



ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

**2020 Annual Fiscal Report**  
Reporting Year: 2018-2019  
**Final Submission**  
02/21/2020

Antelope Valley College  
3041 West Avenue K  
Lancaster, CA 93536-5426

**General Information**

#	Question	Answer
1.	Confirm the correct college's report	<b>Confirmed</b>
2.	District Name:	<b>Antelope Valley College</b>
3.	a. Name of College Chief Business Officer (CBO) b. Title of College CBO c. Phone number of College CBO d. E-mail of College CBO e. Name of District CBO f. Title of District CBO g. Phone number of District CBO h. E-mail of District CBO	<b>Diana Keelen</b> <b>Chief Business Official</b> <b>6617226319</b> <a href="mailto:dkeelen@avc.edu">dkeelen@avc.edu</a> <b>Diana Keelen</b> <b>Chief Business Official</b> <b>6617226319</b> <a href="mailto:dkeelen@avc.edu">dkeelen@avc.edu</a>

**DISTRICT DATA (including single college organizations) Revenue**

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)				
		FY 16/17	FY 17/18	FY 18/19
4.	a. Total Unrestricted General Fund Revenues	<b>\$ 65,006,779</b>	<b>\$ 66,966,981</b>	<b>\$ 72,474,089</b>
	b. Other Unrestricted Financing Sources (Account 8900)	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

5.

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)

FY 16/17    FY 17/18    FY 18/19

a. Net (Adjusted) Unrestricted General Fund Beginning Balance	\$ 19,805,139	\$ 15,781,641	\$ 11,071,389
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b. Net Unrestricted General Fund Ending Balance, including transfers in/out	\$ 15,781,641	\$ 11,071,389	\$ 13,907,067
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**Expenditures/Transfers (General Fund Expenditures/Operating Expenditures)**

(Source: Unrestricted General Fund, CCFS 311 Annual, Revenues, Expenditures, and Fund Balance)

	FY 16/17	FY 17/18	FY 18/19
6. a. Total Unrestricted General Fund Expenditures (including account 7000)	\$ 69,227,500	\$ 71,677,236	\$ 74,064,146
b. Total Unrestricted General Fund Salaries and Benefits (accounts 1000, 2000, 3000)	\$ 58,577,041	\$ 60,306,435	\$ 62,680,443
c. Other Unrestricted General Fund Outgo (6a - 6b)	\$ 10,650,459	\$ 11,370,801	\$ 11,383,703
d. Unrestricted General Fund Ending Balance	\$ 15,781,641	\$ 11,071,389	\$ 13,907,067

**Liabilities**

		FY 16/17	FY 17/18	FY 18/19
7.	Did the District borrow funds for cash flow purposes?	No	No	No
<b>Total Borrowing</b>		FY 16/17	FY 17/18	FY 18/19
8.	a. Short-Term Borrowing (TRANS, etc)	\$ 0	\$ 0	\$ 0
	b. Long Term Borrowing (COPs, Capital Leases, other long-term borrowing):	\$ 0	\$ 0	\$ 0
		FY 16/17	FY 17/18	FY 18/19
9.	a. Did the district issue long-term debt instruments or other new borrowing (not G.O. bonds) during the fiscal year noted?	No	No	No
	b. What type(s)	None	None	None
	c. Total amount	\$ 0	\$ 0	\$ 0
		FY 18/19	FY 17/18	FY 18/19
10.	Debt Service Payments (Unrestricted General Fund)	\$ 193,209	\$ 0	\$ 0

**Other Post Employment Benefits**

(Source: <b>Most recent GASB 74/75 OPEB Actuarial Report</b> )		FY 16/17
11.	a. Total OPEB Liability (TOL) for OPEB	\$ 8,095,148
	b. Net OPEB Liability (NOL) for OPEB	\$ 6,350,264
	c. [Fiduciary Net Position (FNP/TOL)]	22 %
	d. NOL as Percentage of OPEB Payroll	21 %
	e. Service Cost (SC)	\$ 633,392
	f. Amount of Contribution to Annual Service Cost, plus any additional funding of the Net OPEB Liability	\$ 387,113

12. Date of most recent GASB 74/75 OPEB Actuarial Report & hyphen; use valuation date (mm/dd/yyyy)

a. Has an irrevocable trust been established for OPEB liabilities?

	FY 16/17	FY 17/18	FY 18/19
13. b. Amount deposited into Irrevocable OPEB Reserve/Trust	\$ 387,113	\$ 387,113	\$ 387,113
c. Amount deposited into non-irrevocable Reserve specifically for OPEB	\$ 0	\$ 0	\$ 0
d. OPEB Irrevocable Trust Balance as of fiscal year end	\$ 1,265,662	\$ 1,744,884	\$ 2,210,780

**Cash Position**

	FY 16/17	FY 17/18	FY 18/19
14. Cash Balance at June 30 from Annual CCFS-311 Report (Combined Balance Sheet Total accounts 9100 through 9115)	\$ 192,207,845	\$ 166,121,860	\$ 150,367,208

15. Does the district prepare cash flow projections during the year?

Annual Audit Information

16.	Date annual audit report for fiscal year was electronically submitted to <a href="http://accjc.org">accjc.org</a> , along with the institution's response to any audit exceptions (mm/dd/yyyy)	02212020
	<b>NOTE:</b> Audited financial statements are due to the ACCJC no later than 4/3/2020. A multi-college district may submit a single district audit report on behalf of all the colleges in the district.	

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

**FINDING #2017-1 – COLLEGE CASHIER’S OFFICE SEGREGATION OF DUTIES**

**Criteria – District internal control procedures over cash receipts require that only personnel involved with the cash collection process should have access to the cashier’s office. All equipment located within the cashier’s office should have access codes and updated annually to ensure proper personnel have access.**

**Condition – In our testing over cash receipts, we noted all current and past employees who worked in the cashier’s office had the combination code to the safe. In addition, it was noted that the alarm system only sounds in the room and provides no breach to other departments. Finally, it was noted that there are no security cameras located in the cashier’s office to provide an added level of controls over cash.**

**Fiscal Impact – No direct fiscal impact.**

**Effect – Non-compliance with District procedures could create an increased risk of fraud/asset misappropriation.**

**Cause – The District has not updated the access to the cashier’s office and has continued to use the same access codes for both the room and safe.**

**Recommendation - We recommend the District ensure that only personnel who directly work with the cashier’s office have access to both the cashier’s room and safe. The District should ensure that all security measures in place provide notification to other departments should a breach take place. Finally, we recommend the District install security cameras to help deter any potential security threats in the future.**

**District Response – The room that houses the safes requires prox card access. When an employee is no longer working in the office, facilities is contacted to remove access to the cashier’s office. We have modified the process so that those who have access have their own unique code to access the safe. Once the employee leaves, the fiscal services manager ensures that the unique code on the safe is no longer valid.**

FY 16/17

17.

**FINDING #2017-2 – ANNUAL CCFS-311 REPORTING**

**Criteria – The California Community Colleges Chancellor’s Office requires that each community college district report the financial activity of the General Fund on a quarterly basis via the CCFS-311Q report and the districts’ total revenues and expenditures for the fiscal year via the CCFS-311 by October 10 of each year. This report is also required to include the adopted budget for the subsequent fiscal year.**

**Condition – In our testing of the District annual CCFS-311 for the fiscal year 2016-17 we noted that the certification and filing did not occur by October 10, 2017.**

**Questioned Costs – No questioned costs noted.**

**Effect – Noncompliance with submission requirements for the annual CCFS-311.**

**Cause – The annual revised CCFS-311 report was certified to the State Chancellor’s Office on November 20, 2017.**

**Recommendation – We recommend that in accordance with the instructions of the State Chancellor’s Office for the Annual Financial and Budget Report requirements, the annual activity of all funds of the District be made available to the public on or before September 30 of each year and be submitted to the Chancellor’s Office no later than October 10 of each year.**

**District Response – Due to this being the first reporting year under fiscal independence, the information required validation for accuracy prior to submittal. It was discovered that there were several miscoded positions and so manual work was required to report the information accurately. A week prior to the CCFS311 deadline, the District requested an extension, which was granted. The District has been meeting to resolve the miscoding of positions. Future annual CCFS311 reports are expected to be submitted timely.**

FY 17/18 **N/A**

FY 18/19 **N/A**

**Other District Information**

		FY 16/17	FY 17/18	FY 18/19
18.	a. Final Adopted Budget – budgeted Full Time Equivalent Students (FTES) (Annual Target)	11,657	10,567	11,000
	b. Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	10,567	10,516	11,014

		FY 16/17	FY 17/18	FY 18/19
19.	Number of FTES shifted into the fiscal year, or out of the fiscal year	0	0	0

a. During the reporting period, did the district settle any contracts with employee bargaining units? **Yes**

b. Did any negotiations remain open? **Yes**

20. c. Describe significant impacts of settlements. If any negotiations remain open over one year, describe length of negotiations, and issues

**Compensation. Settled with classified, not with faculty. Do have agreement with faculty on compensation; agreement just not signed. We negotiate 3 year contracts.**

**College Data**

<b>NOTE:</b> For a single college district the information is the same that was entered into the District section of the report.					
21.		FY 16/17	FY 17/18	FY 18/19	
	a.	Final Adopted Budget – budgeted Full Time Equivalent Students (FTES) (Annual Target)	11,657	10,567	11,000
	b.	Actual Full Time Equivalent Students (FTES) from Annual CCFS 320	10,657	10,516	11,014

		FY 16/17	FY 17/18	FY 18/19
22.	Final Unrestricted General Fund allocation from the District (for Single College Districts, use the number in 4a.)	\$ 65,006,779	\$ 66,966,981	\$ 72,474,089

		FY 16/17	FY 17/18	FY 18/19
23.	Final Unrestricted General Fund Expenditures (for Single College Districts, use the number in 6a.)	\$ 69,227,500	\$ 71,677,236	\$ 74,064,146

		FY 16/17	FY 17/18	FY 18/19
24.	Final Unrestricted General Fund Ending Balance (for Single College Districts, use the number in 6d.)	\$ 15,781,641	\$ 11,071,389	\$ 13,907,067

		FY 16/17	FY 17/18	FY 18/19
25.	What percentage of the Unrestricted General Fund prior year Ending Balance did the District permit the College to carry forward into the next year's budget?	27 %	43 %	32 %

		Cohort Year 2017	Cohort Year 2018	Cohort Year 2019
26.	USDE official cohort Student Loan Default Rate (FSLD) (3 year rate)	22 %	27 %	24 %

Were there any executive or senior administration leadership changes at the College during the fiscal year, including June 30? List for the College or for Single College District

**Yes**

Please describe the leadership change(s)

27.	<p><b>Vice President of Human Resources retired</b>  <b>Interim Vice President of Human resources hired</b>  <b>Interim Vice President of Academic Affairs hired</b></p>
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**The data included in this report are certified as a complete and accurate representation of the reporting college.**