



# Joint Legislative Audit Committee

Office of the Auditor General



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**FINANCIAL AUDIT REPORT  
CALIFORNIA POSTSECONDARY  
EDUCATION COMMISSION  
YEAR ENDED JUNE 30, 1979**

REPORT TO THE  
CALIFORNIA LEGISLATURE

REPORT **F-999.22**

REPORT OF THE  
OFFICE OF THE AUDITOR GENERAL  
TO THE  
JOINT LEGISLATIVE AUDIT COMMITTEE

999.22

FINANCIAL AUDIT REPORT  
CALIFORNIA POSTSECONDARY  
EDUCATION COMMISSION  
YEAR ENDED JUNE 30, 1979

OCTOBER 1980



# California Legislature

## Joint Legislative Audit Committee

GOVERNMENT CODE SECTION 10500 et al

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CHAIRMAN

October 17, 1980

999.22

The Honorable Speaker of the Assembly  
The Honorable President pro Tempore of the Senate  
The Honorable Members of the Senate and the  
Assembly of the Legislature of California

Members of the Legislature:

Your Joint Legislative Audit Committee respectfully submits the Auditor General's financial audit report of the California Postsecondary Education Commission, year ended June 30, 1979.

The auditors are Curt Davis, CPA; Romero Zamora; Gus Demas; Geraldine Parks; Teri Yee; Michael Tritz; and Charles Thrasher.

Respectfully submitted,

S. FLOYD MORI  
Chairman, Joint Legislative  
Audit Committee

Attachment

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## INTRODUCTION

In response to a resolution of the Joint Legislative Audit Committee and in compliance with federal Office of Revenue Sharing regulations, we have conducted a financial audit of the California Postsecondary Education Commission. This audit was conducted under the authority vested in the Auditor General by Section 10527 of the Government Code.

The California Postsecondary Education Commission was established by Chapter 1187, Statutes of 1973. The commission is responsible for developing and for annually updating a comprehensive five-year plan for postsecondary education. It also reviews and integrates the long-range plans of the three public segments of higher education (University of California, California State University and Colleges, and California Community Colleges). Another primary duty is to advise the Governor and the Legislature of the need for and location of new institutions and campuses and proposals for new programs.

The California Postsecondary Education Commission is supported by appropriations from the State's General Fund and by federal funds.


AUDITOR'S OPINION

To the Joint Legislative Audit Committee of the California Legislature:

We have examined the combined balance sheet of the California Postsecondary Education Commission as of June 30, 1979 and the related statements of financing sources, expenditures, and changes in fund balance and operating clearing for the year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the aforementioned financial statements present fairly the financial position of the California Postsecondary Education Commission at June 30, 1979 and the results of operations and changes in fund balance and operating clearing for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

The column amounts on the accompanying financial statements captioned "Totals - Memorandum Only" for June 30, 1979 are not necessary for a fair presentation of the financial statements but are presented as additional analytical data and, in our opinion, are fairly stated in all material respects in relation to the financial statements taken as a whole.

  
\_\_\_\_\_  
WESLEY E. VOSS  
Assistant Auditor General

Date: March 12, 1980

Staff: Curt Davis, CPA  
Romero Zamora  
Gus Demas  
Geraldine Parks  
Teri Yee  
Michael Tritz  
Charles Thrasher

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION

COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUP

JUNE 30, 1979

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type Expendable Trust</u>	<u>Account Group General Fixed Assets</u>	<u>Totals (Memorandum Only) June 30, 1979</u>
<u>ASSETS</u>				
Cash	\$ 3,457	\$2,151,353	\$ --	\$2,154,810
Accounts receivable	7,277	--	--	7,277
Due from other funds	714,291	--	--	714,291
Due from Federal Government	--	11,302	--	11,302
Expense advances to employees	12,749	--	--	12,749
Prepayments to other funds	15,776	--	--	15,776
Equipment	--	--	195,886	195,886
Total Assets	<u>\$ 753,550</u>	<u>\$2,162,655</u>	<u>\$195,886</u>	<u>\$3,112,091</u>
 <u>LIABILITIES, ENCUMBRANCES OUTSTANDING, AND FUND EQUITY</u>				
Liabilities:				
Accounts payable	\$ 125,542	\$ --	\$ --	\$ 125,542
Due to other funds	--	714,291	--	714,291
Due to Federal Government	--	122,255	--	122,255
Total Liabilities	125,542	836,546	--	962,088
Encumbrances Outstanding	<u>777,250</u>	<u>--</u>	<u>--</u>	<u>777,250</u>
Fund Equity:				
Investment in general fixed assets (Note 3)	--	--	195,886	195,886
Fund balance	--	1,326,109	--	1,326,109
Operating clearing (Note 5)	<u>(149,242)</u>	<u>--</u>	<u>--</u>	<u>(149,242)</u>
Total Fund Equity	<u>(149,242)</u>	<u>1,326,109</u>	<u>195,886</u>	<u>1,372,753</u>
Total Liabilities, Encumbrances Outstanding, and Fund Equity	<u>\$ 753,550</u>	<u>\$2,162,655</u>	<u>\$195,886</u>	<u>\$3,112,091</u>

The notes to the financial statements are an integral part of this statement.

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION  
 COMBINED STATEMENT OF FINANCING SOURCES, EXPENDITURES,  
 AND CHANGES IN FUND BALANCE AND OPERATING CLEARING  
 GOVERNMENTAL FUND TYPE AND EXPENDABLE TRUST FUND  
 FOR THE FISCAL YEAR ENDED JUNE 30, 1979

	<u>Governmental Fund Type</u>	<u>Fiduciary Fund Type Expendable Trust</u>	<u>Totals (Memorandum Only) June 30, 1979</u>
	<u>General</u>		
Financing Sources:			
Support appropriation	\$1,564,329	\$ --	\$1,564,329
Reimbursements	1,481,657	--	1,481,657
Intergovernmental revenues	<u>--</u>	<u>2,787,974</u>	<u>2,787,974</u>
Total Financing Sources	<u>3,045,986</u>	<u>2,787,974</u>	<u>5,833,960</u>
Expenditures: (Note 6)			
Personal services	1,271,560	--	1,271,560
Operating expenses and equipment	1,856,371	--	1,856,371
Expenditures of federal receipts	--	1,469,781	1,469,781
Miscellaneous adjustments (Note 4)	<u>54,215</u>	<u>--</u>	<u>54,215</u>
Total Expenditures	<u>3,182,146</u>	<u>1,469,781</u>	<u>4,651,927</u>
Excess of Sources over (under) Expenditures	(136,160)	1,318,193	1,182,033
Fund Balance - July 1	--	7,916	7,916
Operating Clearing - July 1	<u>(13,082)</u>	<u>--</u>	<u>(13,082)</u>
Fund Balance - June 30	--	1,326,109	1,326,109
Operating Clearing - June 30	<u>\$ (149,242)</u>	<u>\$ --</u>	<u>\$ (149,242)</u>

The notes to the financial statements are an integral part of this statement.



CALIFORNIA POSTSECONDARY EDUCATION COMMISSION  
 STATEMENT OF FINANCING SOURCES, EXPENDITURES,  
 AND CHANGES IN OPERATING CLEARING - BUDGET AND ACTUAL  
 GENERAL FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 1979

	<u>Budget as Adjusted</u>	<u>Actual</u>	<u>Variance</u>
Financing Sources: (Note 2)			
Support appropriation	\$1,759,547	\$1,564,329	\$ (195,218)
Reimbursements	<u>1,689,347</u>	<u>1,481,657</u>	<u>(207,690)</u>
Total Financing Sources	<u>3,448,894</u>	<u>3,045,986</u>	<u>(402,908)</u>
Expenditures: (Note 2)			
Personal services	1,309,967	1,271,560	38,407
Operating expenses and equipment	2,138,927	1,856,371	282,556
Miscellaneous adjustments (Note 4)	--	54,215	<u>(54,215)</u>
Total Expenditures	<u>3,448,894</u>	<u>3,182,146</u>	<u>266,748</u>
Excess of Financing Sources over (under) Expenditures	<u>\$ --</u>	(136,160)	<u>\$ (136,160)</u>
Operating Clearing - July 1		<u>(13,082)</u>	
Operating Clearing - June 30		<u>\$ (149,242)</u>	

The notes to the financial statements are an integral part of this statement.

CALIFORNIA POSTSECONDARY  
EDUCATION COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 1979

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements reflect the financial position and results of operations of the California Postsecondary Education Commission. The statements have been prepared in conformity with generally accepted accounting principles applicable to state and local governments as prescribed by the American Institute of Certified Public Accountants and by the National Council on Governmental Accounting.

The accompanying financial statements are structured into a Governmental Fund Type, a Fiduciary Fund Type, and an Account Group. The California Postsecondary Education Commission accounts for only its portion of the two fund type categories. The State Controller maintains the central accounts for all state funds and annually publishes fund statements.

GOVERNMENTAL FUND TYPES

Governmental Fund Types are those through which most governmental functions are financed. The acquisition, use, and balances of the government's expendable financial resources and the related current liabilities--except those accounted for in Proprietary Funds--are accounted for through governmental funds. The Governmental Fund Type for the California Postsecondary Education Commission is the General Fund. This fund includes all financial resources not accounted for in another fund.

The General Fund is maintained on the modified accrual basis of accounting. These are some of its more significant elements:

Income

Throughout the fiscal year all income, except for certain reimbursements which are recorded when billed, is accounted for on a cash basis. At June 30, the accounts are adjusted to accrue all earned but uncollected income.

## Expenditures

Expenditures are accounted for at the time claims for payment are filed with the State Controller. At June 30, all valid expenditure commitments are accrued as expenditures including encumbrances outstanding against budget appropriations for which no goods or services have been received.

## Liabilities

Retirement Plan - Regular employees of the commission are members of the Public Employees' Retirement System (PERS) which is a defined benefit, contributory retirement plan. The amount the commission and its employees contribute to PERS is actuarially determined under a program in which contributions plus retirement system earnings provide the necessary funds to pay retirement costs as accrued. Retirement contributions for the year totaled \$132,096.

Vacation and Sick Leave - Costs of vacation and sick leave are charged when these benefits are used rather than when they are earned.

## FIDUCIARY FUND TYPES

Fiduciary Fund Types are used to account for assets held by a governmental unit in a trustee capacity. The Fiduciary Fund Type for the California Postsecondary Education Commission is an Expendable Trust Fund which is used to account for federal revenues and expenditures.

## ACCOUNT GROUP

The Account Group is used to account for general fixed assets. Assets purchased, except for those acquired under an installment purchase contract (as explained in Note 3), are recorded as expenditures in the appropriate fund in the year of acquisition or encumbrance. General fixed assets increased by a net of \$149,942 during the fiscal year.

## 2. BUDGETED FINANCING SOURCES AND EXPENDITURES

The amounts shown under "Budget as Adjusted" for financing sources and expenditures reflect the Governor's Budget after allowing for adjustments by the Budget Act, interim statutory changes affecting appropriations, and authorized executive budget revisions issued during the year.

3. INVESTMENT IN GENERAL FIXED ASSETS

This account includes an unpaid balance of \$80,865 at June 30, 1979 representing unpaid amounts on installment purchase contracts. This amount is payable over the next five years in equal yearly installments of \$19,989.83 which includes interest at 7.5 percent on the unpaid principal.

4. MISCELLANEOUS ADJUSTMENTS

This account shows the difference between the net amount of financing sources, expenditures, abatements, and reimbursements accrued as of the previous June 30 and the actual amount of financing sources, expenditures, abatements, and reimbursements related to the prior year but obtained during the current fiscal year.

5. OPERATING CLEARING

This account is the connecting link between the records of the various state agencies and the central fund accounts maintained by the State Controller for the General Fund and other funds not accounted for entirely by one agency. The balance at June 30 represents the net assets and liabilities for which the California Postsecondary Education Commission is accountable.

6. OTHER CONTINGENCIES

During fiscal year 1978-79, an employee who had a significant role in the internal accounting of commission funds embezzled approximately \$29,584 in funds administered by the Department of General Services. As a result, the employee was convicted. At this time, it is uncertain what amount of expenditures resulting from the fraud will be reimbursed.

## OTHER INFORMATION

As an integral part of our examination, we reviewed the accounting procedures and related system of internal accounting control at the commission and at the Department of General Services (which maintains the commission's accounting records) to the extent we considered necessary to properly form an opinion concerning the fairness with which the commission's financial statements present its financial position and results of operations in accordance with generally accepted accounting principles consistently applied.

Our review enabled us to suggest improvements which would result in better operating procedures and controls. A management letter describing the suggested operating improvements was issued to the commission in conjunction with certain recommended adjusting entries necessary to achieve compliance with generally accepted accounting principles.

The commission generally concurs with the suggested operating improvements and adjusting entries.

cc: Members of the Legislature  
Office of the Governor  
Office of the Lieutenant Governor  
Secretary of State  
State Controller  
State Treasurer  
Legislative Analyst  
Director of Finance  
Assembly Office of Research  
Senate Office of Research  
Assembly Majority/Minority Consultants  
Senate Majority/Minority Consultants  
California State Department Heads  
Capitol Press Corps