may have to leave early and the CBO's designated administrator is unable to fulfill these duties, the class(es) will be dismissed. Internal Audit will follow up on these plans during the spring 2017 audit of this subject.
65	5/3/2016	Remote Sites of DACE CBO Program David Thomas	Internal Audit recommends that DACE management develop a job description for the part time site supervisors.	05/12/16	The site supervisors in DACE are fully aware of their responsibilities, and we will review this with them again once the official job description is finalized. Part-time site supervisor job description will be completed by the start of the fall semester 2016. Job description was completed in May 2016.
66	5/3/2016	Remote Sites of DACE CBO Program Randy Merced	Internal Audit recommends that Safety and Security management determine that the site supervisors are aware of the emergency procedures for their respective facility. The emergency procedures for each facility should be documented and provided to the site supervisors each semester based on the assignment of site supervisors.	9/1/2016 1/31/18	Management will contact the Dean of the DACE group to coordinate our assessments of the plans at each CBO location. To ensure the College's site supervisors understand the plans at each site and communicate them to the instructors and students, we expect to visit to these sites at the beginning of each semester beginning with Fall 2016. Safety and Security management met with directors at both sites in fall 2016 and observed briefing of students at one location in fall 2016. Emergency plan briefings to the CBO classes will be confirmed or provided by Safety and Security management at the beginning of each semester beginning fall 2017.

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
67	1/17/2017	Terminated Employees Ellen Fernberger	A long-term pratice is the basis for paying death benefits to a tenured full-time faculty member. A documented procedure for this situation would help guide staff and prevent any possible errors in processing such a payment.	01/17/17	Human Resources immediately documented this as a past practice which can now be referenced by any HR staff person to help ensure the accuracy and consistency of the amount paid in the event of the death of a tenured faculty member.

Action plans are complete and will be moved to the Completed Items tab

ATTACHMENT B

Grant Thornton’s Presentation

GRANT THORNTON

Presentation to the Audit Committee of Community College of Philadelphia for the year ended June 30, 2016

March 27, 2017

Grant Thornton

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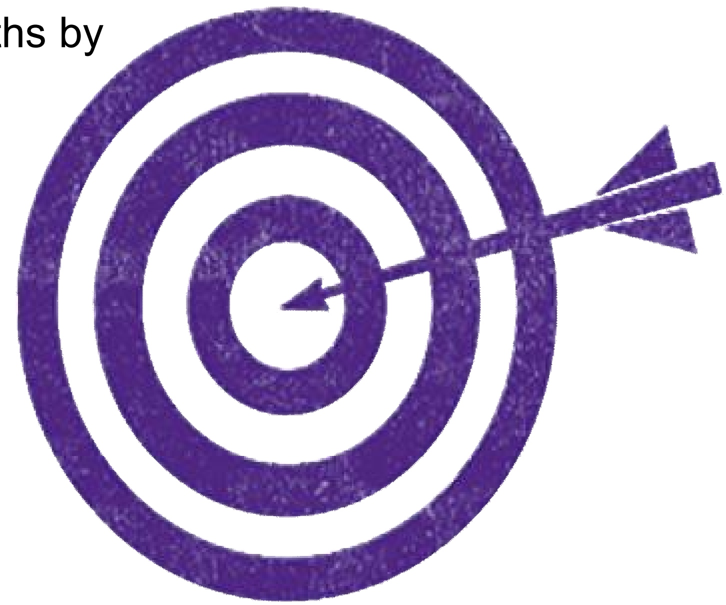
Our values are

CLEARR

To achieve our global vision, we capitalize on our strengths by embracing the following values:



- Unite through global **Collaboration**
- Demonstrate **Leadership** in all we do
- Promote a consistent culture of **Excellence**
- Act with **Agility**
- Ensure deep **Respect** for people
- Take **Responsibility** for our actions

Our values serve as the foundation of each step we take toward achieving our vision. They guide our decision-making and provide a framework for our people to make correct and appropriate choices.

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RESPONSIBILITIES

Our responsibilities

We are responsible for:

- Performing an audit of the Community College of Philadelphia's financial statements as prepared by management, conducted under US GAAS and *Government Auditing Standards,* with your oversight
- Forming and expressing an opinion about whether the financial statements are presented fairly, in all material respects in accordance with US GAAP
- Forming and expressing an opinion about whether certain supplementary information — including the Schedule of Expenditures of Federal (SEFA) awards — is fairly stated in relation to the financial statements as a whole
- Reading other information and considering whether it is materially inconsistent with the financial statements
- Communicating fraud and abuse with regard to federal programs
- Communicating specific matters to you on a timely basis; we do not design our audit for this purpose
- Reporting material noncompliance related to laws, regulations, contracts and grant agreements, as well as significant deficiencies and/or material weaknesses in internal control related to financial reporting
- Reporting material noncompliance with federal awards requirements applicable to major program(s) audited under the Uniform Guidance requirements (formerly OMB Circular A-133), as well as significant deficiencies and/or material weaknesses in internal control over compliance
- Applying agreed-upon procedures based on criteria as outlined by the Commonwealth of Pennsylvania Department of Education (PDE) in the Statement of Auditing and Accounting Standards for Community Colleges

An audit provides reasonable, not absolute, assurance that the financial statements do not contain material misstatements due to fraud or error. It does not relieve you or management of your responsibilities. Our respective responsibilities are described further in our engagement letter.

Those charged with governance and management responsibilities

Those charged with governance

Those charged with governance are responsible for:

- Overseeing the financial reporting process
- Setting a positive tone at the top and challenging the Community College of Philadelphia's activities in the financial arena
- Discussing significant accounting and internal control matters with management
- Informing us about fraud or suspected fraud, including its views about fraud risks
- Informing us about other matters that are relevant to our audit, such as:
  - Objectives and strategies and related business risks that may result in material misstatement
  - Matters warranting particular audit attention
  - Significant communications with regulators
  - Matters related to the effectiveness of internal control and your related oversight responsibilities
  - Your views regarding our current communications and your actions regarding previous communications

Management

Management is responsible for:

- Preparing and fairly presenting the financial statements, including supplementary information such as SEFA (Schedule of Expenditures of Federal Awards) in accordance with US GAAP
- Designing, implementing, evaluating, and maintaining effective internal control over financial reporting and compliance with federal grant requirements
- Communicating significant accounting and internal control matters to those charged with governance
- Providing us with unrestricted access to all persons and all information relevant to our audit
- Informing us about fraud, illegal acts, significant deficiencies, and material weaknesses
- Adjusting the financial statements, including disclosures, to correct material misstatements
- Informing us of subsequent events
- Providing us with certain written representations

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AUDIT SCOPE AND RESULTS

Materiality

Essentially, materiality is the magnitude of an omission or misstatement that likely influences a reasonable person's judgment. It is based on a relevant financial statement benchmark.

- We believe total expenditures on each major program are the appropriate benchmarks for the Single Audit.

Financial statement items greater than materiality are in scope. Other areas less than materiality may be in scope if qualitative factors are present (e.g., related party relationships or transactions and fraud risk).

Areas of focus for Single Audit

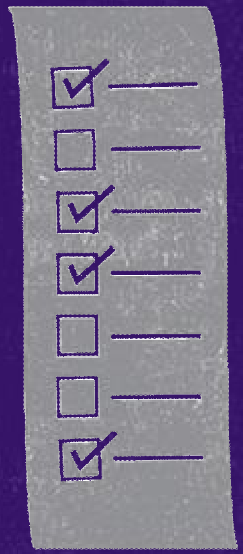
The following provides an overview of the major programs tested this year; it has been determined based on the final schedule of expenditures of federal awards.

Major program	2016	2015
Student financial aid	X	X
R&D		X
Career & technical education – basic grants to states (CFDA 84.048)	X	

Views of those charged with governance

Discussion points
Risks of fraud
Awareness of fraud
Awareness of related party transactions; understanding of purpose of related party transactions
Awareness of whistleblower tips or complaints
Oversight of management's risk assessment process
Views about the College's objectives and strategies and related risks of material misstatement
Awareness of any internal control matters and views about management's response
Oversight of financial reporting process
Actions taken in response to developments in law, accounting standards and corporate governance matters
Actions in response to our previous communications, if any

OTHER MATTERS



Commitment to promote ethical and professional excellence

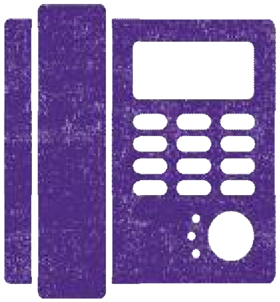
We are committed to promoting ethical and professional excellence. To advance this commitment, we have put in place a phone and Internet-based hotline system.

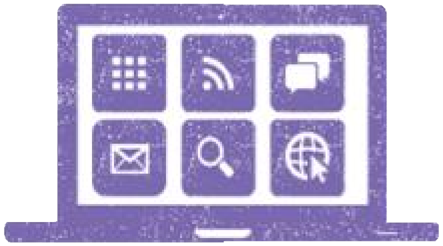
The Ethics Hotline (+1 866 739 4134) provides individuals a means to call and report ethical concerns.

The EthicsPoint URL link

- Can be found on our internal website
- Can be accessed from our external website (https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=15191)

Disclaimer: EthicsPoint is not meant to act as a substitute for an entity's "whistleblower" obligations.





ACCOUNTING UPDATES

Selected pronouncements effective for the year ending June 30, 2016 or subsequent periods - GASB

Title	Effective date
GASB 72- Fair Value Measurements and Application	Periods beginning after June 15, 2015
GASB 73- Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68	Periods beginning after June 15, 2016, with portions for periods beginning after June 15, 2015
GASB 74- Financial Reporting for Postemployment Benefit Plans Other than Pension Plans	Fiscal years beginning after June 30, 2016
GASB 75- Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions	Fiscal years beginning after June 15, 2017
GASB 76- The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments	Reporting periods beginning after June 15, 2015
GASB 80- Blending Requirements for Certain Component Units	Fiscal years beginning after June 15, 2016
GASB 81- Irrevocable Split-Interest Agreements	Periods beginning after December 15, 2016
GASB 82- Pension Issues- an Amendment of GASB statements 67, 68 and 73	Periods beginning after June 30, 2016, except in certain circumstances

GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*

Summary	Potential impact
• GASB 75 replaces the requirements related to OPEB accounting and reporting currently provided in GASB 45 and 57 • GASB 74 established new accounting and financial reporting requirements for the financial statements of the state and local government OPEB plans • State and local governments providing defined benefit OPEB plans administered through a trust meeting certain criteria must report a net OPEB liability on the face of their financial statements, similar to the requirement to report the net pension liability in accordance with GASB 68. • Provides a more comprehensive measure of OPEB expense than is currently required, which better reflects when the benefit cost is incurred. • Requires more extensive disclosures and required supplementary information • Effective for fiscal years beginning after June 15, 2017, with early adoption encouraged. Similar to adoption of GASB 68 (Pensions), retrospective adoption is required.	Colleges and Universities with OPEB plans will most likely need to reflect an obligation related to their proportionate share of the unfunded liability related to OPEB, similar to the recognition of a pension liability in connection with the adoption of GASB 68. As with GASB 68, extensive planning and discussions among all parties (management, state government contacts and others) is critical to a successful adoption. Colleges and Universities should begin to evaluate the information needed to adopt the guidance as a significant portion of that information may come from state or other related entities. Because many plans are "pay as you go," the impact of recording this liability could be much more significant than the recognition of a pension liability, where there may have been existing plan assets to partially offset the liability.

GASB Statement 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*

Summary	Potential impact

• Reduces the U.S. GAAP hierarchy for government standards from four to two categories of authoritative GAAP:
  • The first category consists of the GASB Statements, as periodically incorporated into the Codification
  • The second comprises GASB Technical Bulletins, Implementation Guides, and AICPA guidance cleared by the GASB.
• Statement 76 also addresses the use of authoritative and nonauthoritative literature for situations when the accounting treatment for a transaction or event is not specified in either of the categories above.
• Guidance is effective for reporting periods beginning after June 15, 2015, with any changes in accounting as a result of adoption to be reflected as a restatement of all periods presented, if practical. Earlier application is encouraged.
	Depending on what accounting policies a college and university uses to report its financial transactions, existing guidance could potentially no longer be considered authoritative and could result in necessary changes in accounting as a result of adoption of this standard. Management should review key accounting policies to ensure they are based on guidance that continues to be authoritative.

GASB Statement 80, *Blending Requirements for Certain Component Units*

Summary	Potential impact
• Objective is to clarify existing guidance and address diversity in practice as it relates to certain component units incorporated as not-for-profit corporations, and whether they should be discretely presented or blended with the primary government financial statements. • A distinction is made for component units in which the primary government is the sole corporate member (typically defined in articles of incorporation and/or bylaws of the component unit) AND the component unit is included in the financial reporting entity pursuant to the provisions in paragraphs 21-37 of Statement 14, as amended. • Component units organized as not-for-profit corporations in which the primary government is the sole corporate member should be included in the reporting entity financial statements using the blending method. • Effective date is fiscal years beginning after June 15, 2016, with early adoption encouraged. Retroactive adoption is required.	Management must re-evaluate the current presentation of component units that may have been presented discretely under existing guidance and determine whether those units must now be presented as blended by the College or still presented discretely.

GASB Statement 81, *Irrevocable split-interest agreements*

Summary	Potential impact
• Scope includes irrevocable split-interest agreement giving arrangements for which the government is the intermediary (trustee or agent) and a beneficiary, as well as beneficial interests in resources held and administered by third parties • Guidance establishes accounting for Lead Interests (government is a recipient of payments during the term of the agreement) and Remainder Interests (government is the beneficiary when the agreement terminates, and makes payments to non-government beneficiary – typically the donor or designee of the donor- during the term of the agreement). • Accounting requires recognition of an asset, liability and deferred inflow. When assets are held by third parties, the recognition will be an asset and a deferred inflow, with no need for a corresponding liability. • Effective for periods beginning after 12/15/2016, with early adoption permitted. Retrospective application should be applied.	Because there has been some diversity in practice related to accounting for irrevocable split-interest agreements, some colleges and universities may need to reflect new accounting, primarily the recognition of deferred inflows, associated with these arrangements. Management should begin to inventory the current agreements in place to determine the impact of this standard on current accounting.

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GASB projects and pre-agenda research

Project	Timing
Asset Retirement Obligations	Exposure Draft (*Certain Asset Retirement Obligations*) issued, comment period ended March 31, 2016
Fiduciary Activities	Exposure Draft (*Fiduciary Activities*) issued, comment period ended March 31, 2016
Conceptual Framework: Recognition	On Hold-preliminary views redeliberations
Leases- Reexamination of NCGA Statement 5	Exposure Draft (*Leases*), comment period to end May 31, 2016
Financial Reporting Model- Reexamination of Statements 34, 35, 37, 41 and 46, and Interpretation 6	Initial deliberations
Debt disclosures, including Direct Borrowing	Pre-agenda research
Going concern disclosures	Pre-agenda research
Revenue recognition for exchange and exchange-like transactions	Pre-agenda research

GASB major project – Asset Retirement Obligations

Summary	Potential impact
• Objective is to develop requirements on recognition and measurement for asset retirement obligations (ARO), other than landfills (refer to GASB 18) or pollution remediation obligations (GASB 49) • Existing guidance within FASB (ASC 410, *Asset Retirement Obligations*) has been applied by some GASB reporters, but not consistently. • The Exposure Draft proposes the following: ü Establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources when a governmental entity has a legal obligation to perform future asset retirement activities related to its tangible capital assets ü Proposes capitalization of the ARO as a deferred outflow of resources, to be amortized in a systematic and rational manner (such as the straight-line method) ü Requires disclosures regarding governmental entity legal requirements to provide funding or other financial assurance for their performance of asset retirement obligations (e.g., how are those requirements being met) as well as nature and timing of AROs, method used to determine the estimated liability and useful life of the associated tangible asset. • An Exposure Draft was issued in December 2015, and the comment period ended in March 2016.	This proposed standard is intended to reduce diversity in practice and related inconsistency in current reporting, thereby enhancing comparability between governmental entities, including colleges and universities with AROs. It would also improve the usefulness of information for external users, including rating agencies and analysts by expanding disclosure requirements related to these obligations.

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GASB major project – Leases

Summary	Potential impact
• The proposed guidance eliminates the distinction between capital and operating leases • Short term leases are those that, at the beginning of the lease, have a maximum possible term of 12 months or less, and would be recognized as a deferred outflow or inflow of resources. • Lessee governments would report the following about leases (except short-term leases) in their financial statements: ü An intangible lease asset that represents the government's right to use the underlying asset ü A corresponding lease liability ü Amortization expense related to the lease asset, and ü Interest expense related to the lease liability. • Government lessors would report the following about leases in their financial statements: ü A receivable for the right to receive payments ü A corresponding deferred inflow of resources ü Lease revenue systematically over the term of the lease, and ü Interest revenue related to the receivable. • An Exposure Draft was issued in January 2016, with the comment period ending in May 2016.	Similar to the GASB Major Project addressing fair value measurements, this project reflects an effort by the GASB to align its accounting for leases with the accounting guidance proposed by the FASB and IASB as a joint project. The most significant change could be the elimination of most arrangements currently recorded as operating leases. If requirements are standardized as proposed, the impact on all entities with lease arrangements could be profound. If and when a new GASB Standard is issued, the effective date is most likely to be at least several years away. However, public colleges and universities are encouraged to inventory all existing lease agreements, closely monitor the FASB Leases project and begin to analyze the potential impact on key financial ratios, debt covenants and credit ratings.

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GASB major project – Financial Reporting Model

Summary	Potential impact
• Similar to the project on leases and Asset Retirement Obligations, GASB is revisiting its reporting model established in GASB 34 and 35, as well as other GASB standards, following the FASB project to revisit the reporting model of NFP entities. • Although there is general consensus that most of the components of the financial reporting model are effective, the Board determined that there is a need to update guidance related to several categories, focusing on the following: ü MD&A ü Government-wide financial statements ü Major funds ü Governmental fund financial statements ü Proprietary fund and business-type activity financial statements ü Fiduciary fund financial statements ü Budgetary comparisons • Other options to permit more timely and less complex financial reporting will be explored in conjunction with other topics • The Board is in the initial deliberation stage and plans to issue an invitation to comment in late 2016	Similar to the significant impact on reporting and disclosures when GASB 34 and 35 were issued, this proposed guidance could have sweeping effects on the reporting and disclosures by public colleges and universities. Depending on how much the GASB looks to what is being done by the FASB on the NFP reporting model, there could be an increase in comparability between the two types of entities that currently use very different reporting models. Three of the business type activities issues that the GASB is considering that are particularly relevant to public universities are guidance on the operating indicator, MD&A and extraordinary and special items.

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INDUSTRY UPDATES

Reserves Planning

How Institution's Determine Their Reserves Levels

Conventional Wisdom

- Number of months operating expenses
- Liquid net assets as a percentage of budget
- Specific dollar level
- Moody's uses certain ratios in their ratings methodology including: 1) Expendable financial resources to debt 2) Expendable financial resources to operational expenses 3) Monthly days to cash on hand
- Median for community colleges is approx. 3 months cash on hand. Median growth for increase in reserves over past 5 years is a cumulative 9%.

Each Institution is unique and reserves should be as well:

- Each institution has a unique business model, risk exposure and financial circumstances
- The level of assets that are set aside to mitigate risks should vary from organization to organization

Reserves Planning

Recommended Approach to Reserves Planning

1) Develop a baseline long term financial forecast
2) Perform an analysis of potential risks to that forecast
3) Quantify average annual risk exposure
4) Establish target reserve levels and funding approach

Attached Grant Thornton piece of reserves planning

This communication is intended solely for the information and use of management and the Audit Committee of Community College of Philadelphia and is not intended to be and should not be used by anyone other than these specified parties.

ATTACHMENT C

Internal Audit Report

Community College of Philadelphia

Date: March 27, 2017
To: Audit Committee Members
From: Robert Lucas, Internal Auditor
Subject: Internal Audit – Plan Status and Other Information
Copies: Donald Generals, Judith Gay, Jacob Eapen, Victoria Zellers

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Since the last Audit Committee meeting, the following audit work has been performed:

- Internal audit reports finalized since the last meeting:
    - TAACCCT Grant
    - Employee Terminations

- Draft internal audit reports in the closing process include:
    - Royalty Payments from Publishers

- Audits in progress to be completed shortly:
    - New Employees
    - Disaster Recovery Plan
    - DACE CBO Remote Sites

- An informal update will be solicited of Cabinet members and senior managers by May 31 to ensure any new or enhanced functions are appropriately considered in the remaining time covered by the 2016-2018 Internal Audit Plan. Any proposed changes to the plan will be reviewed with senior management, and the Audit Committee will be updated of changes, if any, at the June 2017 meeting.

- Follow up on prior audit comments is an ongoing process. A printout of the Internal Audit Follow Up Matrix is being distributed at this Audit Committee meeting.

* * * * * * *

Community College of Philadelphia
Internal Audit Plan - July 1, 2016 to June 30, 2018

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage
Financial Audits				
Colonial One Card	L	Determine controls over prepaid card program	2017	
Check Requests - Vendors	L	Verify controls for payments to vendors	2018	
Check Requests - Employees	L	Verify controls for reimbursements to employees	2018	
Purchasing Cards	M	Determine compliance with purchasing card policies	2018	
403(b) Transactions *	L	Determine controls over payments to retirement savings vendors	2018	
Operational Audits				
Royalty Payments from Publishers	N/A	Determine controls and procedures related to textbook selection process and funds received from publishers	2017	6 *
403(b) Administration *	L	Determine controls over employee requests related to retirement savings	2018	
Part-Time Faculty Medical Benefits	L	Determine controls and accuracy of only benefit funded entirely by staff	2017	
Business Continuity Plan	M	Determine management's level of preparation for business interruption	2017	1
Pell Grants - Appeal Process for Academic Progress	M	Determine compliance with requirements	2017	2
Veterans' Resource Center	M	Compliance with Veterans' Education Benefits Laws	2018	
Off Campus Programs - DACE, Workforce Development	M	Ensure risks are controlled / minimized in remote locations	2017 2018	4
Compliance				
50th Anniversary Scholarship Program	M	Determine compliance with requirements	2017	
Family Educational Rights and Privacy Act	M	Compliance with FERPA regulations	2017	2
State Recruiting Regulations	M	Determine compliance with regulations / restrictions	2017	

Community College of Philadelphia
Internal Audit Plan - July 1, 2016 to June 30, 2018

Functional Area	Risk Rating	Risk Explanation / Reason for Audit	Fiscal Year	Stage
Family Medical Leave Act	L	Determine compliance with policies, procedures and regulations	2018	
Residency Verification	L	Compliance with procedures and controls to pay tuition based on residency	2018	
Forgivable Loans	L	Compliance with procedures and controls for such loans	2018	
Clery Act	M	Compliance with law and required disclosures	2017	1
IT Audits				
Disaster Recovery Plan	M	Determine adequacy of readiness and periodic testing	2017	4
Non-ITS Administered Software Programs	M	Determine adequacy of administration controls	2017	1
Network Security	L	Determine adequacy of controls for systems access	2018	
Administrative				
Follow Up on Prior Issues			Ongoing	
Committee Meetings (Grants, Data Breach, EMT, external audits/reviews)			Ongoing	

Stage:

Risk Assessment / Planning	1
Announcement / Contact	2
Opening Meeting Held	3
Fieldwork	4
Draft Report Issued	5
Closing Meeting Held	6
Final Report Issued	7
Final Audit Report Pending Broader Changes by Senior Management to Address Issues	*

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
12	8/19/2013	ITS - Mobile Device Inventory Jody Bauer	Internal Audit recommends that ITS management consider the cost/benefit of a device management application and report its findings to the Cabinet for discussion as needed.	11/30/2013 2/17/17	ITS will begin discussions with the President's Cabinet concerning the need for a BYOD policy. Preliminary meeting held – a) Mobile Iron will be loaded onto all current college-owned mobile devices, b) J Bauer will determine the cost and feasibility of implementing Mobile Iron or a similar product for all college employees that have a personal mobile devices, c) a draft BYOD policy will be developed, d) J Bauer will provide a Data Security presentation to the President's Cabinet. Update as of 5/15 - ITS has installed applications on mobile devices under their control - JAMF for Apple laptops and desktops, and SysAid for Apple and Android phones and tablets. These applications require users to use strong passwords on devices, force frequent password changes, and lock the devices after a short period of inactivity. The applications also allow ITS, as the administrator, to lock the devices or wipe their stored data clean in the event the devices are reported lost or stolen. Blackberry devices used by Facilities staff have similar controls as offered by the manufacturer. Controls related to personal devices used for College business or email are still being investigated. ITS has also eliminated the ability of such users to auto-forward their College email to their personal email accounts. Update as of 2/17/17 - ITS has made efforts but is unable at this time to execute a BYOD policy at the college. ITS has been successful in ensuring that all college-owned devices are registered and can be wiped as soon as ITS is notified of a lost device. Personal devices are not within our scope and faculty will not agree to allowing us access to their personal devices. At this time, we believe ITS has taken all available and executable steps to strengthen device management controls related to college-owned mobile devices.
14	10/25/2013	Purchasing Cards Jim Spiewak	A new expense or travel and entertainment policy. The purchasing card policy should also be reviewed and updated as necessary and referenced to the new expense policy.	6/30/2014 8/31/14 8/31/16 6/30/17	A new travel and entertainment policy will be developed and presented to the Cabinet for their review and input by 6/30/14. A new travel policy has been developed, reviewed by the Cabinet, and is currently being reviewed by members of the Board of Trustees. Target date for implementation is June 30, 2016. A gift card policy has been drafted and a final version is expected to be reviewed by management and implemented by the fall semester. Legal Counsel is reviewing the draft policy and will discuss her recommendations with the Cabinet by June 30, 2017.

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
22	10/25/2013	Title IX Samuel Hirsch	Internal Audit recommends departmental procedures be documented to help ensure compliance with Title IX as well as the continuity of such procedures.	6/30/2014 9/30/17	Procedures related to processes for sexual harassment and for equity in the sports program will be documented by 6/30/14. Title IX language will be included in the Athletics section of the Student Handbook as well as in the Athletics Handbook. Procedures have been documented. The Student Handbook has been updated with language approved by General Counsel. Revised Athletic Handbook will be printed in July 2017 for distribution to athletes beginning with the fall 2017 semester.
25	2/14/2014	SDW Contract Jim Spiewak	Internal Audit recommends that the purchasing policies be updated to provide, at a minimum, guidance for contracts when an RFP is not issued (and when the absence of the RFP process is appropriate), the availability of RFP templates for use, guidance or reference, and the need for review and approval of all contracts by the College's General Counsel.	5/31/2014 8/31/14 12/31/15 6/30/17	The Purchasing Department will update the policies related to purchasing and contracts by May 31, 2014 to provide better guidance to department managers. Such guidance will be enhanced to include the circumstances under which an RFP need not be issued as long as all other guidelines are followed. The requirement for review of all contracts by General Counsel will also be included in these updates. The AVP of Budgets & Business Services is working with General Counsel to include this requirement in a planned revision of a related policy.
26	2/14/2014	SDW Contract Jim Spiewak	Internal Audit recommends that the Purchasing Department ensure that all contracts required by policy to be approved by the Board, including those for professional services, are presented to the Board for such approval prior to the execution of such contracts. In addition, the policy does not specify whether contract extensions or renewals are required to be approved by the Board.	2/14/2014 8/31/14 6/30/17	Effective immediately, the AVP for Budgets & Financial Services, in conjunction with Purchasing Department, will ensure all contracts required by policy to be approved by the Board are presented for such approval. In addition, the Board will be solicited for their preference of approving renewed contracts which fall in the same financial parameters and the related policies will be updated as necessary. Management is proposing an increase in the contract amount which requires Board approval. The related policy will be finalized as soon as Board input and approval of the new amount is obtained.
36	9/24/2015	Whistleblower Policy / Ethics Hotline Victoria Zellers	Internal Audit recommends various improvements to the insurance requirements for contracts and the ongoing monitoring of such insurance coverage for contractors.	11/15/15	The Whistleblower Policy was added to the www.myccp.edu page under General Administration policies on October 21, 2015. The Whistleblower Policy will be added to bulletin boards in all buildings on all campuses by November 15, 2015. Internal Audit visitied a sample regional center and verified that the policy was posting as appropriate on the employee bulletin board.
41	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends the Center on Disability ensure its policies and procedures are updated to reflect the any changes in the ADA amendments related to individual accommodations.	2/29/2016	The Director of COD and the Dean of Educational Support Services will revise the COD website to clearly articulate students' rights and responsibilities and the College's rights and responsibilities under Americans with Disabilities Act, as Amended. (ADAAA). Target date for completion is February 29, 2016. COD management has completed a draft of these revisions which is currently being reviewed by the VP of Academic and Student Success. Students' and the College's rights and responsibilities are now included on the COD web pages on ccp.edu and myccp.edu

Community College of Philadelphia
Internal Audit Follow Up Matrix

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
43	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends the Center on Disability have a set of documented procedures to help their staff ensure the consistency of the process for students requesting accommodations.	2/29/2016	The Director of COD will research and develop protocols for evaluating student requests for disability-related accommodations based upon current CCP practice and upon best practices. Protocols will be reviewed by the Dean of ESS and the VP of Academic and Student Success. Target date for completion is February 29, 2016. COD management has completed a draft of these procedures which is currently being reviewed by the VP of Academic and Student Success. COD procedures have been completed and provided to all department staff for reference.
45	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends that the Center on Disability follow the advice expected shortly from the Data Breach Committee in regard to personal identifiable information, especially SSNs, obtained in the processes for adjudicating student requests for accommodations.	2/29/2016 6/30/17 (Update of Progress)	A database designed to manage data on students with disabilities will be reviewed with IT for implementation. No SSN's numbers will be included in the database. Target date for completion is February 29, 2016. In its 2016-2017 budget, COD management has requested a stand-alone database to manage the online information related to accommodations requested by students. Target date is TBD.
47	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends a formal appeals process to provide a second opinion on accommodation decisions for students.	2/29/2016	College's appeals process for students is to contact the Director of Diversity and Equity. The Dean of ESS and the Director of COD will outline the steps for students and will review with the Vice President of Academic and Student Success. The appeals process will be posted on the COD website. Target date for completion is February 29, 2016. COD management has completed a draft of an appeals process which is currently being reviewed by the VP of Academic and Student Success. A "complaint" process has been documented and is included in the COD on the web pages of both ccp.edu and myccp.edu
48	12/8/2015	ADA / Center on Disability Joan Bush	Internal Audit recommends that records in the Center on Disability related to denied accommodations be grouped together both as hardcopy and online. In addition, the main Excel database, or a separate tab or file one, should include an electronic record of each denied request.	2/29/2016	A database designed to manage data on students with disabilities, will be reviewed with IT for implementation. Target date for completion is February 29, 2016. COD management noted that: 1) online records of student accommodation denials are now maintained separately from approved ones; and 2) denial records will also be noted as such in the new database requested in the 2016-2017 budget. Electronic and paper recrords of accomodation denials are now contained in separate areas for reference if needed.
49	4/21/2016	Library Hold Releases Joan Bush	ITS should have full administrative rights to the Millenium program. Senior management should determine whether such rights are shared with library managers.	12/31/2016 7/1/17	Library management is currently retaining administrative rights to Millenium but is consulting with ITS to help ensure appropriate access for library staff. Administrative rights are expected to be transferred to ITS when a new (requested) library system is obtained. RFP for new ILS was posted December 15, 2016. Target date for implementation date is no late than July 1, 2017. ITS Administrative role is to be determined before that date.

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
50	4/21/2016	Library Hold Releases Joan Bush	If library staff retain the ability to release holds for fines and lost books, conciliations of cash collected to released holds must be performed periodically and reviewed by management. Any differences must be investigated and resolved.	12/31/2016 7/1/17 (Update of Progress)	Management has convened a team to review the current processes and controls. Potential changes include transferring certain controls to the Bursar's group which will eliminate the need for reconciliations between Millenium records (fines released) and Banner records (cash collected). An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which have interfaces to update Banner records on a timely basis. Fines are expected to be eliminated under new library policies any necessary payments will be directed to the Bursar.
51	4/21/2016	Library Hold Releases Joan Bush	The dollar value of assessed library fines should recorded in Banner, perhaps as Other Accounts Receivable.	12/31/2016	Management is currently reviewing several options for this issue including the most effective method for transferring the data, the collectability of existing fines, and the possibility of an amnesty program for some or all of the fines. The existing fines are to be deleted from the Banner and Millenium systems by 12/31/16 under an amnesty program approved by the VP of Business and Finance and the VP of Academic and Student Success.
52	4/21/2016	Library Hold Releases Joan Bush	SSNs should be purged from Millenium records if it is confirmed that they serve no purpose for recordkeeping.	12/31/2016 (Update of Progress)	Library management is working with ITS to determine the best method to eliminate SSNs in the Millenium system. Management reported that SSN records were deleted from Millenium by 12/31/16.
53	4/21/2016	Library Hold Releases Joan Bush	There is limited information transferred from Millenium to Banner. Library management should determine if exact amount of fines can be transferred which will support reconciliations between the systems.	12/31/2016 7/1/17 (Update of Progress)	Management has convened a team to review the current processes and controls. Potential changes include transferring certain controls to the Bursar's group which will eliminate the need for reconciliations between Millenium records (fines released) and Banner records (cash collected). An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which have interfaces to update Banner records on a timely basis. Fines are expected to be eliminated under new library policies any necessary payments will be directed to the Bursar.
54	4/21/2016	Library Hold Releases Joan Bush	Management should review the dollar amounts of fines and maximums per book to ensure the amounts correlate to the values of borrowed books.	12/31/2016 7/1/17 (Update of Progress)	Management has convened a team to review the current fines and lost book charges and propose changes as appropriate to help streamline this process. Library staff and faculty are developing a proposal for a new borrowing policy by January 13, 2017. Proposal will require senior management approval.
55	4/21/2016	Library Hold Releases Joan Bush	ESS management should review system access periodically to ensure access rights are appropriate for the various positions in the library.	12/31/2016 7/1/17 (Update of Progress)	Millenium system access has been modified with only a few senior staff having the ability to change any records. All other staff have read-only access. A new (requested) ILS system will support efficient periodic review of staff access to the system with profiles designed with ITS assistance. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17. Access rights for the new system will be determined by Library management and reviewed by ESS management.

	Report Date	Area/ Responsible Party	Recommendation	Target Date	Management Response / Follow up
56	4/21/2016	Library Hold Releases Joan Bush	There are too many library staff with system access which include functions which could negatively impact the entire system and its database of records.	12/31/2016 7/1/17 (Update of Progress)	Millenium system access has been modified with only a few senior staff having the ability to change any records. All other staff have read-only access. A new (requested) ILS system will support efficient periodic review of staff access to the system with profiles designed with ITS assistance. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17. Access rights for the new system will be determined by Library management and reviewed by ESS management.
57	4/21/2016	Library Hold Releases Joan Bush	There are too many library staff with system access which includes the ability to modify accumulated fines.	12/31/2016 7/1/17 (Update of Progress)	Millenium system access has been modified with only a few senior staff having the ability to change any records. All other staff have read-only access. Management is developing appeal procedures which will govern when fines will be modified, who will approve such changes and how they will be documented. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which have interfaces to update Banner records on a timely basis. Fines are expected to be eliminated under new library policies any necessary payments will be directed to the Bursar.
58	4/21/2016	Library Hold Releases Joan Bush	The process for backing up information for library fines is antiquated and subject to loss of the records.	12/31/2016 7/1/17 (Update of Progress)	Backup tapes of Millennium Tapes are being given to the ITS department every two weeks. Once a month, ITS will store the backups at Iron Mountain. Any new ILS system will provide digital backup records to address this issue. An RFP process has begun to acquire a new ILS system and expected to be implemented by 7/1/17 which will have programable, digital backup features.
59	5/25/2016	ITS Physical Security Harry Moore	ITS and Facilities management should take appropriate steps and plans to reduce the risks associated with connectivity rooms left wide open.	06/30/17	ITS management noted that a plan to move the connectivity hardware to a separate room. ITS management states that the project has again been included and approved in the capital budget for the 2016-2017 fiscal year although they do not know when construction will begin.
60	5/25/2016	ITS Physical Security Jody Bauer Randy Merced	There are currently two systems in use for these style of door locks – one used exclusively in the CBI building and the second in use in the other buildings. The one is use at the CBI building has serious system issues which have prevented the use of access cards less than two years old. Senior management is aware of this issue and it appears to be a long term fix for which effort has begun.	12/31/2016 6/30/17 (Update of Progress)	ITS and the Safety and Security Departments are currently engaged in a long term project to reprogram electronic door locks so that they will work with the current CBord system. As of August 2016, second and third floor door locks in CBI have been migrated to CBord and licensing is in place on server. Awaiting direction from Safety and Security for plans for other door locks. Update from management as of 12/21/2016: All CBI doors have been converted to CBord. Door repairs for some double door issues are pending.

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61	5/25/2016	ITS Physical Security Randy Merced	In order to strengthen the controls over physical security across the College's campuses, management should consider additional video cameras at locations which will help security monitor rooms housing connectivity equipment as a preventative control. Management should also consider an additional camera outside the Mint tunnel entrance based on the room's use for both connectivity and as a staging area for new equipment.	12/31/2016 6/30/17 (Update of Progress)	Management has just (May 2016) selected a consultant who will be reviewing the current video camera and recording systems across all College locations. Wiring for an additional camera outside the Mint tunnel entrance has been installed although a camera has not yet been installed. Camera inside MG-6 is now functional and an additional camera has been installed in the tunnel outside of the same room. Camera consultant review is in progress. Management is focusing on enhanced Cbord training for designated employees, as recommended by the consultant, before moving forward with the RFP process related to video camera recommendations.
63	5/25/2016	ITS Physical Security Harry Moore	Management should consider installing additional gaseous systems in rooms which have significant risk of business and classroom interruption based on the type of equipment in the connectivity rooms.	6/30/2017 (Update of Progress)	Management has decided to upgrade the fire suppression systems from sprinklers to gaseous systems in three rooms deemed critical due to the nature and value of electronic equipment in those rooms. Specifically, upgrades in rooms B2-39, MG-6A and W1-E1 have been included in the budget for the 2016-2017 fiscal year and, as such, should be completed by June 30, 2017. Update as of 12/21/2016: Phase One: The 3 CRITICAL Closets (MG-6A, B2-39, W1-E1) are pending the release of the RFP for installation of the FM200 fire suppression systems. Phase 2: Time and funding permitting the regional center IDFs will be addressed laster for gaseous fire supression.
64	5/3/2016	Remote Sites of DACE CBO Program David Thomas	Internal Audit recommends that that DACE management develop a process to provide a substitute supervisor when such absences occur or are requested.	9/1/2016 4/30/17	The College and the CBOs have an understanding that the CBO administrator will ensure that the DACE students remain in designated areas, that the course ends on time and that DACE students leave the site in accordance to standard procedures. Management will document this and formally communicate this with the CBOs again before the fall semester. In the rare event that site supervisors may have to leave early and the CBO's designated administrator is unable to fulfill these duties, the class(es) will be dismissed. Internal Audit will follow up on these plans during the spring 2017 audit of this subject.
65	5/3/2016	Remote Sites of DACE CBO Program David Thomas	Internal Audit recommends that DACE management develop a job description for the part time site supervisors.	05/12/16	The site supervisors in DACE are fully aware of their responsibilities, and we will review this with them again once the official job description is finalized. Part-time site supervisor job description will be completed by the start of the fall semester 2016. Job description was completed in May 2016.
66	5/3/2016	Remote Sites of DACE CBO Program Randy Merced	Internal Audit recommends that Safety and Security management determine that the site supervisors are aware of the emergency procedures for their respective facility. The emergency procedures for each facility should be documented and provided to the site supervisors each semester based on the assignment of site supervisors.	9/1/2016 1/31/18	Management will contact the Dean of the DACE group to coordinate our assessments of the plans at each CBO location. To ensure the College's site supervisors understand the plans at each site and communicate them to the instructors and students, we expect to visit to these sites at the beginning of each semester beginning with Fall 2016. Safety and Security management met with directors at both sites in fall 2016 and observed briefing of students at one location in fall 2016. Emergency plan briefings to the CBO classes will be confirmed or provided by Safety and Security management at the beginning of each semester beginning fall 2017.

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67	1/17/2017	Terminated Employees Ellen Fernberger	A long-term pratice is the basis for paying death benefits to a tenured full-time faculty member. A documented procedure for this situation would help guide staff and prevent any possible errors in processing such a payment.	01/17/17	Human Resources immediately documented this as a past practice which can now be referenced by any HR staff person to help ensure the accuracy and consistency of the amount paid in the event of the death of a tenured faculty member.

Action plans are complete and will be moved to the Completed Items tab