|  |  |
| --- | --- |
| ` |  |

|  |
| --- |
| **SAMPLE COMMUNITY COLLEGE  INDEPENDENT AUDITOR’S REPORTS BASIC FINANCIAL STATEMENTS  AND SUPPLEMENTARY INFORMATION SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  **JUNE 30, 2016** |

|  |  |
| --- | --- |
|  | ====== Office of ======  **AUDITOR OF STATE**  **State Capitol Building • Des Moines, Iowa**  ======================= |
|  |  |
|  | **Mary Mosiman, CPA** **Auditor of State** |
|  |  |

Fellow CPAs:

This sample report is presented by the Office of Auditor of State as required by Chapter 11.6 of the Code of Iowa. In developing this report, we have made every effort to ensure the highest professional standards have been followed while attempting to provide meaningful and useful information to the citizens, our ultimate client.

Audits of community colleges should be performed in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and, if applicable, Title 2, U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).

This sample report has been prepared in conformity with U.S. generally accepted accounting principles and conforms to guidelines provided in Governmental Accounting and Financial Reporting Standards published by the Governmental Accounting Standards Board.

The format displays the basic financial statements, required and supplementary information and the Schedule of Findings and Questioned Costs which are necessary to meet the requirements of this Office. The detail presented in the financial statements and supplementary information is the minimum breakdown that will be acceptable subject, of course, to materiality considerations. If the auditor and the community college feel more detail is necessary to provide a fair presentation, this of course will be welcome. A sample such as this cannot present all situations which you may encounter, so the auditor’s professional judgment must be used in determining the additional information to be shown as well as the footnotes to be presented.

Community colleges with $750,000 or more of federal expenditures are required to receive a Single Audit in accordance with the Uniform Guidance. Any questions concerning Single Audit requirements should be directed to the Iowa Department of Education or the U.S. Department of Education:

|  |  |
| --- | --- |
| Iowa Department of Education Division of Community Colleges Grimes Building 400 East 14th Street Des Moines, IA 50319-0146 (515) 281-4729 | Office of Inspector General United States Department of Education 8930 Ward Parkway, Suite 2401 Kansas City, MO 64114-3302 (816) 268-0500 |

In accordance with the Uniform Guidance, the reporting package and Data Collection Form shall be submitted to the central clearinghouse the earlier of 30 days after issuance of the audit report or 9 months after the reporting period. The Office of Management and Budget has designated the United States Department of Commerce, Bureau of the Census as the Single Audit Clearinghouse. The Data Collection Form and reporting package must be submitted using the Clearinghouse’s Internet Data Entry System at <https://harvester.census.gov/facweb/>. The system requires the reporting package be uploaded in a single PDF file. Both the auditee and auditor contacts receive automated e-mails from the Federal Audit Clearinghouse as verification of the submission.

Under Rule 15c2-12 of the Securities and Exchange Commission governing ongoing disclosure by municipalities to the bond markets, virtually any municipality which issues more than $1 million of securities per issue is subject to an ongoing filing responsibility. All continuing disclosure submissions must be provided to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access (EMMA) system. In addition, submissions must be in an electronic format (PDF) and must be in a word-searchable PDF (not scanned) format.

The findings on compliance, items IV-A-16 through IV-I-16, detail those items which are to be included regardless of whether there are any instances of non-compliance or not. Any instances of non-compliance in other areas should also be reported.

We have also included a page for listing the staff actually performing the audit. Although we have found this page to be helpful, you are not required to use it.

The results of the audit of the community college student enrollment Schedule of Credit and Contact Hours (Schedule 8) is required to be submitted to the Iowa Department of Education by December 16, 2016. The results may be submitted to the Department as part of the released audit or, if the audit has not been completed and released, with a letter certifying the results of the audit procedures performed.

As required by Chapter 11 of the Code of Iowa, the news media are to be notified of the issuance of the audit report by the CPA firm, unless the firm has made other arrangements with the community college for the notification. We have developed a standard news release to be used for this purpose. The news release may be completed by the community college and a copy should be sent to this Office with two copies of the audit report sent by the CPA firm. Report filing requirements are detailed on the attached listing. We will make a copy of the audit report and news release available to the news media in this Office.

In accordance with Chapter 11 of the Code of Iowa, this Office is to be notified immediately regarding any suspected embezzlement, theft or other significant financial irregularities.

Finally, I would like to express my appreciation to all CPA firms who are providing audit or other services to community colleges. Together, we are able to provide a significant benefit to all taxpayers in the State.

MARY MOSIMAN, CPA  
 Auditor of State

**Paper Copy Submission**

Two paper copies of the audit report, including the management letter(s) if issued separately, are required to be filed with this Office upon release to the Community College within nine months following the end of the fiscal year subject to audit. In addition to the copies of the audit report, a copy of the CPA firm's per diem audit billing, including total cost and hours, and a copy of the news release or media notification should be sent to:

Office of Auditor of State  
State Capitol Building  
Room 111  
1007 East Grand Avenue  
Des Moines, Iowa 50319-0001

**Electronic Submission**

The Community College or CPA firm must also e-mail a PDF copy of the audit report to the Auditor of State’s Office at:

[SubmitReports@auditor.state.ia.us](mailto:SubmitReports@auditor.state.ia.us)

If you are unable to e-mail the file, you may mail a CD containing the PDF file to this Office. You may direct any questions about submitting the electronic copy of the audit report to the above e-mail address.

An electronic (PDF format) copy of the audit report, including the management letter(s) if issued separately, should also be filed with the Iowa Department of Education. Each report should be submitted by e-mail attachment to [ED.Audit@iowa.gov](mailto:ED.Audit@iowa.gov). For more information, call (515) 281-5293.

**Filing Fee Submission**

The filing fee should be mailed separately to:

Office of Auditor of State  
State Capitol Building  
Room 111  
1007 East Grand Avenue  
Des Moines, Iowa 50319-0001

The designated budget strata and applicable filing fees are as follows:

|  |  |
| --- | --- |
| Budgeted Expenditures in Millions of Dollars | Filing Fee Amount |
| Under 1 | $100.00 |
| At least 1 but less than 3 | $175.00 |
| At least 3 but less than 5 | $250.00 |
| At least 5 but less than 10 | $425.00 |
| At least 10 but less than 25 | $625.00 |
| 25 and over | $850.00 |

1. Implemented Title 2, U.S Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). The following changes have been made to the sample report.

* References to OMB Circular A-133 were revised to the audit requirements of Title 2, U.S Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).
* Comments were revised to comply with requirements of Uniform Guidance Section 200.516, Section 7 relating to audit finding detail and clarity. Also, the amount of known questioned costs required to be reported in the Schedule of Findings and Questioned Costs by Uniform Guidance Section 200.516(a)(3) increased from $10,000 to $25,000.
* Disclosure related to whether or not the College elected to use the 10% de minimis cost rate was added to the Schedule of Expenditures of Federal Awards to comply with the requirements of Uniform Guidance Section 200.510(b)(6).
* Revised Part I of the Schedule of Findings and Questioned Costs to refer to Uniform Guidance Section 200.515.

1. Implemented GASB Statement No. 72, Fair Value Measurement and Application. The following changes have been made to the sample report.

* Revised the Cash, Cash Equivalents and Pooled Investments footnote. (Note 2)
* Added a New Accounting Pronouncement footnote. (Note 14)

Additional Notes

1. Also attached are a sample Corrective Action Plan for Audit Findings (See **Sample A**) and a sample Summary Schedule of Prior Audit Findings (See **Sample B**). These are provided for illustrative purposes only and are not required to be bound in the regular audit or filed with this Office.
2. The attached sample Corrective Action Plan refers the user to the College’s response to the auditor’s comment for the detailed corrective action planned. If the College’s response to the auditor’s comment does not include the details of its planned corrective action, this information should be included in the Corrective Action Plan itself.
3. **In accordance with Uniform Guidance Section 200.511(a), the Corrective Action** Plan **and Summary Schedule of Prior Audit Findings must include findings relating to the financial statements which are required to be reported in accordance with Government Auditing Standards.**
4. If the College has deposits in credit unions at June 30, 2016, Note 2 should be modified to indicate whether the deposits were covered by federal depository insurance, collateralized with securities or letters of credit held by the College or the College’s agent in the College’s name or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa.
5. Following is an example footnote for an early retirement or other benefit plan or policy which meets the definition of a “termination benefit” as defined by GASB Statement No. 47.

**Termination Benefits**

In September 2015, the College approved a voluntary early retirement plan for employees. The plan was only offered to employees for one year. Eligible employees must have completed at least fifteen years of full-time service to the College and must have reached the age of fifty-five on or before June 30, 2016. The application for early retirement was subject to approval by the Board of Directors and no more than five employees per year will be granted benefits under the policy.

Early retirement benefits are equal to 60% of the employee’s regular contractual salary in effect during the employee’s last year of employment, with a maximum retirement benefit of $30,000.

The policy requires early retirement benefits be paid in three equal installments beginning January 1, 2016. The second and third payment will be paid July 1, 2016 and July 1, 2017, respectively.

At June 30, 2016, the College has obligations to ten participants with a total liability of $171,285. Early retirement expenditures for the year ended June 30, 2016 totaled $125,534.

1. If the College provides an early retirement plan which meets the definition of a “pension plan” as defined by GASB Statement No. 27, as amended by GASB Statement No. 50 and GASB Statement No. 68, footnote disclosure and required supplementary information should follow the appropriate guidance.

Sample Entity  
Corrective Action Plan   
Year Ended June 30, 2016

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Comment Number | Comment Title | Corrective Action Plan | Contact Person,  Title,  Phone Number | Anticipated  Date of  Completion |
| II-A-16 | Segregation of Duties | We have reviewed procedures and plan to make the necessary changes to improve internal control. | Tom Claim,  Administrator,  (515) YYY-XXXX | November 2, 2016 |
| II-B-16 | Financial Reporting | We will revise our current procedures to ensure the proper amounts are recorded in the financial statements in the future. | Joe Smith,  Program Director,  (515) YYY-XXXX | November 2, 2016 |
| 2016-001 | Unsupported Expenditures | We will revise our procedures so documentation (e.g. invoices and time cards) is maintained to support federal expenditures. We returned the $25,589 of questioned costs to the Iowa Economic Development Authority on October 3, 2016. | Tom Claim,  Administrator,  (515) YYY-XXXX | Documentation to support expenditures will be maintained effective immediately. The questioned costs were returned to the Iowa Economic Development Authority on October 3, 2016. |
| 2016-002 | Segregation of Duties over Federal Revenues | We have reviewed procedures and plan to make the necessary changes to improve internal control. Specifically, the custody, record-keeping and reconciling functions currently performed by the Deputy Treasurer will be separated and spread among the Treasurer, Deputy Treasurer and Clerk. | Julie Ledger,  Treasurer,  (515) YYY-XXXX | November 2, 2016 |
| 2016-003 | Financial Reporting | We have implemented an independent review process which requires review by the Program Director, effective immediately. In addition, beginning with the December 2016 quarterly report, we will submit federal financial reports within the required time frame. | Joe Smith,  Program Director,  (515) YYY-XXXX | Review procedures have been implemented. Timely report filing will begin with the quarter ending December 2016. |

**In accordance with Uniform Guidance Section 200.511(a), the Corrective Action Plan must include findings relating to the financial statements which are required to be reported in accordance with Government Auditing Standards.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Comment Reference | | Comment Title | | Status | | If not corrected, provide reason for finding’s recurrence and planned corrective action or other explanation |
| III-C-13 III-B-14 2015-001 | | Minority Business Enterprise/ Women Business Enterprise (MBE/WBE) | | No longer valid; does not warrant further action. | | Over two years have passed since the reporting of this audit finding. The Grantor Agency has not followed up on this finding, nor has a management decision been issued on its part. | | |
| III-A-14 2015-002 | | Segregation of Duties over Federal Revenues | | Not corrected. | | Limited staff resulting from staff turnover. Plan to segregate duties for custody, recordkeeping and reconciling among staff when positions are filled. | | |
| III-C-14 2015-003 | | Capital Assets | | Corrective action taken. | |  | | |
| 2015-004 | | Financial Reporting | | Partially corrected. | | Time was necessary to develop and implement review procedures.  Timely report filing will begin with the quarter ending December 2016. | | |

Sample Community College  
Summary Schedule of Prior Audit Findings  
Year ended June 30, 2016

**In accordance with Uniform Guidance Section 200.511(a), the Summary Schedule of Prior Audit Findings must also include findings relating to the financial statements which are required to be reported in accordance with Government Auditing Standards.**

|  |  |  |
| --- | --- | --- |
|  | NEWS RELEASE |  |
|  |  | Contact: |
| FOR RELEASE |  |  |

Auditor of State Mary Mosiman today released an audit report on Sample Community College in Premium City, Iowa.

The College’s primary government operating revenues totaled $\_\_\_\_\_\_\_ for the year ended June 30, 2016, a(n) \_ % increase (decrease) from the prior year, and included $\_\_\_\_\_\_\_ from tuition and fees, $\_\_\_\_\_\_\_\_ from the federal government and $\_\_\_\_\_\_\_\_\_ from auxiliary enterprises.

Operating expenses for the year ended June 30, 2016 totaled $\_\_\_\_\_\_\_, a(n) \_ % increase (decrease) from the prior year, and included $\_\_\_\_\_\_\_\_\_ for salaries and benefits, $\_\_\_\_\_\_\_ for services and $\_\_\_\_\_\_\_\_ for materials and supplies.

Non-operating revenues totaled $\_\_\_\_\_\_\_\_, including $\_\_\_\_\_\_\_\_ from the state, $\_\_\_\_\_\_\_\_ from property tax and $\_\_\_\_\_\_\_ from interest income. Non-operating expenses totaled $\_\_\_\_\_, consisting primarily of interest on indebtedness of $\_\_\_\_\_. The College’s net position increased $\_\_\_\_\_\_ during the year.

This report contains recommendations to the Community College Board of Directors and other College officials. For example, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The College has responded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A copy of the audit report is available for review in the Board Secretary’s office,   
in the Office of Auditor of State and on the Auditor of State’s web site at <https://auditor.iowa.gov/audit-reports>.

# # #

**SAMPLE COMMUNITY COLLEGE**  
 **INDEPENDENT AUDITOR’S REPORTS  
BASIC FINANCIAL STATEMENTS   
AND SUPPLEMENTARY INFORMATION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
  
JUNE 30, 2016**

Table of Contents

Page

Officials 3

Independent Auditor’s Report 5-7

Management’s Discussion and Analysis 9-15

Basic Financial Statements: Exhibit

Statement of Net Position A 18-19

Statement of Revenues, Expenses and Changes in Net Position B 20-21

Statement of Cash Flows C 22-23

Component Unit Financial Statements:

Statement of Net Assets D 24

Statement of Revenues, Expenses and Changes in Net Assets E 25

Notes to Financial Statements 26-42

Required Supplementary Information:

Schedule of the College’s Proportionate Share of the Net Pension Liability 45

Schedule of College Contributions 46-47

Notes to Required Supplementary Information – Pension Liability 48

Schedule of Funding Progress for the Retiree Health Plan 49

Supplementary Information: Schedule

Budgetary Comparison Schedule of Expenditures – Budget to Actual 1 52-53

Balance Sheet – All Funds 2 54-55

Schedule of Revenues, Expenditures and Changes  
in Fund Balances – All Funds 3 56-57

Unrestricted Fund:

Schedule of Revenues, Expenditures and Changes in   
Fund Balances – Education and Support 4 60-61

Schedule of Revenues, Expenditures and Changes in  
Fund Balances – Auxiliary Enterprises 5 62-63

Schedule of Revenues, Expenditures and Changes in  
Fund Balances – Restricted Fund 6 64-65

Schedule of Changes in Deposits Held in Custody for Others 7 66-67

Schedule of Credit and Contact Hours 8 68-69

Schedule of Tax and Intergovernmental Revenues 9 70-71

Schedule of Current Fund Revenues by Source

and Expenditures by Function 10 72-73

Schedule of Expenditures of Federal Awards 11 74-75

Independent Auditor’s Report on Internal Control over Financial  
Reporting and on Compliance and Other Matters Based on an  
Audit of Financial Statements Performed in Accordance with   
Government Auditing Standards 77-78

Independent Auditor’s Report on Compliance for Each Major

Federal Program and on Internal Control over Compliance

Required by the Uniform Guidance 79-80

Schedule of Findings and Questioned Costs 81-85

Staff 86

**Sample Community College  
  
Officials**

Term  
Name Title Expires

**Board of Directors**

Marsha P. Edberg President 2019

Joseph Dijon Vice President 2017

C. Barrett Cheltsey Member 2019  
Duncan Delancy Member 2019  
Nicole E. Redmon Member 2019  
Jessica Valens Member 2019  
Diana S. Dante Member 2017  
Sandra D. Jamison Member 2017  
Davis S. Townsend Member 2017

**Community College**

Dr. Elizabeth A. Rosecranz President  
Morris Cody Business Manager and Board Secretary  
William G. Whaley Board Treasurer

**Sample Community College**

Independent Auditor’s Report

To the Board of Directors of  
Sample Community College:

Report on the Financial Statements

We have audited the accompanying financial statements of Sample Community College, Premium City, Iowa, and its aggregate discretely presented component units as of and for the year ended June 30, 2016, and the related Notes to Financial Statements, which collectively comprise the College’s basic financial statements 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 U.S. generally accepted accounting principles. 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 audit. We did not audit the financial statements of the component units of the Community College discussed in note 1, which represent 100% of the assets and revenues of the discretely presented component units. Those financial statements were audited by other auditors whose reports have been furnished to us, and our opinion, insofar as it relates to those units, is based solely on the reports of the other auditors. We conducted our audit in accordance with U.S. generally accepted auditing standards 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. The financial statements of the component units were not audited in accordance with Government Auditing Standards.

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 the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, based on our audit and the reports of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of Sample Community College and its aggregate discretely presented component units as of June 30, 2016, and the respective changes in its financial position and, where applicable, its cash flows thereof for the year then ended in accordance with U.S. generally accepted accounting principles.

Other Matters

*Required Supplementary Information*

U.S. generally accepted accounting principles require Management’s Discussion and Analysis, the Schedule of the College’s Proportionate Share of the Net Pension Liability, the Schedule of College Contributions and the Schedule of Funding Progress for the Retiree Health Plan on pages 9 through 15 and 45 through 49 be presented to supplement the basic financial statements. Such information, although not a 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. We and the other auditors have applied certain limited procedures to the required supplementary information in accordance with U.S. generally accepted auditing standards, which 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 an opinion on the financial statements that collectively comprise Sample Community College’s basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the nine years ended June 30, 2015 (which are not presented herein) and expressed unmodified opinions on those financial statements. The supplementary information included in Schedules 1 through 11, including the Schedule of Expenditures of Federal Awards required by Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of Sample Community College’s management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such 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 U.S. generally accepted auditing standards by us and other auditors. In our opinion, based on our audit, the procedures performed as described above, and the report of the other auditors, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated September 23, 2016 on our consideration of Sample Community 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 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 Sample Community College’s internal control over financial reporting and compliance.

MARY MOSIMAN, CPA  
 Auditor of State

September 23, 2016

**Sample Community College**

MANAGEMENT’S DISCUSSION AND ANALYSIS

Sample Community College provides this Management’s Discussion and Analysis of its annual financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2016. We encourage readers to consider this information in conjunction with the College’s financial statements, which follow.

**2016 Financial Highlights**

* Operating revenues increased less than 1%, or approximately $36,000, over fiscal year 2015. Tuition and fees and auxiliary enterprises revenues increased and federal appropriations decreased.
* Operating expenses increased 1% or approximately $183,000, more in fiscal year 2016 than in fiscal year 2015. Liberal arts and sciences, vocational technical, adult education and auxiliary enterprises increased, while cooperative services decreased.
* The College’s net position increased 44.5%, or approximately $1,355,000, from June 30, 2015.

**Using This Annual Report**

The annual report consists of a series of financial statements and other information, as follows:

Management’s Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the College’s financial activities.

The Basic Financial Statements consist of a Statement of Net Position, a Statement of Revenues, Expenses and Changes in Net Position and a Statement of Cash Flows. These provide information about the activities of the College as a whole and present an overall view of the College’s finances.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information presents the College’s proportionate share of the net pension liability and related contributions, as well as presenting the Schedule of Funding Progress for the Retiree Health Plan.

Supplementary Information provides detailed information about the individual funds. The Budgetary Comparison Schedule of Expenditures – Budget to Actual further explains and supports the financial statements with a comparison of the College’s budget for the year. The Schedule of Expenditures of Federal Awards provides details of various federal programs benefiting the College.

**REPORTING THE COLLEGE’S FINANCIAL ACTIVITIES**

*The Statement of Net Position*

The Statement of Net Position presents financial information on all of the College’s assets, deferred outflows of resources, liabilities and deferred inflows of resources, with the difference reported as net position. The Statement of Net Position is a point-in-time financial statement. The purpose of this statement is to present a fiscal snapshot of the College to the readers of the financial statements. The Statement of Net Position includes year-end information concerning current and noncurrent assets, deferred outflows of resources, current and noncurrent liabilities, deferred inflows of resources and net position. Over time, readers of the financial statements will be able to determine the College’s financial position by analyzing the increases and decreases in net position. This statement is also a good source for readers to determine how much the College owes to outside vendors and creditors. The statement also presents the available assets which can be used to satisfy those liabilities.

**Net Position**



**Comparison of Net Position**

The largest portion of the College’s net position is invested in capital assets (e.g., land, buildings, intangibles and equipment), less the related debt. The debt related to the capital assets is liquidated with resources other than capital assets. The restricted portion of the net position includes resources subject to external restrictions, constitutional provisions or enabling legislation on how they can be used. The remaining net position is the unrestricted net position which can be used to meet the College’s obligations as they come due.

*Statement of Revenues, Expenses and Changes in Net Position*

Changes in total net position presented in the Statement of Net Position are based on the activity presented in the Statement of Revenues, Expenses and Changes in Net Position. The purpose of the statement is to present the revenues earned by the College, both operating and non-operating, the expenses incurred by the College, both operating and non-operating, and any other revenues, expenses, gains and losses received or spent by the College.

In general, a public college, such as Sample Community College, will report an operating loss since the financial reporting model classifies state appropriations and property tax as non-operating revenues. Operating revenues are received for providing goods and services to the students, customers and constituencies of the College. Operating expenses are those expenses paid to acquire or produce the goods and services provided in return for the operating revenues and to carry out the mission of the College. Non-operating both revenues are revenues received for which goods and services are not provided. The utilization of capital assets is reflected in the financial statements as depreciation/amortization, which allocates the cost of an asset over its expected useful life.

**Changes in Net Position**



The Statement of Revenues, Expenses and Changes in Net Position reflects an increase of 44.5%, or approximately $1,385,000, in net position at the end of the fiscal year.

**Total Revenues by Source**

|  |  |
| --- | --- |
|  |  |

In fiscal year 2016, operating revenues increased approximately $36,000 (.5%). The increase was a result of the following changes:

* Tuition and fees increased approximately $60,000 due to a slight increase in the number of students.
* Although federal student financial aid programs increased due to the increase in students, federal appropriations overall decreased approximately $148,000.
* Revenues from auxiliary enterprises increased approximately $152,000, due partially to additional students purchasing books and supplies. The bookstore was expanded during the year to offer items for resale.

**Operating Expenses**



**Total Expenses**



In fiscal year 2016, operating expenses increased by approximately 1%, or $183,000. The following factors explain some of the changes:

* Liberal arts and sciences, vocational technical and adult education, the three functions relating to student instruction, increased approximately $189,000. This was due to increases in the number of students, personal services and expenses for postemployment benefits.
* Cooperative services decreased approximately $237,000 as a result of smaller payments made to the companies participating in the Iowa Industrial New Jobs Training Program. These expenses are dependent on the needs of the participating companies.
* Expenses for auxiliary enterprises increased approximately $159,000 due to the expansion of the bookstore and the number of students.

*Statement of Cash Flows*

The Statement of Cash Flows is an important tool in helping users assess the College’s ability to generate future net cash flows, its ability to meet its obligations as they come due and its need for external financing. The Statement of Cash Flows presents information related to cash inflows and outflows, summarized by operating, non-capital financing, capital and related financing and investing activities.

**Cash Flows**



Cash used by operating activities includes tuition, fees, operating grants and contracts, net of payments to employees and to suppliers. Cash provided by non-capital financing activities includes state appropriations, Pell Grant, local property tax received by the College and the receipt and disbursement of federal direct loan program proceeds. Cash used by capital and related financing activities represents the proceeds from debt, the principal and interest payments on debt and the purchase of capital assets. Cash provided by investing activities includes investment income received.

**CAPITAL ASSETS AND DEBT ADMINISTRATION**

**Capital Assets**

At June 30, 2016, the College had approximately $11.4 million invested in capital assets, net of accumulated depreciation/amortization of approximately $6.7 million. Depreciation expense/amortization totaled $1,031,377 for fiscal year 2016. Details of capital assets are shown below.

**Capital Assets, Net, at Year-End**



Planned capital expenditures for the fiscal year ending June 30, 2017 and beyond includes completion of the new academic building. The College will spend approximately $125,000 on computer equipment and technology upgrades for the computer lab. The College also plans to repair/replace roofs on campus buildings at an estimated cost of $75,000. More detailed information about the College’s capital assets is presented in Note 4 to the financial statements.

**Debt**

At June 30, 2016, the College had approximately $14.3 million of debt outstanding, a decrease of $583,213 from June 30, 2015. The table below summarizes these amounts by type.

**Outstanding Debt**



More detailed information about the College’s outstanding debt is presented in Notes 5 and 6 to the financial statements.

**Economic Factors**

Sample Community College continued to improve its financial position during the current fiscal year. However, the current condition of the economy in the state continues to be a concern for College officials. Some of the realities which may potentially become challenges for the College to meet are:

* State aid for fiscal year 2017 was increased 2% from fiscal year 2016.
* Expenses will continue to increase. As the number of students increases, the costs associated with serving them continue to increase.
* Facilities at the College require constant maintenance and upkeep.
* Technology continues to expand and current technology becomes outdated, presenting an ongoing challenge to maintain up to date technology at a reasonable cost.

The College anticipates the current fiscal year will be much like the last and will maintain a close watch over resources to maintain the College’s ability to react to unknown issues.

**Contacting the College’s Financial Management**

This financial report is designed to provide our customers, taxpayers in the community college district and our creditors with a general overview of the College’s finances and to demonstrate the College’s accountability for the resources it receives. If you have questions about the report or need additional financial information, contact Sample Community College, 5555 Main Street, Premium City, Iowa 55555.

**Sample Community College**

Basic Financial Statements

Sample Community College  
  
Statement of Net Position  
  
June 30, 2016



Sample Community College  
  
Statement of Net Position  
  
June 30, 2016



See notes to financial statements.

Sample Community College  
  
Statement of Revenues, Expenses and  
Changes in Net Position  
  
Year ended June 30, 2016



Sample Community College  
  
Statement of Revenues, Expenses and  
Changes in Net Position  
  
Year ended June 30, 2016



See notes to financial statements.

Sample Community College  
  
Statement of Cash Flows  
  
Year ended June 30, 2016



Sample Community College  
  
Statement of Cash Flows  
  
Year ended June 30, 2016



See notes to financial statements.

Sample Community College  
  
Statement of Net Assets  
Component Units  
  
June 30, 2016



See notes to financial statements.

Sample Community College  
  
Statement of Revenues, Expenses and  
Changes in Net Assets  
Component Units  
  
Year ended June 30, 2016



See notes to financial statements.

Sample Community College  
  
Notes to Financial Statements  
  
June 30, 2016

(1) Summary of Significant Accounting Policies

Sample Community College is a publicly supported school established and operated by Merged Area XX under the provisions of Chapter 260C of the Code of Iowa. Sample Community College offers programs of adult and continuing education, lifelong learning, community education and up to two years of liberal arts, pre-professional or occupational instruction partially fulfilling the requirements for a baccalaureate degree but confers no more than an associate degree. Sample Community College also offers up to two years of vocational or technical education, training or retraining to persons who are preparing to enter the labor market. Sample Community College maintains campuses in Premium City and Studentsville, Iowa, and has its administrative offices in Premium City. Sample Community College is governed by a Board of Directors whose members are elected from each director district within Merged Area XX.

The College’s financial statements are prepared in conformity with U.S. generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board.

A. Reporting Entity

For financial reporting purposes, Sample Community College has included all funds, organizations, agencies, boards, commissions and authorities. The College has also considered all potential component units for which it is financially accountable and other organizations for which the nature and significance of their relationship with the College are such that exclusion would cause the College’s financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization’s governing body and (1) the ability of the College to impose its will on that organization or (2) the potential for the organization to provide specific benefits to or impose specific financial burdens on the College.

These financial statements present Sample Community College (the primary government) and its component units. The component units discussed below are included in the College’s reporting entity because of the significance of their operational or financial relationships with the College. Certain disclosures about the component units are not included because the component units have been audited separately and a report has been issued under separate cover. The audited financial statements are available at the College.

Discrete Component Units

Sample Community College Facilities Foundation is a legally separate not-for-profit foundation. The Facilities Foundation was established for the purpose of maintaining, developing and extending its facilities and services for the benefit of Sample Community College. The Facilities Foundation is governed by a Board of Directors who are appointed by the College. Although the College does not control the timing or amount of receipts from the Facilities Foundation, the majority of the resources held are used for the benefit of Sample Community College and its students. The address of the Facilities Foundation is 123 Foundation Street, Premium City, Iowa 55555.

Sample Community College Foundation is a legally separate, tax-exempt foundation. The Foundation was established for the purpose of maintaining, developing and extending its facilities and services for the benefit of Sample Community College. The Foundation is governed by a Board of Directors who are appointed by the College. Although the College does not control the timing or amount of receipts from the Foundation, the majority of the resources held are used for the benefit of Sample Community College and its students. The address of the College Foundation is 5556 Main Street, Premium City, Iowa 55555.

The Foundations are non-profit organizations which report under accounting standards established by the Financial Accounting Standards Board (FASB). The Foundations’ financial statements were prepared in accordance with the provisions of FASB No. 117, Financial Statements of Not-for-Profit Organizations. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundations’ financial information in the College’s financial reporting for these differences. The Foundations report net assets, which is equivalent to net position reported by the College. Copies of the Foundations’ financial statements may be obtained by contacting the Foundations.

1. Basis of Presentation

GASB Statement No. 35 establishes standards for external financial reporting for public colleges and universities and requires resources to be classified for accounting and reporting purposes into the following net position categories/components:

Net Investment in Capital Assets - Capital assets, net of accumulated depreciation/amortization and outstanding debt obligations attributable to the acquisition, construction or improvement of those assets.

Restricted Net Position:

Nonexpendable – Net position subject to externally imposed stipulations that they be maintained permanently by the College, including the College’s permanent endowment funds.

Expendable – Net position whose use by the College is subject to externally imposed stipulations that can be fulfilled by actions of the College pursuant to those stipulations or that expire by the passage of time.

Unrestricted Net Position - Net position not subject to externally imposed situations. Resources may be designated for specific purposes by action of management or by the Board of Directors or may otherwise be limited by contractual agreements with outside parties. Substantially all unrestricted net position is designated for academic and general programs of the College.

GASB Statement No. 35 also requires the Statements of Net Position, Revenues, Expenses and Changes in Net Position and Cash Flows be reported on a consolidated basis. These basic financial statements report information on all of the activities of the College. For the most part, the effect of interfund activity has been removed from these statements.

1. Measurement Focus and Basis of Accounting

For financial reporting purposes, Sample Community College is considered a special-purpose government engaged only in business type activities as defined in GASB Statement No. 34. Accordingly, the basic financial statements of the College have been prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax is recognized as revenue in the year for which it is levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

1. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position

Cash, Cash Equivalents and Pooled Investments – Investments are stated at fair value except for the investment in the Iowa Schools Joint Investment Trust which is valued at amortized cost and non-negotiable certificates of deposit which are stated at cost.

For purposes of the Statement of Cash Flows, all short-term cash investments that are highly liquid are considered to be cash equivalents. Cash equivalents are readily convertible to known amount of cash and, at the day of purchase, have a maturity date no longer than three months.

Due from Other Governments – This represents state aid, grants and reimbursements due from the State of Iowa and grants and reimbursements due from the Federal government.

Inventories – Inventories are valued at lower of cost (first‑in, first‑out method) or market. The cost is recorded as an expense at the time individual inventory items are consumed.

Property Tax Receivable – Property tax receivable is recognized on the levy or lien date, which is the date the tax asking is certified by the Board of Directors to the appropriate County Auditors. Delinquent property tax receivable represents unpaid taxes from the current and prior years. The succeeding year property tax receivable represents taxes certified by the Board of Directors to be collected in the next fiscal year for the purposes set out in the budget for the next fiscal year. By statute, the Board of Directors is required to certify its budget to the County Auditor by June 1 of each year for the subsequent fiscal year. However, by statute, the tax asking and budget certification for the following fiscal year becomes effective on the first day of that year. Although the succeeding year property tax receivable has been recorded, the related revenue is deferred and will not be recognized as revenue until the year for which it is levied.

Receivable for Iowa Industrial New Jobs Training Program (NJTP) – This represents the amount to be remitted to the College for training projects entered into between the College and employers under the provisions of Chapter 260E of the Code of Iowa. The receivable amount is based on expenditures incurred through June 30, 2015 on NJTP projects, including interest incurred on NJTP certificates, less revenues received to date.

Capital Assets – Capital assets, which include property, furniture and equipment and intangibles are reported in the applicable governmental or business type activities columns in the government-wide Statement of Net Position. Capital assets are recorded at historical cost. Donated capital assets are recorded at acquisition value. Acquisition value is the price that would have been paid to acquire a capital asset with equivalent service potential. The costs of normal maintenance and repair that do not add to the value of the asset or materially extend asset lives are not capitalized. Capital assets are defined by the District as assets with an initial, individual cost in excess of the following thresholds and estimated useful lives in excess of two years.

Capital assets are defined by the College as assets with initial, individual costs in excess of the following thresholds and estimated useful lives in excess of two years:



Depreciation/amortization is computed using the straight-line method over the following estimated useful lives:



The College does not capitalize or depreciate library books. The value of each book falls below the capital asset threshold and the balance was deemed immaterial to the financial statements.

Deferred Outflows of Resources – Deferred outflows of resources represent an acquisition of net position applicable to a future year(s) which will not be recognized as an inflow of resources (revenue) until then. Deferred outflows of resources consist of unrecognized items not yet charged to pension expense and contributions from the College after the measurement date but before the end of the College reporting period.

Salaries and Benefits Payable – Payroll and related expenses for teachers with annual contracts corresponding to the current school year, which are payable in July and August, have been accrued as liabilities.

Advances from Grantors – Grant proceeds which have been received by the Community College but will be spent in a succeeding fiscal year.

Advances from Others – Advances from others represents fees and rental payments received in the current fiscal year which will not be earned until the following fiscal year.

Compensated Absences – College employees accumulate a limited amount of earned but unused vacation and sick leave hours for subsequent use or for payment upon termination, death or retirement. Amounts representing the cost of compensated absences are recorded as liabilities. These liabilities have been computed based on rates of pay in effect at June 30, 2016.

Refundable Allowances on Student Loans – The Perkins Federal Loan program requires a return of federal capital contribution if the United States Government terminates the program.

Pensions - For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Iowa Public Employees’ Retirement System (IPERS) and additions to/deductions from IPERS’ fiduciary net position have been determined on the same basis as they are reported by IPERS. 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.

Deferred Inflows of Resources – Deferred inflows of resources represent an acquisition of net position applicable to a future year(s) which will not be recognized as an inflow of resources (revenue) until that time. Deferred inflows of resources in the Statement of Net Position consists of succeeding year property tax receivable that will not be recognized as revenue until the year for which it is levied and the unamortized portion of the net difference between projected and actual earnings on pension plan investments.

Auxiliary Enterprise Revenues – Auxiliary enterprise revenues primarily represent revenues generated by the bookstore, food service, word processing, central stores and athletics.

Summer Session – The College operates summer sessions during May, June and July. Revenues and expenses for the summer sessions are recorded in the appropriate fiscal year. Tuition and fees are allocated based on the load study distributions supplied by the College Registrar.

Tuition and Fees – Tuition and fees revenues are reported net of scholarship allowances, while stipends and other payments made directly to students are presented as scholarship and fellowship expenses.

Operating and Non-operating Activities – Operating activities, as reported in the Statement of Revenues, Expenses and Changes in Net Position, are transactions that result from exchange transactions, such as payments received for providing services and payments made for services or goods received. Non-operating activities include state appropriations; Pell Grants, property tax and interest income.

1. Scholarship Allowances and Student Aid

Financial aid to students is reported in the financial statements under the alternative method, as prescribed by the National Association of College and University Business Officers (NACUBO). Certain aid (loans, funds provided to students as awarded by third parties and Federal Direct Lending) is accounted for as third party payments (credited to the student’s account as if the student made the payment). All other aid is reflected in the financial statements as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expenses represents the portion of aid that was provided to the student in the form of cash. Scholarship allowances represent the portion of aid provided to the student in the form of reduced tuition. Under the alternative method, these amounts are computed on a total College basis by allocating the cash payments to students, excluding payments for services, on the ratio of all aid to the aid not considered to be third party aid.

(2) Cash, Cash Equivalents and Pooled Investments

The College’s deposits in banks at June 30, 2016 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds.

The College is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board of Directors; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

At June 30, 2016, the College had the following investments:



The College uses the fair value hierarchy established by generally accepted accounting principles 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. Level 3 inputs are significant unobservable inputs.

The recurring fair value measurement for the U.S. Treasury Note of $502,880 was determined using the last reported sales price at current exchange rates. (Level 1 inputs)

At June 30, 2016, the College had investments in the Iowa Schools Joint Investment Trust (ISJIT), as follows:



The investments are valued at an amortized cost pursuant to Rule 2a-7 under the Investment Company Act of 1940. There were no limitations or restrictions on withdrawals for the ISJIT investments. The investments in ISJIT were rated AAAm by Standard & Poor’s Financial Services.

The College had no other investments meeting the disclosure requirements of Governmental Accounting Standards Board Statement No. 72.

Interest rate risk - The College’s investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days, but the maturities shall be consistent with the needs and use of the College.

(3) Inventories

The College’s inventories at June 30, 2016 are as follows:



(4) Capital Assets

Capital assets activity for the year ended June 30, 2016 is as follows:



Equipment and vehicles includes $420,000 of assets acquired under a capital lease.

(5) Anticipatory Warrants

Anticipatory warrants are warrants which are legally drawn on College funds but are not paid for lack of funds, in accordance with Chapter 74 of the Code of Iowa. The warrants bear interest at rates in effect at the time the warrants are first presented for redemption.

During the year ended June 30, 2016, the College issued $2,317,587 of anticipatory warrants at 4.25% interest per annum for building construction.

Anticipatory warrant activity for the year ended June 30, 2016 is as follows:



(6) Changes in Long-Term Liabilities

A summary of changes in long-term liabilities for the year ended June 30, 2016 is as follows:



Capital Lease

The College entered into an agreement to lease data processing equipment. The agreement is for a period of twelve years at an interest rate of 4.50% per annum. The lease expires in 2025 and also requires the payment of normal maintenance charges.

The following is a schedule by year of future minimum lease payments and the present value of net minimum lease payments under the agreement described above in effect at June 30, 2016:



Payments under this agreement for the year ended June 30, 2016 totaled $76,294.

Certificates Payable

In accordance with agreements dated between May 15, 2006 and March 11, 2016, the College issued certificates totaling $5,642,000 with interest rates ranging from 3.75% to 7.80% per annum. The debt was incurred to fund the development and training costs related to implementing Chapter 260E of the Code of Iowa, Iowa Industrial New Jobs Training Program (NJTP). NJTP’s purpose is to provide tax-aided training for employees of industries which are new to or are expanding their operations within the State of Iowa. Interest is payable semiannually, while principal payments are due annually. The certificates are to be retired by proceeds from anticipated job credits from withholding tax, incremental property tax, budgeted reserves and, in the case of default, from standby property tax.

The certificates will mature as follows:



Notes Payable

The College issued notes dated July 1, 2006 for the purchase and construction of College properties as allowed by Section 260C.19 of the Code of Iowa. Details of the College’s outstanding notes at June 30, 2016 are as follows:



Bonds Payable

The College issued bonds dated July 1, 2009 for the construction of the Career Technologies Building as allowed by Section 260C.19 of the Code of Iowa. Details of the College’s June 30, 2016 bonded indebtedness are as follows:



(7) Operating Leases

The College has leased various facilities within the area to house different divisions of the College. These leases have been classified as operating leases and, accordingly, all rents are expensed as incurred. The leases expire between 2017 and 2020 and require various minimum annual rentals. Certain leases are renewable for additional periods. Some of the leases also require the payment of normal maintenance and insurance on the properties. In most cases, management expects the leases will be renewed or replaced by other leases. The following is a schedule by year of future minimum rental payments required under operating leases which have initial or remaining non-cancelable lease terms in excess of one year as of June 30, 2016:



Rents for the year ended June 30, 2016 for all operating leases, except those with terms of a month or less which were not renewed, totaled $132,543.

(8) Iowa Public Employees’ Retirement System (IPERS)

Plan Description - IPERS membership is mandatory for employees of the College except for those covered by another retirement system. Employees of the College are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by IPERS. IPERS issues a stand-alone financial report which is available to the public by mail at 7401 Register Drive, PO Box 9117, Des Moines, Iowa 50306-9117 or at www.ipers.org.

IPERS benefits are established under Iowa Code Chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information

Pension Benefits – A Regular member may retire at normal retirement age and receive monthly benefits without an early-retirement reduction. Normal retirement age is age 65, any time after reaching age 62 with 20 or more years of covered employment or when the member’s years of service plus the member’s age at the last birthday equals or exceeds 88, whichever comes first. These qualifications must be met on the member’s first month of entitlement to benefits. Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member’s monthly IPERS benefit includes:

* A multiplier based on years of service.
* The member’s highest five-year average salary, except members with service before June 30, 2012 will use the highest three-year average salary as of that date if it is greater than the highest five-year average salary.

If a member retires before normal retirement age, the member’s monthly retirement benefit will be permanently reduced by an early-retirement reduction. The early-retirement reduction is calculated differently for service earned before and after July 1, 2012. For service earned before July 1, 2012, the reduction is 0.25% for each month the member receives benefits before the member’s earliest normal retirement age. For service earned on or after July 1, 2012, the reduction is 0.50% for each month the member receives benefits before age 65.

Generally, once a member selects a benefit option, a monthly benefit is calculated and remains the same for the rest of the member’s lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits - A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member’s beneficiary will receive a lifetime annuity or a lump-sum payment equal to the present actuarial value of the member’s accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

Contributions - Contribution rates are established by IPERS following the annual actuarial valuation which applies IPERS’ Contribution Rate Funding Policy and Actuarial Amortization Method. State statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires the actuarial contribution rate be determined using the “entry age normal” actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment based on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal year 2016, pursuant to the required rate, Regular members contributed 5.95% of covered payroll and the College contributed 8.93% of covered payroll, for a total rate of 14.88%.

The College’s contributions to IPERS for the year ended June 30, 2016 totaled $280,650.

Net Pension Liability, Pension Expense, Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions - At June 30, 2016, the College reported a liability of $2,221,968 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015 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 was based on the College’s share of contributions to IPERS relative to the contributions of all IPERS participating employers. At June 30, 2015, the College’s proportion was 0.044975%, which was a decrease of 0.001096% from its proportion measured as of June 30, 2014.

For the year ended June 30, 2016, the College recognized pension expense of $141,273. At June 30, 2016, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:



$280,650 reported as deferred outflows of resources related to pensions resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ending June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:



There were no non-employer contributing entities to IPERS.

ActuarialAssumptions - The total pension liability in the June 30, 2015 actuarial valuation was determined using the following actuarial assumptions applied to all periods included in the measurement, as follows:



The actuarial assumptions used in the June 30, 2015 valuation were based on the results of actuarial experience studies with dates corresponding to those listed above.

Mortality rates were based on the RP-2000 Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on Scale AA.

The long-term expected rate of return on IPERS’ investments was determined using a building-block method in which best-estimate ranges of expected future real rates (expected returns, net of investment expense and inflation) 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 real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:



Discount Rate - The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at the contractually required rate and contributions from the College will be made at contractually required rates, actuarially determined. Based on those assumptions, IPERS’ fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive employees. Therefore, the long-term expected rate of return on IPERS’ investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the College’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the College’s proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the College’s proportionate share of the net pension liability would be if it were calculated using a discount rate 1% lower (6.50%) or 1% higher (8.50%) than the current rate.



IPERS Fiduciary Net Position - Detailed information about IPERS’ fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS’ website at [www.ipers.org](http://www.ipers.org).

Payables to IPERS **-** At June 30, 2016, the College reported payables to IPERS of $19,007 for legally required College contributions and $12,664 for legally required employee contributions withheld from employee wages which had not yet been remitted to IPERS.

(9) Teachers Insurance and Annuity Association - College Retirement Equities Fund  
(TIAA-CREF)

The College contributes to the TIAA-CREF retirement program, which is a defined contribution pension plan. TIAA-CREF administers the retirement plan for the College. The defined contribution retirement plan provides individual annuities for each plan participant. As required by the Code of Iowa, all eligible College employees must participate in a retirement plan from the date they are employed.

Benefit terms, including contribution requirements, for TIAA-CREF are established and specified by the contract with TIAA-CREF and in accordance with the Code of Iowa. For each employee in the pension plan, the College is required to contribute 8.93% of annual salary, including overtime pay, to an individual employee account. Each employee is required to contribute 5.95%. Contributions made by both the College and employees vest immediately. For the year ended June 30, 2016, employee contributions totaled $39,883 and the College recognized pension expense of $62,023.

At June 30, 2016, the College reported payables to the TIAA-CREF of $2,507 for legally required College contributions and $1,633 for legally required employee contributions which had been withheld from employee wages but not yet remitted to TIAA-CREF.

(10) Other Postemployment Benefits (OPEB)

Plan Description - The College operates a single-employer health benefit plan which provides medical/prescription drug benefits for employees, retirees and their spouses. There are 200 active and 12 retired members in the plan. Retired participants must be age 55 or older at retirement.

The medical/prescription drug benefits are provided through a fully-insured plan with Wellmark. Retirees under age 65 pay the same premium for the medical/prescription drug benefits as active employees, which results in an implicit rate subsidy and an OPEB liability.

Funding Policy - The contribution requirements of plan members are established and may be amended by the College. The College currently finances the retiree benefit plan on a pay-as-you-go basis.

Annual OPEB Cost and Net OPEB Obligation - The College’s annual OPEB cost is calculated based on the annual required contribution (ARC) of the Community College, an amount actuarially determined in accordance with GASB Statement No. 45. The ARC represents a level of funding which, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years.

The following table shows the components of the College’s annual OPEB cost for the year ended June 30, 2016, the amount actually contributed to the plan and changes in the College’s net OPEB obligation:



For calculation of the net OPEB obligation, the actuary has set the transition day as July 1, 2008. The end of year net OPEB obligation was calculated by the actuary as the cumulative difference between the actuarially determined funding requirements and the actual contributions for the year ended June 30, 2016.

For the year ended June 30, 2016, the College contributed $131,000 to the medical plan. Plan members eligible for benefits contributed $124,500, or 49% of the premium costs.

The College’s annual OPEB cost, the percentage of annual OPEB cost contributed to the plan and the net OPEB obligation are summarized as follows:



Funded Status and Funding Progress - As of July 1, 2014, the most recent actuarial valuation date for the period July 1, 2015 through June 30, 2016, the actuarial accrued liability was $3.751 million, with no actuarial value of assets, resulting in an unfunded actuarial accrued liability (UAAL) of $3.751 million. The covered payroll (annual payroll of active employees covered by the plan) was approximately $9,889,000 and the ratio of the UAAL to covered payroll was 37.9%. As of June 30, 2016, there were no trust fund assets.

Actuarial Methods and Assumptions - 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. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The Schedule of Funding Progress for the Retiree Health Plan, presented as Required Supplementary Information in the section following the Notes to Financial Statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the plan as understood by the employer and the plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

As of the July 1, 2014 actuarial valuation date, the unit credit actuarial cost method was used. The actuarial assumptions include a 5% discount rate based on the College’s funding policy. The projected annual medical trend rate is 11%. The ultimate medical trend rate is 6%. The medical trend rate is reduced 0.5% each year until reaching the 6% ultimate trend rate. An inflation rate of 0% is assumed for the purpose of this computation.

Mortality rates are from the RP2000 Group Annuity Mortality Table, applied on a gender-specific basis. Annual retirement and termination probabilities were developed from the retirement probabilities from the IPERS Actuarial Report as of June 30, 2014 and applying the termination factors used in the IPERS Actuarial Report as of June 30, 2014.

Projected claim costs of the medical plan are $823 per month for retirees less than age 65 and $283 per month for retirees who have attained age 65. The salary increase rate was assumed to be 4% per year. The UAAL is being amortized as a level percentage of projected payroll expense on an open basis over 30 years.

(11) Insurance Management Program for Area Community Colleges (IMPACC)

The College is a member of the Insurance Management Program for Area Community Colleges (IMPACC) as allowed by Chapter 504A of the Code of Iowa. IMPACC (Program) is a group self-insurance program whose five members are Iowa Community Colleges. The Program was incorporated in May 1988 for the purpose of managing and funding insurance for its members. The Program provides coverage and protection in the following categories: general liability, employee benefits liability, automobile liability, automobile physical damage, property and inland marine, wrongful acts and educators’ legal liability, workers compensation and employer’s liability, crime and employee fidelity, equipment breakdown (boiler and machinery), foreign liability and cyber liability. There have been no reductions in insurance coverage from prior years.

Each member’s annual contributions to the Program fund current operations and provide capital. Annual operating contributions are those amounts necessary to fund, on a cash basis, the Program’s general and administrative expenses, claims, claims expenses and reinsurance expenses due and payable in the current year.

The College’s contributions to the Program are recorded as prepaid expense from its operating funds at the time of payment. The College amortizes the expense over the periods for which the Program is expected to provide coverage.

The Program uses reinsurance to reduce its exposure to large losses. The Program has a self-insured retention of $100,000 per occurrence for wrongful acts, employee benefits liability and educators’ legal liability, $250,000 per occurrence for workers compensation and employer’s liability and $200,000 per occurrence for most other claims. First layer excess insurance is $800,000 per occurrence for property, general and automobile liability, $900,000 per occurrence for wrongful acts, employee benefits liability and educators’ legal liability and $250,000 per occurrence for workers compensation. The Program’s annual aggregate retention (loss fund) is $860,000 with stop gap loss protection provided above the loss fund. There is additional excess insurance for workers’ compensation to statutory limits and for liability claims to $10,000,000 per occurrence. Property is insured with excess coverage over the self-insured retention and underlying layer of up to $250,000,000 per occurrence. Flood and earthquake exposures are covered in the property program each having $16,000,000 limits. Also covered is employee fidelity up to $1,000,000 having a deductible of $10,000 per member, boiler and machinery coverage up to $100,000,000 with a deductible of $10,000 per member loss, foreign travel coverage with limits of $1,000,000, as well as cyber liability including identity theft protection up to $1,000,000 annual aggregate per member with a deductible of $25,000 per member loss.

The Program’s intergovernmental contract with its members provides that in the event any claim or series of claims exceeds the amount of aggregate excess insurance, then payment of such claims shall be the obligation of the respective individual member. The College does not report a liability for losses in excess of reinsurance unless it is deemed probable such losses have occurred and the amount of such loss can be reasonably estimated. Accordingly, at June 30, 2016, no liability has been recorded in the College’s financial statements. As of June 30, 2016, settled claims have not exceeded the Program’s coverage in any of the past three fiscal years.

Members agree to continue membership in the Program for a period of not less than three full years. After such period, a member who has given sufficient notice, in compliance with the By-laws, may withdraw from the Program. Upon withdrawal, payments for all claims and claims expenses for the years of membership continue until all claims for those years are settled.

The College also carries commercial insurance purchased from other insurers for coverage associated with catastrophic, accidental death and dismemberment, and underground storage tanks. The College assumes liability for any deductibles and claims in excess of coverage limits. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

(12) New Jobs Training Programs

The College administers the Iowa Industrial New Jobs Training Program (NJTP) in Area XX in accordance with Chapter 260E of the Code of Iowa. NJTP’s purpose is to provide tax-aided training or retraining for employees of industries which are new to or are expanding their operations within the State of Iowa. Certificates are sold by the College to fund approved projects and are to be retired by proceeds from anticipated jobs credits from withholding taxes, incremental property tax, budgeted reserves and in the case of default, from standby property tax. Since inception, the College has administered twenty-five projects, with six currently receiving project funding. The remaining nineteen projects have been completed, of which six are in the repayment process and thirteen have been fully repaid.

(13) Subsequent Events

Anticipatory Warrants – On July 18, 2016, the College issued anticipatory warrants for $2,345,000. The debt was incurred as allowed by Chapter 74 of the Code of Iowa and must be repaid by July 13, 2017.

Iowa Industrial New Jobs Training Program (NJTP) – On August 22, 2016, the College issued certificates totaling $810,000 for a NJTP project at Attorneysville, Iowa. The debt was incurred as allowed by Chapter 260E of the Code of Iowa and will mature beginning on August 17, 2017.

(14) New Accounting Pronouncement

The College adopted fair value guidance as set forth in Governmental Accounting Standards Board Statement No. 72, Fair Value Measurement and Application. The Statement sets forth guidance for determining and disclosing the fair value of assets and liabilities reported in the financial statements. Adoption of the guidance did not have a significant impact on amounts reported or disclosed in the financial statements.

Required Supplementary Information

Sample Community College

Sample Community College  
  
Schedule of the College’s Proportionate Share of the Net Pension Liability

Iowa Public Employees’ Retirement System

For the Last Two Years\*  
(In Thousands)  
  
Required Supplementary Information



\* In accordance with GASB Statement No. 68, the amounts presented for each fiscal year were determined as of June 30 of the preceeding fiscal year.

See accompanying independent auditor’s report.

Sample Community College  
  
Schedule of College Contributions

Iowa Public Employees’ Retirement System

For the Last Ten Years  
(In Thousands)  
  
Required Supplementary Information



See accompanying independent auditor’s report.



Sample Community College

Notes to Required Supplementary Information – Pension Liability

Year ended June 30, 2016

*Changes of benefit term*s:

Legislation enacted in 2010 modified benefit terms for Regular members. The definition of final average salary changed from the highest three to the highest five years of covered wages. The vesting requirement changed from four years of service to seven years. The early retirement reduction increased from 3% per year measured from the member’s first unreduced retirement age to a 6% reduction for each year of retirement before age 65.

Legislative action in 2008 transferred four groups – emergency medical service providers, county jailers, county attorney investigators, and National Guard installation security officers – from Regular membership to the protection occupation group for future service only.

*Changes of assumptions*:

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

* Decreased the inflation assumption from 3.25% to 3.00%.
* Decreased the assumed rate of interest on member accounts from 4.00% to 3.75% per year.
* Adjusted male mortality rates for retirees in the Regular membership group.
* Moved from an open 30-year amortization period to a closed 30-year amortization period for the UAL beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20-year period.

The 2010 valuation implemented the following refinements as a result of a quadrennial experience study:

* Adjusted retiree mortality assumptions.
* Modified retirement rates to reflect fewer retirements.
* Lowered disability rates at most ages.
* Lowered employment termination rates.
* Generally increased the probability of terminating members receiving a deferred retirement benefit.
* Modified salary increase assumptions based on various service duration.

The 2007 valuation adjusted the application of the entry age normal cost method to better match projected contributions to the projected salary stream in the future years. It also included the one-year lag between the valuation date and the effective date of the annual actuarial contribution rate in the calculation of the UAL amortization payments.

Sample Community College  
  
Schedule of Funding Progress for the  
Retiree Health Plan  
(In Thousands)  
  
Required Supplementary Information



See Note 10 in the accompanying Notes to Financial Statements for the plan description, funding policy, annual OPEB cost, net OPEB obligation, funded status and funding progress.

See accompanying independent auditor’s report.

Sample Community College

Supplementary Information

Supplementary information of the College is presented on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, fund balance, revenue and expenditures. The various fund groups and their designated purposes are as follows:

Current Funds – The Current Funds are utilized to account for those economic resources that are expendable for the purpose of performing the primary and supporting missions of the College and consist of the following:

Unrestricted Fund – The Educational and Support subgroup of the Unrestricted Fund accounts for the general operations of the College.

The Auxiliary Enterprises subgroup accounts for activities which are intended to provide non-instructional services for sales to students, staff and/or institutional departments, and which are supplemental to the educational and general objectives of the College.

Restricted Fund – The Restricted Fund is used to account for resources that are available for the operation and support of the educational program but which are restricted as to their use by donors or outside agencies.

Loan Funds – The Loan Funds are used to account for loans to students, and are financed primarily by the federal government.

Endowment Funds – The Endowment Funds are used to account for resources, the principal of which is maintained inviolate to conform with restrictions by donors or other outside agencies. Generally, only the income from these funds may be used.

Plant Funds – The Plant Funds are used to account for transactions relating to investment in the College properties, and consist of the following self-balancing accounts:

Unexpended – This account is used to account for the unexpended resources derived from various sources for the acquisition or construction of plant assets.

Retirement of Indebtedness – This account is used to account for the accumulation of resources for principal and interest payments on plant indebtedness.

Investment in Plant – This account is used to account for the excess of the carrying value of plant assets over the related liabilities.

Agency Funds – The Agency Funds are used to account for assets held by the College in a custodial capacity or as an agent for others. Agency Funds’ assets equal liabilities.

The Budgetary Comparison Schedule of Expenditures – Budget to Actual provides a comparison of the budget to actual expenditures for those funds and/or levies required to be budgeted. Since the College uses Business Type Activities reporting, this budgetary comparison information is included as supplementary information.

Schedules presented in supplementary information are reported using the current financial resources measurement focus and the accrual basis of accounting with modifications for depreciation and other items included in the adjustments column. The schedule of revenues, expenditures and changes in fund balances is a schedule of financial activities related to the current reporting period. It does not purport to present the results of operations or net income or loss for the period as would a statement of income or a statement of revenues and expenses.

Sample Community College  
  
Budgetary Comparison Schedule of Expenditures –   
Budget to Actual  
  
Year ended June 30, 2016



Note to Budgetary Reporting:

The Board of Directors annually prepares a budget designating the proposed expenditures for operation of the College on a basis consistent with U.S. generally accepting accounting principles. Following required public notice and hearing, and in accordance with Chapter 260C of the Code of Iowa, the Board of Directors certifies the approved budget to the appropriate county auditors and then submits the budget to the State Board of Education for approval. The budget may be amended during the year utilizing similar statutorily prescribed procedures. Formal and legal budgetary control is based on total operating expenditures.

Budgets are not required to be adopted for the Auxiliary Enterprises subgroup, Workforce Improvement Act, Scholarships and Grants Accounts, Loan Funds, Endowment Funds and Agency Funds.

For the year ended June 30, 2016, the College’s expenditures did not exceed the amount budgeted.

See accompanying independent auditor’s report.

Sample Community College  
  
Balance Sheet  
All Funds  
  
June 30, 2016



(continued on next page)

Sample Community College  
  
Balance Sheet  
All Funds  
(continued)  
June 30, 2016



See accompanying independent auditor’s report.



Sample Community College  
  
Schedule of Revenues, Expenditures and  
Changes in Fund Balances  
All Funds  
  
Year ended June 30, 2016



(continued on next page)

Sample Community College  
  
Schedule of Revenues, Expenditures and  
Changes in Fund Balances  
All Funds  
(continued)  
Year ended June 30, 2016



See accompanying independent auditor’s report.



Sample Community College  
  
Schedule of Revenues, Expenditures and   
Changes in Fund Balances

Unrestricted Fund  
Education and Support

Year ended June 30, 2016



See accompanying independent auditor’s report.



Sample Community College  
  
Schedule of Revenues, Expenditures and  
Changes in Fund Balances

Unrestricted Fund  
Auxiliary Enterprises  
  
Year ended June 30, 2016



See accompanying independent auditor’s report.



Sample Community College  
  
Schedule of Revenues, Expenditures and   
Changes in Fund Balances

Restricted Fund  
  
Year ended June 30, 2016



See accompanying independent auditor’s report.



Sample Community College  
  
Schedule of Changes in Deposits Held in Custody for Others

Agency Funds  
  
Year ended June 30, 2016



See accompanying independent auditor’s report.

Sample Community College  
  
Schedule of Credit and Contact Hours  
  
Year ended June 30, 2016



See accompanying independent auditor’s report.

Sample Community College  
  
Schedule of Taxes and Intergovernmental Revenues  
  
For the Last Ten Years



See accompanying independent auditor’s report.



Sample Community College  
  
Schedule of Current Fund Revenues by Source  
and Expenditures by Function  
  
For the Last Ten Years



See accompanying independent auditor’s report.



Sample Community College  
  
Schedule of Expenditures of Federal Awards  
  
Year ended June 30, 2016



Sample Community College  
  
Schedule of Expenditures of Federal Awards  
  
Year ended June 30, 2016



**Basis of Presentation** – The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal award activity of Sample College under programs of the federal government for the year ended June 30, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Sample Community College, it is not intended to and does not present the financial position, changes in financial position or cash flows of Sample Community College.

**Summary of Significant Accounting Policies** – Expenditures reported in the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, or the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Sample Community College has elected not to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

See accompanying independent auditor’s report.

Sample Community College

Independent Auditor’s Report on Internal Control  
over Financial Reporting and on Compliance and Other Matters  
Based on an Audit of Financial Statements Performed in Accordance with  
Government Auditing Standards

To the Board of Directors of  
Sample Community College:

We have audited in accordance with U.S. generally accepted auditing standards 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 Sample Community College, Premium City, Iowa, and the aggregate discretely presented component units as of and for the year ended June 30, 2016, and the related Notes to Financial Statements, which collectively comprise the College’s basic financial statements, and have issued our report thereon dated September 23, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Sample Community College’s internal control over financial reporting to determine the audit procedures 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 Sample Community College’s internal control. Accordingly, we do not express an opinion on the effectiveness of Sample Community 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 a material misstatement of Sample Community 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 preceding paragraph 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. We consider the deficiencies described in Part II of the accompanying Schedule of Findings and Questioned Costs as items II-A-16 and II-B-16 to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Sample Community College’s financial statements are free of 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. However, we noted an immaterial instance of noncompliance or other matters which is described in Part IV of the accompanying Schedule of Findings and Questioned Costs.

Comments involving statutory and other legal matters about the College’s operations for the year ended June 30, 2016 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the College. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

Sample Community College’s Responses to the Findings

Sample Community College’s responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. Sample Community College’s responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the 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 communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of Sample Community College during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

MARY MOSIMAN, CPA

Auditor of State

September 23, 2016

Independent Auditor’s Report on Compliance

for Each Major Federal Program and on Internal Control over Compliance  
Required by the Uniform Guidance

To the Board of Directors of  
Sample Community College:

Report on Compliance for Each Major Federal Program

We have audited Sample Community College’s compliance with the types of compliance requirements described in U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016. Sample Community College’s major federal programs are identified in Part I 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 grant agreements applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of Sample Community 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 U.S. generally accepted auditing standards, 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, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance 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 Sample Community College’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe 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 on Sample Community College’s compliance.

Opinion on Each Major Federal Program

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

Report on Internal Control Over Compliance

The management of Sample Community College is responsible for establishing 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 Sample Community College‘s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the audit procedures 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 Sample Community 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 non-compliance 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 material non-compliance 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 preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiencies in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as items III-A-16 and III-B-16 to be material weaknesses.

Sample Community College’s responses to the internal control over compliance findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. Sample Community College’s responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

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.

MARY MOSIMAN, CPA

Auditor of State

September 23, 2016

**Part I: Summary of the Independent Auditor’s Results:**

1. An unmodified opinion was issued on the financial statements.
2. Material weaknesses in internal control over financial reporting were disclosed by the audit of the financial statements.
3. The audit did not disclose any non-compliance which is material to the financial statements.
4. Material weaknesses in internal control over the major programs were disclosed by the audit of the financial statements.
5. An unmodified opinion was issued on compliance with requirements applicable to each major program.
6. The audit disclosed audit findings which are required to be reported in accordance with the Uniform Guidance, Section 200.515.
7. Major programs were as follows:

* CFDA Number 84.048 – Career and Technical Education – Basic Grants to States
* WIA Cluster
* Student Financial Assistance Cluster

1. The dollar threshold used to distinguish between Type A and Type B programs was $750,000.
2. Sample Community College did not qualify as a low-risk auditee.

**Part II: Findings Related to the Financial Statements:**

**INTERNAL CONTROL DEFICIENCIES:**

II-A-16 Records of Accounts – The Administrative Office maintains all accounting records for the College, including the subsidiary records for receivables and payables. Certain receivables in the Unrestricted Fund were not recorded in the accounts receivable subsidiary ledger. The subsidiary ledger and supporting documentation should provide sufficient evidential matter to identify and support both the source and amount of the receivables. This appears to be due to employee oversight.

Recommendation – For better accountability, financial and budgetary control, the financial activity and balances of all receivables should be recorded in the accounts receivable subsidiary ledger.

Response – The Administrative Office will implement procedures to ensure all receivables are included in the subsidiary ledger.

Conclusion – Response accepted.

II-B-16 Financial Reporting – During the audit, we identified material amounts of receivables, payables and capital asset additions not recorded in the College’s financial statements. Adjustments were subsequently made by the College to properly include these amounts in the financial statements. This appears to be due to employee oversight.

Recommendation – The College should implement procedures to ensure all receivables, payables and capital asset additions are identified and included in the College’s financial statements.

Response – We will revise our current procedures to ensure the proper amounts are recorded in the financial statements in the future.

Conclusion – Response accepted.

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

**Part III: Findings and Questioned Costs For Federal Awards:**

**INSTANCES OF NON-COMPLIANCE:**

No matters were noted.

**INTERNAL CONTROL DEFICIENCIES:**

**CFDA Number 84.063: Federal Pell Grant Program  
Federal Award Year: 2016  
U.S. Department of Education**

|  |  |
| --- | --- |
| III-A-16  (2016-001) | Federal Pell Grant Program – Five applicants of twenty-five tested did not have a final high school transcript or its equivalent based upon the file documentation and no other evidence of eligibility was available to support the awards, which totaled $37,580. This appears to be an isolated incident due to employee oversight. |
|  | Recommendation – The College should implement procedures to ensure required documentation is maintained. Also, the five instances cited should be reviewed with the U.S. Department of Education to determine an appropriate disposition. |
|  | Response and Corrective Action Planned – We will review procedures for records maintenance and contact the U.S. Department of Education regarding this matter. |
|  | Conclusion – Response accepted. |

**CFDA Number 84.268: Federal Direct Loan Program  
Federal Award Year: 2016  
U.S. Department of Education**

|  |  |
| --- | --- |
| III-B-16  (2016-002) | Federal Direct Loan Program – Three applicants of twenty-five tested were incorrectly awarded and disbursed unsubsidized Federal Direct Student Loans when the students were eligible for subsidized loans. This appears to be an isolated incident due to employee oversight. |
|  | Recommendation – The College should implement procedures to ensure awards are properly disbursed. Also, the three instances cited should be reviewed with the U.S. Department of Education to determine an appropriate disposition. |
|  | Response and Corrective Action Planned – We will review procedures award disbursement and contact the U.S. Department of Education regarding this matter. |
|  | Conclusion – Response accepted. |

**Part IV: Other Findings Related to Required Statutory Reporting:**

IV-A-16 Certified Budget – Expenditures for the year ended June 30, 2016 did not exceed the amount budgeted.

IV-B-16 Questionable Disbursements – No expenditures we believe did not meet the requirements of public purpose as defined in an Attorney General’s opinion dated April 25, 1979 were noted.

IV-C-16 Travel Expense – No expenditures of College money for travel expenses of spouses of College officials or employees were noted. No travel advances to College officials or employees were noted.

IV-D-16 Business Transactions – No business transactions between the College and College officials or employees were noted.

IV-E-16 Bond Coverage – Surety bond coverage of College officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure the coverage is adequate for current operations.

IV-F-16 Board Minutes – No transactions were found that we believe should have been approved in the Board minutes but were not.

IV-G-16 Publication – The College published a statement showing the receipt and disbursement of all funds, including the names of all persons, firms or corporations to which disbursements were made, as required by Section 260C.14(12) of the Code of Iowa.

IV-H-16 Deposits and Investments – No instances of non-compliance with the deposit and investment provisions of Chapters 12B and 12C of the Code of Iowa and the College’s investment policy were noted.

IV-I-16 Credit and Contact Hours – Eligible credit and contact hours reported to the Iowa Department of Education by the College for the year ended June 30, 2016 were supported by detailed records maintained by the College, except for an understatement of 200 credit hours, as shown below:

Total per  
 Supporting  
 Reported Documentation Difference

Arts and Sciences:  
 Credit Hours 85,491 85,541 (50)  
 Contact Hours 1,956,153 1,956,153 -   
  
Vocational Education:  
 Credit Hours 44,355 44,505 (150)  
 Contact Hours 1,432,722 1,432,722 -

Recommendation – The College should develop procedures to ensure the report submitted to the Iowa Department of Education is supported by detailed records.

Response – The College will continue to monitor credit/contact hours to ensure all reports submitted are supported by the College’s detailed records.

Conclusion – Response accepted.

This audit was performed by:

Nicole S. Comstok, CPA, Manager  
Camilla E. Chaves, CPA, Senior Auditor  
Michael D. Kaminsky, CPA, Senior Auditor  
Galen C. Hendrickson, CPA, Staff Auditor  
Jeri L. Langley, CPA, Staff Auditor

Andrew E. Nielsen, CPA  
 Deputy Auditor of State