

Agreed-Upon Procedures

Community College of Philadelphia

June 30, 2022

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REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

Board of Trustees
Community College of Philadelphia and
Commonwealth of Pennsylvania Department of Education

We have performed the procedures enumerated below related to Community College of Philadelphia's compliance with the requirements outlined by the Commonwealth of Pennsylvania Department of Education in the Statement of Auditing and Accounting Standards for Community Colleges related to the accompanying Schedule A – Total Eligible Full-Time Equivalent (FTE) Students, Schedule B – Tuition Compliance Calculation with Contracted Training Worksheet, and Schedule C – Schedule of Capital Mandated Expenses – State Share (the "specified requirements") during the period July 1, 2021 to June 30, 2022 (the "Subject Matter"). Community College of Philadelphia's management is responsible for its compliance with those requirements.

Community College of Philadelphia agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating Community College of Philadelphia's compliance with the Subject Matter. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes. Consequently, we make no representation regarding the appropriateness of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and the associated findings are as follows.

General

1. We read Chapter 35, "Community Colleges" (Chapter 35), and Chapter 335, "Community College Courses" (Chapter 335), of Commonwealth of Pennsylvania Code Title 22.

Procedures Related to Schedule A - Total Eligible Full-Time-Equivalent (FTE) Students

2. We agreed amounts in Schedule A to detailed supporting schedules prepared by the College.

No exceptions noted.

3. We selected a sample of 40 "Credit" students, obtained supporting documentation from the College, and performed the following procedures:
 - a. Determined whether the student was enrolled in an eligible course.
 - b. Determined whether the student was appropriately registered.
 - c. Determined whether the student was enrolled as of the end of the refund period, as defined in Chapter 35.
 - d. Determined whether the student was a Pennsylvania resident.
 - e. Determined whether the student was appropriately included in or excluded from Schedule A.

We selected the following records:

Selection #	Student ID	Term Code	Subject Code	Course #	Course Name
1	J00362628	202140	PSYC	101	Accounting Technician
2	J00285460	202140	MATH	162	Liberal Arts & Sciences
3	J00369241	202210	NURS	132	Nursing
4	J00373643	202235	SOC	101	Law Enforcement/Pol Sci
5	J00355972	202210	MNGT	262	Accounting
6	J00376089	202210	ENGL	102	Health Services/Allied Health
7	J00283174	202210	PSYC	210	Psychology, General
8	J00228972	202235	ENGL	115	International/Global Studies
9	J00373754	202140	ART	125	Fine Arts, General
10	J00369285	202210	SOC	101	Computer Science, General
11	J00368700	202210	ART	106	Fine Arts, General
12	J00220619	202210	MATH	150	Psychology, General
13	J00289163	202140	ADC	101	Architectural Engineering Tech
14	J00373465	202140	FNMT	19	Health Services/Allied Health
15	J00184258	202140	FNMT	17	Health Services/Allied Health
16	J00302944	202210	ECON	181	Health Services/Allied Health
17	J00380471	202140	FNMT	118	Fine Arts, General
18	J00356695	202140	CHEM	101	Accounting Technician
19	J00219507	202210	AH	101	Health Services/Allied Health
20	J00333827	202210	ENGL	102	Health Services/Allied Health
21	J00342045	202140	AT	100	Automotive Engineering Tech
22	J00324049	202235	ED	204	Elementary Education/Teaching
23	J00324289	202210	JUS	241	Law Enforcement/Pol Sci
24	J00337563	202210	MUS	103	Liberal Arts & Sciences
25	J00330727	202210	RE	105	Psychology, General
26	J00307356	202135	PLS	121	Legal Assisting
27	J00337401	202135	ENGL	102	Law Enforcement/Pol Sci
28	J00302049	202210	MNGT	262	Business & Management, General
29	J01237203	202140	ED	222	Elementary Education/Teaching
30	J00277392	202210	PHIL	211	Health Services/Allied Health
31	J00375152	202135	BIOL	211	Non Degree Seeking
32	J00348509	202210	ED	151	Elementary Education/Teaching
33	J00368924	202140	ENGL	98	Human Services, General
34	J00359480	202140	PSYC	110	Psychology, General
35	J00149657	202135	PLS	101	Liberal Arts & Sciences
36	J00352627	202210	FMM	155	Fashion Merchandising
37	J00356079	202235	CSCI	218	Computer Science, General
38	J00337916	202140	CHEM	110	Health Services/Allied Health
39	J00337008	202235	ART	101	Non Degree Seeking
40	J00876518	202140	FNMT	118	Health Services/Allied Health

No exceptions noted.

4. We selected a sample of 40 "Noncredit" students, obtained supporting documentation from the College, and performed the following procedures:
 - a. Determined whether the student was enrolled in an eligible course. Avocational/Recreational courses as defined in Chapter 335 are specifically excluded.
 - b. Determined whether the student was appropriately registered.
 - c. Determined whether the student was enrolled and not having withdrawn as of the end of the refund period, as defined in Chapter 35.
 - d. Determined whether the student was a Pennsylvania resident.
 - e. Determined whether the student was appropriately included in or excluded from Schedule A.

We selected the following records:

Selection #	Student ID	Term Code	Subject Code	Course #	Course Name
1	J00390161	202210	ESLP	A8620	ESL Program Courses
2	J00353940	202135	TRUB	E8591	Trio Upward Bound Program
3	J00374740	202140	LLAB	E8338	Learning Lab
4	J00317798	202135	GTWY	A7001	Gateway to College Program
5	J00369910	202140	GTWY	A7001	Gateway to College Program
6	J01194440	202235	HEAL	B9117	Health Care
7	J00356058	202235	ESLP	A8620	ESL Program Courses
8	J00395378	202235	ESLP	A8620	ESL Program Courses
9	J00376174	202210	ESLP	A8620	ESL Program Courses
10	J00377141	202140	ESLP	A8619	ESL Program Courses
11	J00371897	202135	ACEP	E8027	ACE Program Courses
12	J00376196	202140	ESLP	A8619	ESL Program Courses
13	J00365123	202140	DACE	A7033	Div. Adult Community Ed Course
14	J00359726	202140	LLAB	E8342	Learning Lab
15	J00228972	202135	ESSW	E7711	Educational Supp Serv Workshop
16	J00371033	202210	LLAB	E8307	Learning Lab
17	J00397325	202235	ESLP	A8621	ESL Program Courses
18	J00346407	202135	TRUB	E8591	Trio Upward Bound Program
19	J00381243	202140	GTWY	A7002	Gateway to College Program
20	J00380320	202135	TRUB	E8588	Trio Upward Bound Program
21	J00384902	202210	TRUB	A8592	Trio Upward Bound Program
22	J00380459	202140	ESLP	A8618	ESL Program Courses
23	J00368217	202210	ESLP	A8620	ESL Program Courses
24	J00380321	202135	TRUB	E8591	Trio Upward Bound Program
25	J00346262	202140	DACE	A7033	Div. Adult Community Ed Course
26	J00374520	202135	ACEP	A8066	ACE Program Courses
27	J00332327	202235	ABEP	A8016	Adult Basic Education Courses
28	J00333165	202210	GTWY	A7004	Gateway to College Program
29	J00346407	202140	TRUB	A8592	Trio Upward Bound Program
30	J00330765	202140	ESLP	A8619	ESL Program Courses
31	J00136687	202135	ESSW	E7711	Educational Supp Serv Workshop
32	J00390166	202210	ESLP	A8619	ESL Program Courses
33	J00382921	202210	ESLP	A8618	ESL Program Courses
34	J00367379	202135	ESSW	E7711	Educational Supp Serv Workshop
35	J00390148	202210	ESLP	A8620	ESL Program Courses
36	J00380312	202140	TRUB	A8592	Trio Upward Bound Program
37	J00371897	202135	GTWY	A7001	Gateway to College Program
38	J00382838	202210	LLAB	E8336	Learning Lab
39	J00313650	202140	GTWY	A7003	Gateway to College Program
40	J00380319	202135	TRUB	E8591	Trio Upward Bound Program

No exceptions noted.

Procedures Related to Schedule B - Tuition Compliance Calculation with Contracted Training Worksheet

5. We agreed total operating expenses per Schedule B to the audited financial statements as of and for the year ended June 30, 2022.

No exceptions noted.

6. We traced and agreed the amounts in Schedule B to source documents.

No exceptions noted.

7. We verified whether depreciation and amortization costs were not deducted from operating costs in accordance with Commonwealth of Pennsylvania guidelines for fiscal year 2021-22.

No exceptions noted.

Procedures Related to Schedule C - Schedule of Capital Mandated Expenses - State Share

8. We agreed "Debt Service Reimbursement" amounts to debt service schedules for 100% of the projects for which state reimbursement of up to 50% is provided and recalculated PDE reimbursement amounts.

No exceptions noted.

9. If applicable, we agreed 100% of the "Nonrecurring (One-time) Cash Projects" for which state reimbursement of up to 50% is provided to supporting documentation and recalculated PDE reimbursement amounts.

No exceptions noted.

10. We agreed 100% of "Leases/Rental Cost - Facilities and Variable" for which state reimbursement of up to 50% is provided to supporting facilities leases and terms, and recalculated PDE reimbursement amounts.

No exceptions noted.

11. We agreed "Other Leases of Equipment and Furnishings" items for which state reimbursement of up to 50% is provided to supporting agreements and recalculated PDE reimbursement amounts.

No exceptions noted.

12. We agreed the amounts that represents 50% of the negotiated lease payments for other leases of equipment and furnishings for the year ended June 30, 2022.

No exceptions noted.

We were engaged by Community College of Philadelphia to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Community College of Philadelphia and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of this agreed-upon procedures report is solely to report our findings based on the specific procedures performed on the Subject Matter for the purpose of assisting Community College of Philadelphia and Commonwealth of Pennsylvania Department of Education in evaluating compliance with the specified requirements. Accordingly, this report is not suitable for any other purpose.

Grant Thornton LLP

Philadelphia, Pennsylvania
December 22, 2022

Pennsylvania Community Colleges							
Total Eligible Full-Time Equivalent (FTE) Students - Schedule A							
Name and Email as Prepared by: Derrick Sawyer , dsawyer@ccp.edu							
Institution: <u>Community College of Philadelphia</u>							
FISCAL YEAR ENDED: <u>6/30/2022</u>							
	A Second Summer <u>Session</u>	B 2020 Fall <u>Semester</u>	C Winter <u>Semester</u>	D Spring <u>Semester</u>	E First Summer <u>Session</u>	F <u>Total FTE-Base</u>	G <u>Annualized FTE (FTE-Base divided by 2)</u>
A. CREDIT							
Full-Time	12.00	3,501.00	-	2,687.00	22.00	6,222.00	(a)
Part-Time	<u>1,346.00</u>	<u>4,258.00</u>	<u>131.00</u>	<u>3,947.00</u>	<u>1,321.00</u>	<u>11,003.00</u>	(b)
Total Credit FTE	1,358.00	7,759.00	131.00	6,634.00	1,343.00	17,225.00	8,613.00 (c)
B. NON-CREDIT							
Full-Time	9.00	20.00	-	19.00	16.00	64.00	(d)
Part-Time	<u>52.00</u>	<u>97.00</u>	<u>-</u>	<u>108.00</u>	<u>77.00</u>	<u>334.00</u>	(e)
Total Non-Credit FTE	61.00	117.00	-	127.00	93.00	398.00	199.00 (f)
TOTAL CREDIT AND NON-CREDIT FTEs	1,419.00	7,876.00	131.00	6,761.00	1,436.00	17,623.00	8,812.00 (g)

TUITION COMPLIANCE CALCULATION - Schedule B**FISCAL YEAR ENDED: 6/30/2022****Name and Email as Prepared by: Derrick Sawyer, dsawyer@ccp.edu****Institution: Community College of Philadelphia****TOTAL OPERATING EXPENSES *****\$ 188,539,062****DEDUCTIONS:**

Scholarships and Fellowships (Financial Aid)	36,950,953	
Auxiliary Enterprise and Foundation Expenditures	790,593	
Rentals/Leases approved for Capital Reimbursement	3,179,738	
Student Activities Expense	1,143,036	
Avocational and Recreational Expense	-	
State Funded FICA and Retirement (PSERS)	2,982,691	
Tuition remission, waivers, bad debts that may be used to determine tuition collected	-	45,047,011

REIMBURSABLE OPERATING COSTS - TUITION COMPLIANCE**143,492,051 (a)****OPERATING COST BASE - TUITION COMPLIANCE (1/3)****47,830,684****TOTAL TUITION INCOME****40,037,120****DEDUCTIONS:**

66.67% of total out-of-state tuition	2,756,562		
50% of total of non-sponsored tuition	1,378,292		
50% of contracted non-credit program revenue** from Contracted Training Worksheet Item (c)	149,802	4,284,656	35,752,464 (b)

Student Share Percentage of Operating Costs**24.92%***** Total Operating Expenses Must Match Audited Financial Statements.****** Use only if contracted revenue is included in Tuition Income and contracted FTEs are reimbursable.**

TUITION COMPLIANCE CALCULATION - Schedule B continued
CONTRACTED TRAINING WORKSHEET
FISCAL YEAR ENDED: 6/30/2022

Reimbursable Operating Costs	\$ 143,492,051	(a)
Total Non-Credit and Credit FTEs	8,812	(b)
Average Costs per FTEs [(a) divided by (b)]	16,284	
Total Contracted Revenue	299,603	(c)
Contracted FTEs [annualized - divided by 2]	15.59	(d)
Average Contract Revenue per Contract FTEs [(c) divided by (d)]	19,218	

SCHEDULE OF CAPITAL MANDATED EXPENSES - STATE SHARE - Schedule C**FISCAL YEAR ENDED: 6/30/2022****Name and Email as Prepared by:****Institution:****Derrick Sawyer (dsawyer@ccp.edu)****Community College of Philadelphia**

	State Share	State Share
	<u>Amount Received</u>	<u>Amount Expended</u>

1. Debt Service Reimbursement

(Include annual Bond Amortization and Short Term Loans/Notes - list by project, series, issue)

2015 Series	1,416,542	1,416,542
2018 Series	3,330,780	3,330,780
2019 Series	677,000	677,000
2020 Series	233,187	233,187
Sub-total Debt Service Reimbursement	5,657,509	5,657,509

2. Nonrecurring (One-time) Cash Projects

(List by project)

Sub-total Cash Project Reimbursement

-	-
-	-

3. Leases/Rental Cost - Facilities and Variable*

(Include annual cost of Facilities Leases by facility - net of any rental income)

Variable	10,000	-
1500 Spring Garden Street	6,815	6,815
Sub-total Facilities and Variable Reimbursement	16,815	6,815

4. Other Leases of Equipment and Furnishings**

(Provide specific listing of leases - include annual cost of Equipment and Furnishings)

Ref#1 Dell PowerEdge R830 Servers (2) (Sch 619)	5,895	-
Ref#2 Dell PowerEdge R820 Servers (4) (Sch 615)	17,251	-
Ref#3 Dell PowerEdge R820 Servers (2) (Sch 12)	9,500	-
Ref#4 High Speed Copiers (Canon)	15,028	21,474
Ref#5 Cannon Model E-Studio 757 (1)	941	941
Ref#6 PCs (Sch 616)	23,128	-
Ref#13 PCs (Sch 621/4)	5,088	-
Ref#14 PCs (Sch 623)	16,721	-
Ref#15 PCs (Sch 17)	16,080	16,080
Ref#16 PCs (Sch 19)	5,999	5,999
Ref#17 PCs (Sch 615)	8,114	-
Ref#9-12 PCs (Schedule 621)	28,192	-
Sub-total Equipment and Furnishings Reimbursement	151,937	44,494

TOTAL OF DEBT SERVICE AND LEASES

5,826,261	5,708,818
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NOTE: State Amount Expended should not exceed State Amount Received. If a difference does exist, please provide a footnote to this page explaining the variance.

*No new property rentals during FY21-FY22

**We have not replaced our lease equipment during FY21-22