



Proposition A Parcel Tax Fund (Election of 2012 and 2016)
June 30, 2020

San Francisco Community College District

San Francisco Community College District
Proposition A Parcel Tax Fund (Election of 2012 and 2016)

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June 30, 2020

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Proposition A Parcel Tax Fund (Election of 2012 and 2016)
June 30, 2020

San Francisco Community College District



Independent Auditor's Report

Board of Trustees and Proposition A Parcel Tax Oversight Committee
San Francisco Community College District
San Francisco, California

Report on the Financial Statements

We have audited the accompanying financial statements of San Francisco Community College District's (the District) Proposition A Parcel Tax Fund (Election of 2012 and 2016), as of and for the year ended June 30, 2020, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America 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 of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District'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 District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting principles used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Proposition A Parcel Tax Fund (Election of 2012 and 2016) of the District as of June 30, 2020, and the results of its operations for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements of the Parcel Tax Fund specific to Proposition A (Election of 2012 and 2016) are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of the District as of June 30, 2020, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 27, 2021, on our consideration of the District's Proposition A Parcel Tax Fund (Election of 2012 and 2016) internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's Proposition A Parcel Tax Fund (Election of 2012 and 2016) internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's Proposition A Parcel Tax Fund (Election of 2012 and 2016) internal control over financial reporting and compliance.

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Rancho Cucamonga, California

May 27, 2021

San Francisco Community College District
Proposition A Parcel Tax Fund (Election of 2012 and 2016)

Balance Sheet
June 30, 2020

Assets	
Investments	<u>\$ 8,680</u>
Liabilities and Fund Balance	
Liabilities	
Accounts payable	<u>\$ 4,248</u>
Fund Balance	
Restricted for Parcel Tax approved expenditures	<u>4,432</u>
Total liabilities and fund balance	<u>\$ 8,680</u>

San Francisco Community College District
 Proposition A Parcel Tax Fund (Election of 2012 and 2016)
 Statement of Revenues, Expenditures, and Changes in Fund Balance
 Year Ended June 30, 2020

Revenues		
Parcel Tax revenues		\$ 19,490,064
Expenditures		
Academic salaries		10,793,832
Classified salaries		2,035,422
Benefits		4,637,254
Books and supplies		8,578
Services and operating expenditures		1,864,828
Capital outlay		150,150
Total expenditures		19,490,064
Change in Fund Balance		-
Fund Balance, Beginning of Year		4,432
Fund Balance, End of Year		\$ 4,432

Note 1 - Summary of Significant Accounting Policies

The accounting policies of San Francisco Community College District (the District) and the Proposition A Parcel Tax Fund (Election of 2012 and 2016) conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB). San Francisco Community College District accounts for the financial transactions related to the Proposition A Parcel Tax in accordance with the policies and procedures of the California Community Colleges *Budget and Accounting Manual*.

Financial Reporting Entity

The financial statements include only the activities of the Proposition A Parcel Tax Fund (Election of 2012 and 2016). This Fund was established to account for the receipt of proceeds of the Proposition A Parcel Tax approved by the voters within the District boundaries in November 2012. In November 2016, the Proposition A Parcel Tax was extended for an additional 15 years through Proposition B. These financial statements are not intended to present fairly the financial position and the results of operations of the District in compliance with accounting principles generally accepted in the United States of America.

Fund Accounting

The operations of the Proposition A Parcel Tax Fund (Election of 2012 and 2016) are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Resources are allocated to and accounted for in the fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Basis of Accounting

The Proposition A Parcel Tax Fund is accounted for using a flow of current financial resources measurement focus and the modified accrual basis of accounting. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (revenues and other financing sources) and uses (expenditures and other financing uses) of current financial resources.

Budgets and Budgetary Accounting

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. The District's governing board adopts an operating budget in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements. The Board revises this budget during the year, as needed, to give consideration to unanticipated revenues and expenditures primarily resulting from events unknown at the time of budget adoption. The District employs budget control by major object. Expenditures cannot legally exceed appropriations by major object account.

Encumbrances

The District utilizes an encumbrance accounting system under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation. Encumbrances are liquidated when the commitments are paid and all outstanding encumbrances are liquidated at June 30.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Fund Balance

As of June 30, 2020, the fund balance is classified as follows:

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation, or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Note 2 - Investments

Policies and Practices

The District is authorized under California *Government Code* to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

San Francisco Community College District
 Proposition A Parcel Tax Fund (Election of 2012 and 2016)

Notes to Financial Statements
 June 30, 2020

Investment in County Treasury Investment Pool

In accordance with the *Budget and Accounting Manual*, the District maintains substantially all of its cash in the County Treasury as part of the common investment pool. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which are recorded on the amortized cost basis.

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Summary of Investments

Investments as of June 30, 2020, consist of the following:

	Reported Value
	<u> </u>
City and County of San Francisco Treasury Investment Pool	<u>\$ 8,680</u>

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value is to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The District manages its exposure to interest rate risk by investing in the City and County of San Francisco Investment Pool. The District maintains a Proposition A Parcel Tax Fund (Election of 2012 and 2016) investment of \$8,680 with the City and County of San Francisco Treasury Investment Pool, with an average maturity of 249 days.

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in the City and County of San Francisco Treasury Investment Pool is not required to be rated, nor has it been rated as of June 30, 2020.

Note 3 - Commitments and Contingencies

Litigation

The District is not currently a party to any legal proceedings related to the Proposition A Parcel Tax Fund (Election of 2012 and 2016).



Independent Auditor's Report
June 30, 2020

**San Francisco Community College
District**



**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***

Board of Trustees and Proposition A Parcel Tax Oversight Committee
San Francisco Community College District
San Francisco, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the accompanying financial statements of San Francisco Community College District’s (the District) Proposition A Parcel Tax Fund (Election of 2012 and 2016), as of and for the year ended June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated May 27, 2021.

Emphasis of Matter

As discussed in Note 1, the financial statements of the Parcel Tax Fund specific to Proposition A (Election of 2012 and 2016) are intended to present the financial position and the changes in financial position attributable to the transactions of that Fund. They do not purport to, and do not, present fairly the financial position of the District as of June 30, 2020, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District’s internal control. Accordingly, we do not express an opinion on the effectiveness of the District’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District’s Proposition A Parcel Tax Fund (Election of 2012 and 2016) financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's Proposition A Parcel Tax Fund (Election of 2012 and 2016) 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 financial statements. 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 result of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District'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 District's Proposition A Parcel Tax Fund (Election of 2012 and 2016) internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Rancho Cucamonga, California
May 27, 2021

None reported.

San Francisco Community College District
Proposition A Parcel Tax Fund (Election of 2012 and 2016)
Summary Schedule of Prior Audit Findings
June 30, 2020

There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.



Performance Audit

Proposition A Parcel Tax Fund (Election of 2012 and 2016)

June 30, 2020

San Francisco Community College District



Independent Auditor's Report on Performance

Board of Trustees and Proposition A Parcel Tax Oversight Committee
San Francisco Community College District
San Francisco, California

We were engaged to conduct a performance audit of San Francisco Community College District's (the District) Proposition A Parcel Tax Fund (Election of 2012 and 2016) for the year ended June 30, 2020.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed within the report which includes determining the District's compliance with the performance requirements of the voter approved ballot measure referred to as Proposition A in the Election of 2012 and 2016. Management is responsible for the District's compliance with those requirements.

In planning and performing our performance audit, we obtained an understanding of the District's internal control in order to determine if the internal controls were adequate to help ensure the District's compliance with the requirements of Proposition A as approved by the voters in the Election of 2012 and 2016, but not for the purpose of expressing an opinion of the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The results of our tests indicated that the District expended Proposition A Parcel Tax Fund (Election of 2012 and 2016) funds in accordance with the voter approved ballot measure referred to as Proposition A in the Election of 2012 and 2016.

This report is intended solely for the information and use of the Board of Trustees, Parcel Tax Oversight Committee, and management of the District, and is not intended to be and should not be used by anyone other than this specified party.

A handwritten signature in black ink that reads "Eide Bailly LLP".

Rancho Cucamonga, California
May 27, 2021

Authority for Issuance

The Proposition A Parcel Tax was issued pursuant to the Constitution and laws of the State of California (the State), including California Constitution Article XIII A, Government Code section 50077, and other applicable provisions of law. It was authorized to be issued by a resolution adopted by the Board of Trustees of San Francisco Community College District on May 31, 2012 (the Resolution) and subsequently approved by the voters within the District boundaries as Ballot Proposition A on November 6, 2012. A 15-year extension to the Parcel Tax was authorized by a resolution adopted by the Board of Trustees of San Francisco Community College District on May 26, 2016, (the Resolution), and subsequently approved by the voters within the District boundaries on November 8, 2016.

Purpose of Issuance

The Proposition A Parcel Tax was placed on the ballot for approval by voters within the boundaries of San Francisco Community College District to provide City College of San Francisco with funds that the State cannot take away; offset budget cuts; prevent layoffs; provide an affordable, quality education for students; maintain essential courses including, but not limited to, writing, math, science, and other workforce training including, but not limited to, nursing, engineering, technology, and business; and keep college libraries, student support services, and other instructional support open and up-to-date. The Proposition B Parcel Tax was placed on the ballot for approval by the voters within the boundaries of San Francisco Community College District to extend Proposition A Parcel Tax for an additional 15 years.

Objectives of the Audit

Determine whether expenditures charged to the Parcel Tax Fund have been made in accordance with the ballot language approved by the voters through the approval of Proposition A.

Scope of the Audit

The scope of our performance audit covered the period of July 1, 2019 through June 30, 2020. The population of expenditures tested included all account codes associated with the Proposition A Parcel Tax Fund. Expenditures incurred subsequent to June 30, 2020, were not reviewed or included within the scope of our audit or in this report.

Methodology

We obtained the general ledger and the expenditure reports prepared by the District for the fiscal year ended June 30, 2020, for the Proposition A Parcel Tax Fund (Election of 2012 and 2016). Within the fiscal year audited, we obtained the actual journal entries, invoices, payroll records, and other supporting documentation for a sample of expenditures to ensure compliance with the requirements of Proposition A Parcel Tax ballot language. We performed the following procedures:

1. We identified expenditures charged to the Proposition A Parcel Tax proceeds by obtaining the general ledger.

2. We selected a sample of expenditures using the following criteria:
 - a. We considered all expenditures recorded in all object codes.
 - b. We considered all expenditures recorded in all projects that were funded from July 1, 2019 through June 30, 2020 from Proposition A Parcel Tax proceeds.
 - c. We selected a sample of expenditures using professional judgement, based on risk assessment and consideration of coverage of all object codes for the period starting July 1, 2019 and ending June 30, 2020.
3. Our sample included payroll related transactions totaling \$5,990,165. This represents 34% of total payroll related expenditures of \$17,466,508. Additionally, we selected non-payroll related expenditures totaling \$1,478,572. This represents 73% of total non-payroll related expenditures of \$2,023,556.
4. We reviewed the actual journal entries, invoices, payroll records, and other supporting documentation to determine that:
 - a. Expenditures were supported by invoices, payroll records, and other supporting documentation with evidence of proper approval, and documentation of receipting goods or services where applicable.
 - b. Expenditures were expended in accordance with voter-approved ballot measure.
5. We determined that the District has met the compliance requirements of Proposition A if supporting documents for expenditures were aligned with the voter-approved ballot measure.

Conclusion

The results of our tests indicated that, in all significant respects, San Francisco Community College District has properly accounted for expenditures held in the the Proposition A Parcel Tax Fund (Election of 2012 and 2016) and that such expenditures were made for the purposes and activities authorized by the voter approved Proposition A ballot measure.

San Francisco Community College District
Proposition A Parcel Tax Fund (Election of 2012 and 2016)
Schedule of Findings and Questioned Costs
June 30, 2020

None reported.

San Francisco Community College District
Proposition A Parcel Tax Fund (Election of 2012 and 2016)
Summary Schedule of Prior Audit Findings
June 30, 2020

There were no audit findings reported in the prior year's Schedule of Findings and Questioned Costs.