

**Santa Cruz County Provisional Community
College District**
(Santa Cruz Community College)

Annual Financial Report and
Report on Internal Control
and on Compliance

Year Ended June 30, 2019

A Report to the Arizona Legislature

Lindsey A. Perry
Auditor General





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ANNUAL FINANCIAL REPORT



MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

ARIZONA AUDITOR GENERAL
LINDSEY A. PERRY

JOSEPH D. MOORE
DEPUTY AUDITOR GENERAL

Independent auditors' report

Members of the Arizona State Legislature

The Governing Board of
Santa Cruz County Provisional Community College District

Report on the financial statements

We have audited the accompanying financial statements of the governmental activities and General Fund of the Santa Cruz County Provisional Community College District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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.

Auditors' responsibility

Our responsibility is to express opinions on these financial statements based on our audit. 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.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' 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 auditors consider 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 policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and General Fund of the District as of June 30, 2019, and the respective changes in financial position 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 that the management's discussion and analysis, the budgetary comparison schedule—General Fund, and the schedule of District pension contributions listed in the table of contents 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, who 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 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.

Other reporting required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2020, on our consideration of the District'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 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 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 internal control over financial reporting and compliance.

Lindsey Perry, CPA, CFE
Auditor General

April 30, 2020

Santa Cruz County Provisional Community College District

(Santa Cruz Community College)

Management's discussion and analysis

Year ended June 30, 2019

This discussion and analysis of the Santa Cruz County Provisional Community College District's (District) financial performance is prepared by the District's management and provides an overview of the District's financial position and activities for the year ended June 30, 2019. Please read it in conjunction with the financial statements, which immediately follow.

Basic financial statements

The District's annual financial statements were prepared in conformity with U.S. generally accepted accounting principles (GAAP). The District is a special-purpose governmental unit governed by a separately elected governing board. The financial statements are presented in accordance with the reporting model prescribed by Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis*, and consist of the following:

The government-wide and fund financial statements are combined, with a reconciliation shown between them.

The governmental fund balance sheet/statement of net position and statement of governmental fund revenues, expenditures, and changes in fund balance/statement of activities combines information about the reporting government as a whole and fund statements to report the General Fund's financial position and the results of its operations. Government-wide financial statements are designed to provide readers with a broad overview of the District's finances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain district functions or activities.

The General Fund is the District's general operating fund. It is used to account for all of the District's financial resources.

Financial highlights and analysis

In accordance with state statute, the District does not offer degrees, certificates, or diplomas. As a result, the District has contracted with Pima Community College District (PCC) to provide educational programs and services.

The District and PCC entered into an intergovernmental agreement and operating agreement under which PCC provides educational programs and services to the District from July 1, 2018 through June 30, 2019. The agreement established that PCC will provide educational programs; faculty certification; student admission and registration; PCC employee payroll services; academic records and transcripts; access to student information; financial aid counseling, processing, and distribution; student employment; curriculum and master schedule development; information technology services; tuition and credit course fee collection; cashing for PCC-related functions; access to information relative to enrollments; and payment to adjunct faculty.

The District exercises primary tax levy authority for the generation of funds and collects other general revenues to pay for the contracted education and other general operating expenses. The District continues to act in a financially conservative manner during the budgetary process, looking to maintain a secure financial future for the institution.

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Management's discussion and analysis
Year ended June 30, 2019

Condensed financial information

The financial information in the statement of net position on page 1 reflects the District's assets, deferred outflows of resources, liabilities, and net position. The statement of activities on page 2 presents the District's operations. Over time, increases or decreases in net position may serve as a useful indicator of whether the District financial position is improving or regressing. The following tables present summaries of the District's net position and the changes in net position for the years ended June 30, 2018 and 2019.

Net position
As of June 30, 2019 and 2018

| | <u>June 30, 2019</u> | <u>June 30, 2018</u> <u>(as restated)</u> | <u>Increase/ (decrease)</u> |
|---|----------------------|--|---------------------------------|
| Assets: | | | |
| Current assets | <u>\$2,664,531</u> | <u>\$2,224,298</u> | <u>\$440,233</u> |
| Total assets | <u>2,664,531</u> | <u>2,224,298</u> | <u>440,233</u> |
| Deferred outflows of resources: | | | |
| Pension and other postemployment benefits | <u>14,728</u> | | <u>14,728</u> |
| Total Deferred outflows of resources | <u>14,728</u> | | <u>14,728</u> |
| Liabilities: | | | |
| Current liabilities | 156,414 | 160,808 | (4,394) |
| Long-term liabilities | <u>70,629</u> | <u>87,978</u> | <u>(17,349)</u> |
| Total liabilities | <u>227,043</u> | <u>248,786</u> | <u>(21,743)</u> |
| Net position: | | | |
| Net investment in capital assets | (40,000) | (65,000) | 25,000 |
| Unrestricted | <u>2,492,216</u> | <u>2,040,512</u> | <u>451,704</u> |
| Total net position | <u>\$2,452,216</u> | <u>\$1,975,512</u> | <u>\$476,704</u> |

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Management's discussion and analysis
Year ended June 30, 2019

Changes in net position
For the years ended June 30, 2019 and 2018

| | <u>June 30, 2019</u> | <u>June 30, 2018</u> <u>(as restated)</u> | <u>Increase/ (decrease)</u> |
|----------------------------|-----------------------------|--|---------------------------------|
| Expenses: | | | |
| Educational and general | \$1,424,514 | \$1,190,793 | \$233,721 |
| Amortization | <u> </u> | <u>95,623</u> | <u>(95,623)</u> |
| Total expenses | <u>1,424,514</u> | <u>1,286,416</u> | <u>138,098</u> |
| Revenues: | | | |
| Program revenues: | | | |
| Charges for services | <u>38,529</u> | <u> </u> | <u>38,529</u> |
| Total program revenues | <u>38,529</u> | <u> </u> | <u>38,529</u> |
| General revenues: | | | |
| Property taxes | 1,621,527 | 1,582,895 | 38,632 |
| State appropriations | 146,500 | 163,800 | (17,300) |
| Share of State sales taxes | 25,565 | 45,040 | (19,475) |
| Miscellaneous | <u>69,097</u> | <u>27,876</u> | <u>41,221</u> |
| Total general revenues | <u>1,862,689</u> | <u>1,819,611</u> | <u>43,078</u> |
| Total revenues | <u>1,901,218</u> | <u>1,819,611</u> | <u>81,607</u> |
| Change in net position | 476,704 | 533,195 | <u>\$ (56,491)</u> |
| Net position: | | | |
| Beginning | <u>1,975,512</u> | <u>1,442,317</u> | |
| Ending | <u>\$2,452,216</u> | <u>\$1,975,512</u> | |

Significant variances

For the fiscal year ended June 30, 2019, the ninth year of operations for the District, the financial data presented above is for analysis and comparison of significant variances relative to assets, deferred outflows of resources, liabilities, net position, revenues, and expenses.

Overall, total assets increased by \$440,233, or 20 percent; total deferred outflows of resources increased by \$14,728, or 100 percent; and total liabilities decreased by \$21,743, or 9 percent.

- The significant net increase in total assets was primarily due to an increase in cash of \$401,316. The cash increased largely because of \$1.9 million of receipts collected before June 30, 2019, and only \$1.5 million of disbursements incurred during the fiscal year.
- The significant increase in deferred outflows of resources was the result of contributions that were made to the Arizona State Retirement System. Fiscal year 2019 was the first year that the District participated in the retirement system.

Santa Cruz County Provisional Community College District (Santa Cruz Community College) Management's discussion and analysis Year ended June 30, 2019

- The significant net decrease in total liabilities was primarily the result of a decrease in contracts payable of \$25,000 from the prior year. Contracts payable decreased as a result of regular scheduled principal payments made in fiscal year 2019.

Overall, total revenues remained relatively stable as compared to the prior year. Total revenues increased by \$81,607, or 4 percent. Total expenses increased by \$138,098, or 11 percent mostly due to the change and expansion of programs offered by our educational provider.

General fund budget

The District's actual educational and general expenditures were \$1,480,739, which was less than the budgeted amount, mostly due to the reduction in course offering during the fiscal year. The District also continues to take a conservative approach with its spending practices.

Additional budgetary information can be found on pages 10 and 11 of this report.

Capital assets and debt administration

Capital assets

At June 30, 2019, the District had no capital assets.

Long-term debt

The District's long-term liabilities consist of contracts payable owed to the landlord because the District agreed to reimburse the landlord for certain leasehold improvements initially paid for by the landlord on the District's behalf. For fiscal year 2019, the District did not enter into any long-term contracts.

Additional information on the District's long-term contracts payable can be found in Note 5 of the Notes to Financial Statements on page 6 of this report.

The District's long-term liabilities also consist of compensated absences payable to District employees.

Additional information on the District's long-term compensated absences payable can be found in Note 6 of the Notes to Financial Statements on page 6 of this report.

Current factors having probable future financial significance

Proposition 301 monies are given to provisional community colleges to use for workforce development activities. The District began receiving these monies during fiscal year 2013. For the 2019 fiscal year, the District received \$25,565 and expects to continue to receive over \$25,000 annually. It is anticipated that the State will continue to take a conservative approach to state spending and budgeting in the immediate fiscal periods to come. This represents a small portion of the District's annual revenues.

**Santa Cruz County Provisional Community College District
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Management's discussion and analysis
Year ended June 30, 2019**

State Equalization Aid to the District decreased by \$17,300 from the previous year and is expected to decrease again during the 2019-2020 fiscal year because of a drop in Full-Time Equivalent Student Enrollment (FTSE).

The District and Cochise Community College ended their working relationship at the end of 2016-2017. The district entered a new working relationship with Pima Community College for the 2017-2018 year. This set of circumstances resulted in a reduction in FTSE for the 2017-2018 year and continued into the 2018-19 school year. These circumstances could impact the expenditure limit in a negative way in future years. The District will continue its mission of providing outstanding educational services to our constituencies at affordable prices and monitor any external economic changes and their impacts on the District. As in previous years, the District plans to keep its tax levy at the maximum without a truth-in-taxation hearing. The District will always consider adjustments to tuition as well as continuing to explore additional cost saving measures.

The recent outbreak of the COVID-19 virus may negatively impact the District. Because the virus is still relatively new and in its early stages, it is too early to really know and quantify the extent of the impact. As a result, the impact is unknown.

Request for information

This financial report is designed to provide our citizens, taxpayers, and customers with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, please contact Georgina Tavera, Chief Fiscal Officer at (520) 287-5583.

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Governmental fund balance sheet/statement of net position
June 30, 2019

| | <u>Balance sheet— General Fund</u> | <u>Reconciliation (Note 8)</u> | <u>Statement of net position— governmental activities</u> |
|---|--|------------------------------------|---|
| Assets | | | |
| Cash in bank | \$ 2,268,011 | | \$ 2,268,011 |
| Property taxes receivable | 301,035 | | 301,035 |
| Prepaid items | <u>95,485</u> | | <u>95,485</u> |
| Total assets | <u>2,664,531</u> | | <u>2,664,531</u> |
| Deferred outflows of resources | | | |
| Pension and other postemployment benefits | | <u>\$ 14,728</u> | <u>14,728</u> |
| Total deferred outflows of resources | | <u>14,728</u> | <u>14,728</u> |
| Liabilities | | | |
| Accounts payable | 5,210 | | 5,210 |
| Due to other governments | 147,420 | | 147,420 |
| Unearned revenue | 3,784 | | 3,784 |
| Compensated absences payable: | | | |
| Due within 1 year | 24,148 | | 24,148 |
| Due in more than 1 year | | 6,481 | 6,481 |
| Contracts payable: | | | |
| Due within 1 year | | <u>40,000</u> | <u>40,000</u> |
| Total liabilities | <u>180,562</u> | <u>46,481</u> | <u>227,043</u> |
| Deferred inflows of resources | | | |
| Unavailable revenue—property taxes | <u>262,695</u> | <u>(262,695)</u> | |
| Total deferred inflows of resources | <u>262,695</u> | <u>(262,695)</u> | |
| Fund balance/net position | | | |
| Fund balance: | | | |
| Nonspendable | 95,485 | (95,485) | |
| Unassigned | <u>2,125,789</u> | <u>(2,125,789)</u> | |
| Total fund balance | <u>2,221,274</u> | <u>(2,221,274)</u> | |
| Total liabilities, deferred inflows of resources, and fund balance | <u>\$ 2,664,531</u> | | |
| Net position: | | | |
| Net investment in capital assets | | (40,000) | (40,000) |
| Unrestricted | | <u>2,492,216</u> | <u>2,492,216</u> |
| Total net position | | <u>\$ 2,452,216</u> | <u>\$ 2,452,216</u> |

See accompanying notes to financial statements.

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Statement of governmental fund revenues, expenditures, and
changes in fund balance/statement of activities
Year ended June 30, 2019

| | <u>General Fund</u> | <u>Reconciliation (Note 8)</u> | <u>Statement of activities— governmental activities</u> |
|-----------------------------------|-------------------------|------------------------------------|---|
| Expenditures/expenses: | | | |
| Educational and general | \$ 1,455,739 | \$ (31,225) | \$ 1,424,514 |
| Debt service—principal retirement | <u>25,000</u> | <u>(25,000)</u> | <u> </u> |
| Total expenditures/expenses | <u>1,480,739</u> | <u>(56,225)</u> | <u>1,424,514</u> |
| Program revenues: | | | |
| Charges for services | <u>38,529</u> | <u> </u> | <u>38,529</u> |
| Total program revenues | <u>38,529</u> | <u> </u> | <u>38,529</u> |
| Net program expenses | <u>1,442,210</u> | <u>(56,225)</u> | <u>1,385,985</u> |
| General revenues: | | | |
| Property taxes | 1,600,917 | 20,610 | 1,621,527 |
| State appropriations | 146,500 | | 146,500 |
| Share of State sales taxes | 25,565 | | 25,565 |
| Miscellaneous | <u>69,097</u> | <u> </u> | <u>69,097</u> |
| Total general revenues | <u>1,842,079</u> | <u>20,610</u> | <u>1,862,689</u> |
| Net change in fund balance | 399,869 | (399,869) | |
| Change in net position | | 476,704 | 476,704 |
| Fund balance/net position: | | | |
| July 1, 2018, as restated | <u>1,821,405</u> | <u>154,107</u> | <u>1,975,512</u> |
| June 30, 2019 | <u>\$ 2,221,274</u> | <u>\$ 230,942</u> | <u>\$ 2,452,216</u> |

See accompanying notes to financial statements.

Santa Cruz County Provisional Community College District

(Santa Cruz Community College)

Notes to financial statements

June 30, 2019

Note 1 - Summary of significant accounting policies

The accounting policies of the Santa Cruz County Provisional Community College District (District) conform to generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB).

A. Reporting entity

The District is a special-purpose government that is governed by a separately elected governing board. It is legally separate and fiscally independent of other state and local governments. The accompanying financial statements present the District's activities.

Because the District is a provisional district, it cannot offer degrees, certificates, or diplomas and, therefore, contracts with an accredited district. Educational programs and services are provided through intergovernmental agreements as follows:

The District and Pima Community College (PCC) entered into an intergovernmental operating agreement under which PCC provides educational programs and services to the District from July 1, 2018 through June 30, 2019. The agreement established that PCC will provide educational programs; certification of faculty; admission and registration of students; payroll services for PCC employees; academic records and transcripts; access to student information; financial aid counseling, processing, and distribution; student employment; curriculum and master schedule development; information technology services; collection of all tuition and fees for credit courses; cashiering for PCC-related functions; access to information relative to enrollments; and payment to adjunct faculty.

The District contracts with PCC to provide administrative and instructional personnel. The cost of the personnel compensation and related benefits is paid to PCC through an intergovernmental agreement.

B. Basis of presentation and accounting

The basic financial statements include the governmental fund balance sheet/statement of net position and the statement of governmental fund revenues, expenditures, and changes in fund balance/statement of activities. Since the District is a single-program government, it presents the government-wide financial statements in combination with the fund financial statements.

The governmental fund balance sheet/statement of net position provides information about the assets, liabilities, deferred inflows of resources, and fund balance/net position of the District at the end of the year. Assets and liabilities are presented by relative order of liquidity. Net position is classified according to external donor restrictions or availability of assets to satisfy district obligations. Net investment in capital assets represents the value of capital assets, net of accumulated amortization, less any outstanding debt incurred to acquire or construct the assets. The District does not have any net position that is externally restricted for specific purposes. Unrestricted net position consists of all other resources, including those that management has designated to be used for anything other than general operating purposes.

The statement of governmental fund revenues, expenditures, and changes in fund balance/statement of activities provides information about the District's financial activities during the year. Revenues are classified

Santa Cruz County Provisional Community College District

(Santa Cruz Community College)

Notes to financial statements

June 30, 2019

as either program or general, and all changes in net position are reported. Generally, revenues the District generates for instruction and student services along with operating and capital grants and contributions are considered to be program revenues. Other revenues used for instruction and student services, such as property taxes, state appropriations, and share of State sales taxes, not classified as program revenues are considered to be general revenues.

The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government.

The fund financial statements, the governmental fund balance sheet, and the statement of governmental fund revenues, expenditures, and changes in fund balance are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available. The District considers all revenues reported in the governmental fund to be available if the revenues are collected within 60 days after year-end. The District's major revenue sources susceptible to accrual are property taxes, State appropriations, and share of State sales taxes. Expenditures are recorded when the related fund liability is incurred.

The government-wide financial statements, the statement of net position, and the statement of activities are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenue in the year in which they are levied. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met.

It is the District's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

C. Cash and investments

The District's cash consists of demand deposits. The District had no investments at June 30, 2019.

D. Property tax calendar

The District's property tax is adopted by the Governing Board and reviewed on an annual basis. The Santa Cruz County Treasurer is responsible for collecting property taxes for all governmental entities within the County. The County levies real and personal property taxes on or before the third Monday in August that become due and payable in two equal installments. The first installment is due on the first day of October and becomes delinquent after the first business day of November. The second installment is due on the first day of March of the next year and becomes delinquent after the first business day of May.

A lien assessed against real and personal property attaches on the first day of January preceding assessment and levy.

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Notes to financial statements
June 30, 2019

E. Deferred outflows of resources and deferred inflows of resources

The statement of net position and balance sheet include separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense or expenditure in future periods. Deferred inflows of resources represent an acquisition of fund balance that applies to future periods and will be recognized as a revenue in future periods.

F. Fund balance classifications

The governmental fund's balance is reported separately within classifications based on a hierarchy of the constraints placed on those resources' use. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, and unrestricted, which includes committed, assigned, and unassigned fund balance classifications. The District's fund balance consists of only nonspendable and unassigned.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form, such as inventories, prepaid items, or are legally or contractually required to be maintained intact.

The unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not reported in the other classifications. When an expenditure is incurred that can be paid from either restricted or unrestricted fund balances, the District uses restricted fund balances first. For the disbursement of unrestricted fund balances, the District uses committed amounts first, followed by assigned amounts, and lastly unassigned amounts.

Note 2 – Correction of a misstatement—prior-period adjustment

Governmental activities net position at July 1, 2018, has been restated for the compensated absences liability that was not reported in the prior year, in error.

| | |
|--|--------------------------------|
| | Governmental activities |
| Net position as previously reported at June 30, 2018 | \$1,998,490 |
| Compensated absences liability at June 30, 2018 | <u>(22,978)</u> |
| Net position as restated, July 1, 2018 | <u>\$1,975,512</u> |

Note 3 - Deposits

Arizona Revised Statutes (A.R.S.) requires the District to deposit special tax levies for the District's maintenance or capital outlay with the County Treasurer. A.R.S. does not require the District to deposit other public monies in its custody with the County Treasurer; however, the District must act as a prudent person dealing with the property of another when making investment decisions about those monies. A.R.S. requires collateral for deposits at 102 percent of all deposits not covered by federal depository insurance. A.R.S.

Santa Cruz County Provisional Community College District
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June 30, 2019

does not include any requirements for credit risk, concentration of credit risk, interest rate risk, or foreign currency risk for the District's investments.

Deposits—At June 30, 2019, the carrying amount of the District's deposits was \$2,268,011 and the bank balance was \$2,273,378. The District does not have a formal policy with respect to custodial credit risk of deposits.

Note 4 - Due to other governments

At June 30, 2019, the District's due to other governments consisted of \$147,327 due to PCC for providing educational programs and services and \$93 due to the City of Nogales for providing services during the year.

Note 5 - Long-term contracts payable

The District entered into a contract with their landlord effective July 1, 2013, for making leasehold improvements. The contract requires the landlord to pay for leasehold improvement costs of \$190,000 and the District to reimburse the landlord over a 7-year period without interest. The contract requires the District to make annual payments of \$25,000 for the first six years, beginning in fiscal year 2014, and a final payment of \$40,000 in year seven. The following schedule details the District's contracts payable activity for the year ended June 30, 2019:

| Governmental activities | Balance July 1, 2018 | Reductions | Balance June 30, 2019 | Due within 1 year |
|--------------------------------|-----------------------------|-------------------|------------------------------|--------------------------|
| Contracts payable | \$65,000 | \$25,000 | \$40,000 | \$40,000 |

The following schedule details debt service requirements to maturity for the District's contracts payable at June 30, 2019:

| | Governmental activities principal |
|---------------------|--|
| Year ending June 30 | |
| 2020 | <u>\$40,000</u> |
| Total | <u>\$40,000</u> |

Note 6 – Compensated absences payable

Compensated absences payable consists of combined vacation and sick leave full-time employees earned based on services already rendered. Employees may accumulate up to 384 hours of leave, but they forfeit any unused hours in excess of the maximum amount at fiscal year-end. Upon terminating employment, or upon contract completion in the case of the District's Executive Director, the District pays all unused and unforfeited benefits to employees. Accordingly, vacation and sick benefits are accrued as a liability in the financial statements.

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Notes to financial statements
June 30, 2019

| | Balance July 1, 2018 (as restated) | Additions | Reductions | Balance June 30, 2019 | Due within 1 year |
|--------------------------------|---|------------------|-------------------|----------------------------------|----------------------------------|
| Governmental activities | | | | | |
| Compensated absences payable | \$22,978 | \$24,318 | \$16,667 | \$30,629 | \$24,148 |

Note 7 - Pension and other postemployment benefits

The District started participating in the Arizona State Retirement System (ASRS) in January 2019. The District has not reported a pension or other postemployment benefit (OPEB) liability for June 30, 2019 because it did not participate in the plans at June 30, 2018, the measurement date for the plans' liabilities that employer participants report at June 30, 2019. The District reported amounts for pension and OPEB contribution activity for fiscal year 2019 in its financial statement and described related information below; however, the OPEB plans are not described below due to their insignificance to the District's financial statements.

Plan description—District employees participate in the Arizona State Retirement System (ASRS). The ASRS administers a cost-sharing multiple-employer defined benefit pension plan. The Arizona State Retirement System Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2 and 2.1. The ASRS is a component unit of the State of Arizona. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its website at www.azasrs.gov.

Contributions—In accordance with state statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. For the year ended June 30, 2019, statute required active ASRS members to contribute at the actuarially determined rate of 11.64 percent for retirement of the members' annual covered payroll, and statute required the District to contribute at the actuarially determined rate of 11.18 percent for retirement of the active members' annual covered payroll. The District's contributions to the pension for the year ended June 30, 2019, were \$13,954.

Deferred outflows of resources—At June 30, 2019, the District reported deferred outflows of resources related to pensions from the following sources:

ASRS

District contributions subsequent to the measurement date
 Total

**Deferred outflows
of resources**

\$13,954
\$13,954

Contributions payable—The District did not have any outstanding pension contribution amounts payable to ASRS for the year ended June 30, 2019.

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Notes to financial statements
June 30, 2019

Note 8 - Reconciliations

The reconciliation of the governmental fund balance sheet to the statement of net position at June 30, 2019, was as follows:

| | | |
|---|----------|--------------------|
| Fund balance—governmental fund | | \$2,221,274 |
| Amounts reported for governmental activities in the statement of net position are different because: | | |
| Some receivables are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the fund. | | 262,695 |
| Long-term liabilities are not due and payable in the current period and, therefore, are not reported as a liability in the fund. | | |
| Compensated absences payable | (6,481) | |
| Long-term contracts payable | (40,000) | (46,481) |
| Deferred outflows of resources related to pensions/OPEB are applicable to future reporting periods and, therefore, are not reported in the funds. | | <u>14,728</u> |
| Net position of governmental activities | | <u>\$2,452,216</u> |

The reconciliation of the statement of governmental fund revenues, expenditures, and changes in fund balance to the statement of activities for the year ended June 30, 2019, was as follows:

| | | |
|---|--|------------------|
| Net change in fund balance—governmental fund | | \$399,869 |
| Amounts reported for governmental activities in the statement of activities are different because: | | |
| Repayment of debt principal is an expenditure in the governmental fund, but the repayment reduces long-term liabilities in the statement of net position. | | |
| Principal repaid | | 25,000 |
| Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental fund. | | 20,610 |
| Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available resources. In the statement of activities, however, which is presented on the accrual basis of accounting, expenses are reported regardless of when the financial resources are available. | | |
| Decrease in compensated absences | | 16,497 |
| District pension contributions are reported as expenditures in the governmental funds when made. However, they are reported as deferred outflows of resources in the statement of net position because the reported net pension liability is measured a year before the County's report date | | <u>14,728</u> |
| Change in net position of governmental activities | | <u>\$476,704</u> |

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Notes to financial statements
June 30, 2019

Note 9 – Risk management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District participates in the Arizona School Risk Retention Trust, Inc., a public-entity risk pool. The Trust insures the District against liabilities arising from general liability, professional liability, property, and automobile risks. The Trust’s operating agreement includes a provision for the member to be charged an additional assessment in the event that total claims paid by the Trust exceed the members’ contributions and reserves in any one year. The District will be charged for any such assessment in the following year.

Note 10 – Operating lease

The District leases real property for educational services under the provisions of a long-term lease agreement classified as an operating lease for accounting purposes. Rental expenses under the terms of the operating lease were \$199,908 for the year ended June 30, 2019. The operating lease provides renewal options and was renewed through the period ending June 29, 2023. The following future minimum payments were required under the operating lease at June 30, 2019:

| | |
|------------------------------|--------------------|
| Year ending June 30 | |
| 2020 | \$ 299,880 |
| 2021 | 314,148 |
| 2022 | 321,300 |
| 2023 | <u>328,428</u> |
| Total minimum lease payments | <u>\$1,263,756</u> |

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Required supplementary information
Budgetary comparison schedule—General Fund
Year ended June 30, 2019

| | <u>Budgeted amounts</u> | | <u>Actual amounts</u> | <u>Variance with final budget</u> |
|----------------------------|-------------------------|---------------------|-----------------------|-----------------------------------|
| | <u>Original</u> | <u>Final</u> | | |
| Revenues: | | | | |
| Property taxes | \$ 1,621,527 | \$ 1,621,527 | \$ 1,600,917 | \$ (20,610) |
| State appropriations | 146,500 | 146,500 | 146,500 | |
| Share of State sales taxes | 30,000 | 30,000 | 25,565 | (4,435) |
| Charges for services | | | 38,529 | 38,529 |
| Miscellaneous | 11,521 | 11,521 | 69,097 | 57,576 |
| Total revenues | <u>1,809,548</u> | <u>1,809,548</u> | <u>1,880,608</u> | <u>71,060</u> |
| Expenditures: | | | | |
| Educational and general | <u>2,146,803</u> | <u>1,834,005</u> | <u>1,480,739</u> | <u>353,266</u> |
| Total expenditures | <u>2,146,803</u> | <u>1,834,005</u> | <u>1,480,739</u> | <u>353,266</u> |
| Net change in fund balance | (337,255) | (24,457) | 399,869 | 424,326 |
| Fund balance: | | | | |
| July 1, 2018 | <u>1,831,215</u> | <u>1,831,215</u> | <u>1,821,405</u> | <u>(9,810)</u> |
| June 30, 2019 | <u>\$ 1,493,960</u> | <u>\$ 1,806,758</u> | <u>\$ 2,221,274</u> | <u>\$ 414,516</u> |

See accompanying note to budgetary comparison schedule.

Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Required supplementary information
Note to budgetary comparison schedule—General Fund
June 30, 2019

Note - Budgeting and budgetary control

Arizona Revised Statutes require the District to prepare and adopt a budget annually. The Governing Board must approve the operating and capital outlay budgets on or before June 20. The Governing Board shall not adopt the budget if the property tax requirements of the budget, excluding amounts budgeted and levied for secondary property taxes, exceed the amounts established by statute. The budget must contain the estimated cost of all operating, capital outlay, and debt service expenditures. The District budgets all General Fund expenditures in total because many costs are paid through the agreement with Pima Community College.

**Santa Cruz County Provisional Community College District
(Santa Cruz Community College)
Schedule of District Pension Contributions
June 30, 2019**

| Arizona State Retirement System | Reporting fiscal year 2019 |
|---|---------------------------------------|
| Statutorily required contribution | \$ 13,954 |
| District's contributions in relation to the statutorily required contribution | <u>13,954</u> |
| District's contribution deficiency (excess) | <u>-</u> |
| District's covered payroll | \$ 124,812 |
| District's contributions as a percentage of covered payroll | 11.18% |

INTERNAL CONTROL/COMPLIANCE REPORT



MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

ARIZONA AUDITOR GENERAL
LINDSEY A. PERRY

JOSEPH D. MOORE
DEPUTY AUDITOR GENERAL

Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of basic financial statements performed in accordance with *Government Auditing Standards*

Members of the Arizona State Legislature

The Governing Board of
Santa Cruz County Provisional Community College District

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 the governmental activities and General Fund of Santa Cruz County Provisional Community College District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated April 30, 2020.

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) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic 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 basic financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies, and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a deficiency in internal control, described in the accompanying schedule of findings and recommendations as item 2019-01, that we consider to be a material weakness.

Compliance and other matters

As part of obtaining reasonable assurance about whether the District's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

District response to findings

The District's response to the finding identified in our audit is presented in its corrective action plan at the end of this report. The District is responsible for preparing a corrective action plan to address the finding. The District's response and corrective action plan were not subjected to the auditing procedures applied in the audit of the basic 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 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 internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lindsey Perry, CPA, CFE
Auditor General

April 30, 2020



SCHEDULE OF FINDINGS AND RECOMMENDATIONS

Financial statement finding

2019-01

The District's inadequate payroll controls increased the risk of fraud

Condition and context—The District had inadequate payroll controls because a District employee had the ability to add employees to and remove employees from District payrolls and change employee pay rates, including her own, without another person's approval. The District's total gross payroll for the fiscal year was \$292,000. We tested 100 percent and found no instances of fraud or improper payments to employees.

Criteria—The District should have effective internal controls over payroll to prevent fraud and improper payments.

Effect—The employee could have added fictitious employees and altered her own and other employee's payroll amounts without detection, exposing the District to an increased risk of fraud and improper payments.

Cause—The District had a limited number of staff and used one employee to perform all the payroll processing functions, but did not require an independent review and approval of payroll and pay rate changes.

Recommendations—To help ensure that it pays only valid District employees at appropriate pay rates and to reduce the risk of fraud, the District should require an independent review and approval of all payroll and pay rate changes by an individual who is not involved in the payroll process.

The County's responsible officials' views and planned corrective action are in its corrective action plan included at the end of this report.

DISTRICT RESPONSE



SANTA CRUZ COUNTY PROVISIONAL COMMUNITY COLLEGE DISTRICT
2021 North Grand Avenue. Nogales, AZ. 85621 (520) 394-7181

April 13, 2020

Lindsey Perry
Auditor General
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018

Dear Ms. Perry:

We have prepared the accompanying corrective action plan as required by the standards applicable to financial audits contained in *Government Auditing Standards*. Specifically, for the finding, we are providing you with our responsible officials' views, the names of the contact people responsible for corrective action, the corrective action planned, and the anticipated completion date.

Sincerely,

Georgina M. Tavera
Finance Manager

Santa Cruz County Provisional Community College District
Corrective action plan
Year ended June 30, 2019

Financial statement finding

2019-01

The District's inadequate payroll controls increased the risk of fraud.

Name of contact person: *Georgina M. Tavera*

Anticipated completion date: *June 30, 2020*

The District is in the process of developing procedures and written policies to increase control in the payroll system. We are currently working on establishing automatic alerts in the payroll software for payroll changes. Those changes will be reviewed and approved by an individual independent of the payroll process. Until procedures are finalized, all payroll changes made by the employee are being scrutinized.

