

**Required Evidentiary Documents for Financial Review**  
**Supplemental Guidelines for Standard III.D for CALIFORNIA PUBLIC INSTITUTIONS**

<b>ACCREDITATION QUESTIONS</b>	<b>EVIDENCE</b>
Has the college received any qualified or adverse opinions in audit reports in the last 3 years from district, state or federal programs?	Audit Report (last 3 years)
Has the college implemented all audit recommendations? Have there been the same recommendations for more than one year? What is the auditor's response to the management actions taken?	Management response to auditor's findings and recommendations (last 3 years) CCFS 311 (last 3 years)
What is the institution's unrestricted fund balance and reserves and how has it changed over the last three years?	CCFS 311Q (Most recent quarter) Fiscal Trend Analysis of 311 Data (Can be accessed online at CCCCO web site.)
Has the State Chancellor's Office had to intervene regarding fiscal stability or compliance?	<i>Letter of agreement between State Chancellor's Office and District, Chancellor's Office communication document, Fiscal Health Certificate</i>
Does the college have long term debt financing?	Audit Report
Does the institution have an obligation for post retirement health benefits ( <b>OPEB</b> ), <b>compensated absences, and other employee related obligations</b> ? If it does, has it done the actuarial study and identified the liability? Is there a plan for funding <b>them</b> ?	Actuarial study for post-retirement health benefits, <b>collective bargaining agreements, board policies, actuarial report, reserve reports</b> , Plan for funding the liability
Does the institution have limits on accrual of unused vacation time? Compensatory time? Is the institution enforcing its policy on limits?	Leave Accrual Policy in Contractual Agreement and Labor Agreements, <b>Board Policies</b> , Human Resource Records
Is the fiscal entity self insured for health benefits, workers compensation, and unemployment? How are reserve levels set?	District Self Certification
Does this fiscal entity have obligations for future total compensation expenditures driven by collective bargaining agreements or other agreements (corporate-buy outs, management/employee agreements, etc?) If so, what are they? Of what significance are they? What is the plan for funding these future obligations?	Current Bargaining agreements District Funding Plan Executive Officer agreements regarding buy-outs and other conditions of employment

**Required Evidentiary Documents for Financial Review**  
**Supplemental Guidelines for Standard III.D for CALIFORNIA PUBLIC INSTITUTIONS**

<b>ACCREDITATION QUESTIONS</b>	<b>EVIDENCE</b>
Does the institution and the foundation have an agreement/contract on the role of the foundation? Does it require that the foundation have an independent audit?	Copy of the Agreement Copy of Foundation audited financial statement (last 3 years) Required Continuing Disclosure submittal
Does the college or district have a Prop 39 bond fund?	Copy of minutes from Bond Oversight Committee Copy of audit report from the last 3 years
Does the college have policies and procedures regarding purchasing? Are they being followed?	Self Certification Policies
Will additional buildings be opened in the next 2-3 years? Is there a plan to fund staff, utilities and operating expenses associated with additional facilities coming on-line within the next 2-3 years?	Copy of the most current Facility Master Plan Funding Plan Educational Master Plan Total Cost of Ownership Plan Staffing/Human Resources Plan
Is there evidence that planning integrates fiscal and other resources?	Internal documents
<i>Is there evidence that the institution monitors student financial aid obligations such a default rates and compliance with Federal regulations?</i>	<i>Annual Financial Report, Financial Aid Compliance Reports.</i>

Revision: September 28, 2011

