**Standard III: D - RESOURCES (Campus Budget)**

The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness. Accredited colleges in multi-college systems may be organized so that responsibility for resources, allocation of resources, and planning rests with the district/system. In such cases, the district/system is responsible for meeting the Standards, and an evaluation of its performance is reflected in the accredited status of the institution(s).

| **Query #** | **Sub-queries** | **Notes for Report** | **Evidence** |
| --- | --- | --- | --- |
| **III.D.1 – Financial Resources** |
| **III.D.1 – Planning -** Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18) |
| III.D.1 Q1 | Does it have sufficient revenues to support educational improvement and innovation? | Considering the limitations of state funding to district, including workload reduction, to the best of its ability is meeting needs of student learning and programs. State economic situation and reduction of funds to entire situation and did not meet normal planning needs.District revenue assumptions clearly stated and developed in budget approved by Board.Community college foundation, 2 GO bonds, partnerships with business and industry.Every year the district submits an annual budget to the Board for review. Due to recent fiscal challenges, a conscious decision has been made to use existing reserves to make up for shortfalls in revenue.Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.The district revenue assumptions are clearly stated in the preparation of the budget and are finalized when the budget is adopted by the Board (http://business.fhda.edu/budget/annual).Outside of State apportionment revenue, the district has successfully established one of the largest community college foundations in the nation, has passed two GO bonds , has strengthened the grants office, and has established numerous partnerships with business and industry (need examples cross referenced on this from the colleges) | <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9TTM6J59B51B>BP3100 Principles of Sound Fiscal Management[http://www.boarddocs.com/ca/fhda/Board.nsf/files/A225GN103409/$file/15-16%20Adopted%20Budget.pdf](http://www.boarddocs.com/ca/fhda/Board.nsf/files/A225GN103409/%24file/15-16%20Adopted%20Budget.pdf)Annual Budget/Presentation to Board |
| III.D.1 Q2 | Are the institution’s finances managed with integrity in a manner that ensures financial stability? | The district has a long history of transparency regarding financial information to all account holders through an online system as well as shared governance information sharing and advisory committees.  In 2009 Banner system was implemented  to enhance research, financial transparency and student access.  This state of the art information technology system provides enhanced financial access and query abilities.  Fiscal Information and projections, once developed at district or college level, are widely shared with District Budget Committee and town hall meeting through colleges.Annual AuditQuarterly Report to BoardFiscal Self AssessmentBoard PrinciplesInternal controlsFinancial ratingPerformance audits/operational reviews | BP3000 Principles of Sound Fiscal ManagementBP3100 Budget Preparation<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9TTM6J59B51B>Moody’s rating – AAA (from Kevin)S&P Ratings – AA+ (from Kevin) |
| III.D.1 Q3 | Does the resource allocation process provide a means for setting priorities for funding institutional improvements? | Multi college district – here is how district allocates funding, then focus on campus processDistrict Allocation process – A vs. B:A Budget – both personnel District Wide - ongoing district wide service/maintenance costs (audit, retirement benefits, insurance, utilities, etc)Built into base – determined by DistrictB Budget – amount left after A and District Wide is funded – automatically moved to front of funding priority list…District Budget Committee is told of changes.Prior year allocation plus or minus adjustments from prior year – stays static unless some significant change to funding source Mission statement and core valuesEducational Master Plan as guiding documentResource allocation modelShared Governance process for decision makingProgram Plans by PBT’s | District Budget Committee MinutesPBTsBond MeasureScheduled maintenanceCategoricalGrantsSelf sustaining fundsDASBLottery***DISTRICT RESOURCE ALLOCATION MODEL-need to review***  |
| III.D.1 Q4 | Are institutional resources sufficient to ensure financial solvency? | Reserve balances at district and campus levelsExpense reduction process in previous yearsResource allocation modelPBTsHave maintained significant reserve balance above 5% required. Even during financial crisis, district maintained such significant reserves did not have to do TRAN.District Resource Allocation Model | BP3100 Principles of Sound Fiscal ManagementAnnual BudgetBP3100 Budget PreparationBP 3110 Final BudgetPBTsBond MeasureScheduled maintenanceCategoricalGrantsSelf sustaining fundsDASBLotteryInstructional equipment |
| III.D.1 Q5 | Does the institution’s budget provide sufficient resources for the effective planning, maintenance, implementation and enhancement of DE courses, programs and services as well as personnel development? | OEI Initiative (state program-district is acting agent)Campus planningFinancial commitment to distance ed staffing and resources supportCounseling??Financial Aid?? What technology do we have?Tutoring – online now available(Lorrie Ranck) | See substantive change document |
| **III.D.2** - The institution’s mission and goals are the foundation for financial planning, and financial planning is integrated with and supports all institutional planning. The institution has policies and procedures to ensure sound financial practices and financial stability. Appropriate financial information is disseminated throughout the institution in a timely manner. |
| III.D.2 Q1 | Does the institution review its mission and goals as part of the annual fiscal planning process? | Does the District review overall mission and goals in developing the budget?District Technology PlanDistrict Facility PlanDistrict Strategic Plan GoalsMission StatementAnnual budgetQuarterly Review to BoardFiscal Self AssessmentQuarterly Updates of Campus Finances (Campus Budget)State Budget UpdatesEducational Master PlanEquity PlanStudent Success PlanThe college has set financial institutional metrics which are reviewed annually as part of the master plan: http://deanza.edu/ir/state-of-the-college-related-information/pdf/Institutional%20Metrics.pdf  | BP3100 Principles of Sound Fiscal ManagementBP3100 Budget PreparationBP 3110 Final Budget[http://www.boarddocs.com/ca/fhda/Board.nsf/files/A225GN103409/$file/15-16%20Adopted%20Budget.pdf](http://www.boarddocs.com/ca/fhda/Board.nsf/files/A225GN103409/%24file/15-16%20Adopted%20Budget.pdf)Annual Budget/Presentation to Board<http://business.fhda.edu/financial-reports/index.html> (District Fiscal Reports)<http://business.fhda.edu/budget/annual-budget-and-quarterly-report.html> (District Budget and Quarter Reports)***FISCAL SELF ASSESSMENT LINK***<http://www.deanza.edu/emp/> (Educational Master Plan)<http://www.deanza.edu/gov/campus_budget/pdf/FY15_16_DeAnza_Q3_Financials.pdf> (Campus Quarterly Report)<http://www.deanza.edu/gov/campus_budget/> (Campus Budget homepage) |
| III.D.2 Q2 | Does the institution identify goals for achievement in any given budget cycle? | Annual Budget“Quilt”- planning cyclePBTProgram ReviewsInstitutional metrics for finance: <http://deanza.edu/ir/state-of-the-college-related-information/pdf/Institutional%20Metrics.pdf>  | <http://www.deanza.edu/gov/IPBT/program_review_files.html> (IPBT Program Review)<http://www.deanza.edu/gov/ERCOPBT/ProgReviews.html> (FCOPBT Program Review)<http://www.deanza.edu/gov/SSPBT/ProgramReview.html> (Student Services Program Review)[http://www.boarddocs.com/ca/fhda/Board.nsf/files/A225GN103409/$file/15-16%20Adopted%20Budget.pdf](http://www.boarddocs.com/ca/fhda/Board.nsf/files/A225GN103409/%24file/15-16%20Adopted%20Budget.pdf)Annual Budget/Presentation to Board |
| III.D.2 Q3 | Does the institution establish priorities amongst competing needs so that it can predict future funding? Do institutional plans exist, and are they linked clearly to financial plans, both short-term and long-range? | Establish priorities as evidenced by…PBTFacilities Committee (Facility Master Plan)Educational Master PlanTechnology PlanEquity PlanStudent Success PlanNeed to establish funding link to plans and forecast process.Need to decide on plan/planning needs prior to identifying funding source needs. | <http://www.deanza.edu/gov/> (Shared governance site with PBT links)<http://www.deanza.edu/gov/campus_facilities/> (FMP) |
| III.D.2 Q4 | Does the financial planning process rely primarily on institutional plans for content and timelines? | Ed master planFacilities master planTech master planEquity PlanStudent Success PlanNeeds identified by plans drive planning and subsequent funding needs. |  |
| III.D.2 Q5 | Can the institution provide evidence that past fiscal expenditures have supported achievement of institutional plans? | Program reviewMeasure CFacilities Need measure of success/change implemented by additional funding, especially instructional equip and lotteryReport on IE, Lottery – what done with funds and how made a change. |  |
| III.D.2 Q6 | Does the governing board and other institutional leadership receive information about fiscal planning that demonstrates its links to institutional planning? | Reported at District levelFTES projectionsFlint Garage planningQuarterly reports Adopted budget-FTES and budget planningTentative budgetCBOCAudit & Finance; OPEBDistrict Budget Committee | Board docs / minutes |
| III.D.2 Q7 | What is the ending balance of unrestricted funds for the institution's immediate past three years? Is this amount sufficient to maintain a reserve needed for emergencies? | District Numbers gridFiscal stability, sound use of resources, District reserve over 5% Then also have college carryover balance treated as reserve evaluated annually and allocated as needed. Can be used to address emergency needs.Fund 400? | Tie to 311 |
| III.D.2 Q8 | How does the institution receive its revenues? Does this receipt pose cash flow difficulties for the college? If so, how does the college address cash flow difficulties? (e.g., Certificates of Participation (COPS), loans)? | Bernata’s resource allocation detail (see 8/24 e-mail). Apportionment = local property tax, Prop 30, enrollment and state revenueState allocationsBond MeasureScheduled maintenanceCategoricalGrantsSelf sustaining fundsDASBLotteryInstructional equipmentFinancial advisorNo cash flow difficulties-substantial cash reserves. No TRAN in over 20 years. | Annual Budget311 reportMoodys? |
| III.D.2 Q9 | Has the institution sufficient insurance to cover its needs? Is the institution self-funded in any insurance categories? If so, does it have sufficient reserves to handle financial emergencies? | Marsha Kelly Liability?5% reserve mandatedStability fundsYes, institution has sufficient insurance in all categories, liability, property, workers comp.Not self-funded in any insurance categories.Yes, it has sufficient reserves to handle financial emergencies. | Insurance BP |
| **II.D.3** - The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets. |
| III.D.3 Q1 | Where or how are the processes for financial planning and budget recorded and made known to college constituents? | Gov group Web sites - notesBoardDocsTownhalls?District budget committeeAudit & finance committeeFinance meetings (Thursdays) notes/agenda?PBT’sCampus BudgetCollege CouncilAnnual Budget – detailed spending plan for yearJoint PBT meetings – we should schedule one for the fallB Budget presentations to shared governance groupsCategorical – how to share? | Web sites |
| III.D.3 Q1 | What mechanisms or processes are used to ensure constituent participation in financial planning and budget development? | Gov group Membership De Anza QuiltCo Chairs for committees with faculty/classifiedAdvertising on web siteHow do Academic Senate/Classified Senate recruit? | Web sitesDecision making flow chart |
| **III.B.4** – **Fiscal Responsibility and Stability** - Institutional planning reflects a realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements. |
| III.D.4 Q1 | Do individuals involved in institutional planning receive accurate information about available funds, including the annual budget showing ongoing and anticipated fiscal commitments? | Board presentationDistrict wide budget presentation (Kevin)Campus BudgetCollege CouncilFPBT/IPBT/SSPBTAcademic/Classified Senate participationBanner FRArgos reportsFiscal Self AssessmentFOMPROF Banner accessAll financial team members attend ACCCA, ACBO events |  |
| III.D.4 Q2 | Does the institution establish funding priorities in a manner that helps the institution achieve its mission and goals? Are items focused on student learning given appropriate priority? What other documents are used in institutional planning? | Program ReviewEquity PlanStudent Success PlanBasic Skills (DARE) |  |
| **III.D.5** - To assure the financial integrity of the institution and responsible use of its financial resources, the internal control structure has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making. The institution regularly evaluates its financial management practices and uses the results to improve internal control systems. |
| III.D.5 Q1 | Are funds allocated, as shown in the budget, in a manner that will realistically achieve the institution's stated goals for student learning? | [Annual financial audit includes evaluation of (Raquel sending detail)]Shared Governance ProcessEducational Master PlanFacilities Master PlanCampus BudgetPBTsSpecial allocations: SSSP-Student Equity, DARE (Basic Skills), FF&E, Instructional equipment (IPBT), Lottery (IPBT), Scheduled maintenanceProgram review | <http://www.deanza.edu/gov/><http://www.deanza.edu/budgetpersonnel/><http://www.deanza.edu/emp/><http://www.deanza.edu/gov/campus_facilities/><http://www.deanza.edu/gov/campus_budget/><http://www.deanza.edu/gov/ERCOPBT/><http://www.deanza.edu/gov/IPBT/><http://www.deanza.edu/gov/SSPBT/index.html><http://www.deanza.edu/sssp_equity/><http://www.deanza.edu/dare/><http://www.deanza.edu/gov/campus_budget/FFERequests.html><http://www.deanza.edu/gov/campus_facilities/about.html> |
| III.D.5 Q2 | What do the audit statements say about financial management? | "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, the aggregate discretely presented component unit, and the aggregate determining fund information of the District"Financial management is secure | <http://business.fhda.edu/financial-reports/index.html> |
| III.D.5 Q3 | Is the institutional budget an accurate reflection of institutional spending and does it have credibility with constituents? | Institutional budget reflects planning and decision making of district, Campus Budget and PBT’s.Annual update to Board and constituencies regarding spending (BP 300, 3100, 3110), Quarterly Review (BP 3112)– Board and Campus Budget (link on website, meeting notes) | <http://business.fhda.edu/budget/annual-budget-and-quarterly-report.html><http://www.deanza.edu/gov/campus_budget/><http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5> |
| III.D.5 Q4 | Are audit findings communicated to appropriate institutional leadership and constituents? | Updates to Board, Audit and Finance Committee, Campus Budget  | <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5><http://www.deanza.edu/gov/campus_budget/> |
| III.D.5 Q5 | Does the institution have an annual external audit to provide feedback on its processes? | Yes | <http://business.fhda.edu/financial-reports/index.html> |
| III.D.5 Q6 | Does the institution review the effectiveness of its past fiscal planning as part of planning for current and future fiscal needs? | PBT's – program reviews, AUO's, continuous self-improvement, annual assessment of IE indicatorsAnnual Budget-District objectives updated annually based on previous year's performanceFTES Targets – drives planning for financial planning in next yearFONSimilar to earlier results questionScheduled MaintenanceCBOC and Board – Bond update | <http://www.deanza.edu/ir/planning/>See links in Q1 for this section |
| **III.D.6** - Financial documents, including the budget, have a high degree of credibility and accuracy, and reflect appropriate allocation and use of financial resources to support student learning programs and services. |
| III.D.6 Q1 | Are funds allocated, as shown in the budget, in a manner that will realistically achieve the institution's stated goals for student learning? | District level – incorporate college’s budget assumptions and planning needs.See Raquel’s for intro.Survey to show how people judge the information (TO DO – also check with Bret)Filed reports on time, certified by budget office, reviewed at Board level.ACCJC, CBOC, Bond rating agencies, audit report, state complianceSee III.D.5.Q1 | See III.D.5.Q1 |
| III.D.6 Q2 | What do the audit statements say about financial management? | See III.D.5.Q2 | See III.D.5.Q2 |
| III.D.6 Q3 | Does the institution provide timely corrections to audit exceptions and management advice? | Yes – audit findings in FY12/13 addressed, none in FY13/14 or FY14/15 | <http://business.fhda.edu/financial-reports/index.html> |
| III.D.6 Q4 | Is the institutional budget an accurate reflection of institutional spending and does it have credibility with constituents? | See Above-duplicate questionsYes – see criteria in Adopted Budget; spend down plan for De Anza carryforward balance | <http://business.fhda.edu/budget/index.html><http://www.deanza.edu/gov/campus_budget/pdf/2015_16_B_Budget_Standardization_Oct2015.pdf> |
| III.D.6 Q5 | Are audit findings communicated to appropriate institutional leadership and constituents? | Audited financial statements are presented to the Board, Audit and Finance Committee, CBOC (Bond statements) and District Budget Committee. In addition they are posted on the district website. | <http://www.boarddocs.com/ca/fhda/Board.nsf/Public><http://business.fhda.edu/financial-reports/index.html> |
| **III.D.7** - Institutional responses to external audit findings are comprehensive, timely, and communicated appropriately. |
| III.D.7 Q1 | What information about budget, fiscal conditions, financial planning, and audit results is provided throughout the college? Is this information sufficient in content and timing to support institutional and financial planning and financial management? | Complete independent audit annuallyPosting of information on District WebsitePresentation to Board, Audit and Finance, CBOC, District Budget CommitteeCampus level reports to budget managers and applicable staffCampus summary report to Campus Budget | <http://business.fhda.edu/financial-reports/index.html><http://www.boarddocs.com/ca/fhda/Board.nsf/Public>Copy of Self Service Banner<http://www.deanza.edu/gov/campus_budget/> |
| III.D.7 Q2 | Does the institution provide timely corrections to audit exceptions and management advice? | See III.D.6.Q3 | See III.D.6.Q3 |
| III.D.7 Q3 | Has the institution received any audit findings or negative reviews during the last six years? Have these been addressed in a timely manner? | In the last six years, the institution has had the following audit findings: FY10/11 (1) Student Financial Aid Cluster, Pell Grant-Internal control over compliance, (2) Concurrent enrollment, (3) state general apportionment funding and (4) TBA hoursFY11/12 (1) Student Financial Aid Cluster, Pell Grants-Internal Control over Compliance and (2) Instructional Material FeesFY12/13 (1) Student Financial Aid Cluster, Pell Grants-Internal control over complianceFY13/14 NoneFY14/15 NoneFY15/16 TBDWith the exception of the Student Financial aid cluster, all audit findings were addressed immediately. The outstanding exception was due a change system process of R2T4 and in leadership in the Financial Aid Department that delayed the implementation of a long term solution. Funds were returned, but not all according to timelines. | <http://business.fhda.edu/financial-reports/index.html> |
| **III.D.8** - The institution’s financial and internal control systems are evaluated and assessed for validity and effectiveness, and the results of this assessment are used for improvement. |
| III.D.8 Q1 | Are the institution's special funds audited or reviewed by funding agencies regularly? | Annual audit with presentation to Board, Audit and Finance, CBOC and District Budget Committee. Bond Performance and financial audit presented to CBOC and Board. Foundation audited separately and presented to Foundation Board with FHDA Board participation.  | See III.D.7.Q3 |
| III.D.8 Q2 | Do the audits demonstrate the integrity of financial management practices? | Yes – unqualified opinion | See III.D.5.Q2 |
| III.D.8 Q3 | Are expenditures from special funds made in a manner consistent with the intent and requirements of the funding source? Are bond expenditures consistent with regulatory and legal restrictions? | Yes, they follow specific requirements as required by funding source:Bond – Prop 90 plus limits in bond language**Foundation – Are they independent – check with Hector/Kevin** | <http://www.deanza.edu/measurec/><http://www.fhda.edu/_about-us/_bond-measures.html> |
| III.D.8 Q4 | Does the institution review its internal control systems on a regular basis? Does the institution respond to internal control deficiencies identified in the annual audit in a timely manner? | Yes – annual audit, periodic internal control auditsYes – audit comments and findings responded to promptly | <http://business.fhda.edu/financial-reports/index.html> |
| **III.D.9** - The institution has sufficient cash flow and reserves to maintain stability, support strategies for appropriate risk management, and, when necessary, implement contingency plans to meet financial emergencies and unforeseen occurrences. |
| III.D.9 Q1 | What is the level of the institution’s unrestricted fiscal reserve? | Meet 5% minimum as required by CCCCOBoard Practices for fiscal planningReview by Board, Audit and Finance, District Budget, Campus Budget (campus level)Spend down plan for DATake grid from Adopted Budget to detail fiscal reserve breakdown | BP 3000, 3100,3110FY15/16 Annual Audit ReportSee previous evidence links |
| **III.D.10** - The institution practices effective oversight of finances, including management of financial aid, grants, externally funded programs, contractual relationships, auxiliary organizations or foundations, and institutional investments and assets. |
| III.D.10 Q1 | What processes does the institution use to assess its use of financial resources? | Board policies, annual audit, individual manager access and review of reports on monthly basis, access to Banner Self Service, review of Financial Aid program by USDE, overview by Board, Audit and Finance, CBOC, District Budget, Campus Budget and College Council of significant financial matters.Fiscal Health Checklist | <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5>#<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=9U5PUR6583E5>#Copy of monthly reportsQuarterly Reports to Board, Audit & Finance, CBOCMonthly meeting notes for Campus Budget, College Council, Facilities Planning CommitteeBoard agenda- which month?? |
| III.D.10 Q2 | How does the institution demonstrate compliance with Federal Title IV regulations and requirements? (Federal Regulation) | Annual audit-compliance testingUSDE Federal Financial Aid Program ReviewState reportingBP's | <http://business.fhda.edu/financial-reports/index.html>Federal Financial Aid Program Review-2015CalGrant Review-2016 (state vs. Federal) |
| III.D.10 Q3 | How does the institution ensure that it assesses its use of financial resources systematically and effectively? | See III.D.10 Q1 |  |
| III.D.10 Q14 | How does the institution use results of the evaluation as the basis for improvement? | Program plan reviews – annual updatesPLO'sPBT planning and discussions for decision making | <http://deanza.edu/ir/program-review.13-14.html><http://www.deanza.edu/gov/ERCOPBT/ProgReviews.html><http://www.deanza.edu/gov/SSPBT/ProgramReview.html><http://www.deanza.edu/slo/><http://www.deanza.edu/gov/> |
| **III.D.11 - Liabilities** - The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities to assure financial stability. The institution clearly identifies, plans, and allocates resources for payment of liabilities and future obligations. |
| III.D.11 Q1 | What evidence of long-term fiscal planning and priorities exits? | Reserve Balance (include grid of last 4-5 years)Educational Master PlanFacilities Master PlanTechnology Master PlanAnnual Budget Planning Documents | <http://business.fhda.edu/financial-reports/index.html><http://www.deanza.edu/emp/><http://www.deanza.edu/collegeops/pdf/DAC_2011_2016_FacilitiesMasterPlan_Final_Aug2014.pdf><http://www.deanza.edu/gov/techtaskforce/resources.html><http://business.fhda.edu/budget/annual-budget-and-quarterly-report.html> |
| III.D.11 Q2 | Does the institution have plans for payments of long-term liabilities and obligations, including debt, health benefits, insurance costs, building maintenance costs, etc.? Is this information used in short-term or annual budget and other fiscal planning? | GASB Funding (OPEB)STRS/PERS FundingCOP'sCitiMortgage-Photovoltaic leaseGeneral Obligation Bond Debt and refinancingAnnual Audit ReportAnnual Budget Report | <http://business.fhda.edu/financial-reports/index.html> <http://business.fhda.edu/budget/annual-budget-and-quarterly-report.html> |
| III.D.11 Q3 | Does the Institution allocate resources to the payment of its liabilities and funds/reserves to address long-term obligations? Are resources directed to actuarially developed plans for Other Post-Employment Benefit (OPEB) obligations? | Annual Audit Report-list of long term liabilities and reserveAnnual Budget Report-annual payment to trust | <http://business.fhda.edu/budget/annual-budget-and-quarterly-report.html><http://business.fhda.edu/financial-reports/index.html> |
| **III.D.12 -** The institution plans for and allocates appropriate resources for the payment of liabilities and future obligations, including Other Post-Employment Benefits (OPEB), compensated absences, and other employee related obligations. The actuarial plan to determine Other Post-Employment Benefits (OPEB) is current and prepared as required by appropriate accounting standards. |
| III.D.12 Q1 | Is the institution fully funding its annual OPEB obligation (Annual required contribution [ARC])? At what level is the contribution being funded? | GASB Actuarial ValuationAnnual Audit Report | Is current actuarial study online? It's in Audit & Finance 5/16 notes.<http://business.fhda.edu/financial-reports/index.html> |
| **III.D.13** - On an annual basis, the institution assesses and allocates resources for the repayment of any locally incurred debt instruments that can affect the financial condition of the institution. |
| III.D.13 Q1 | What is the level of locally incurred debt? | GO BondCitiMortgage-Photovoltaic lease | <http://business.fhda.edu/financial-reports/index.html> |
| III.D.13 Q2 | What percentage of the budget is used to repay this debt? | Need to calculate based on latest F/S - get from District? | <http://business.fhda.edu/financial-reports/index.html> |
| III.D.13 Q3 | Does the locally incurred debt repayment schedule have an adverse impact on meeting all current fiscal obligations? | No | <http://business.fhda.edu/financial-reports/index.html> |
| **III.D.14 -** All financial resources, including short- and long-term debt instruments (such as bonds and Certificates of Participation), auxiliary activities, fund-raising efforts, and grants, are used with integrity in a manner consistent with the intended purpose of the funding source. |
| III.D.14 Q1 | Is there an annual assessment of debt repayment obligations, and are resources allocated in a manner that ensures stable finances? | CBOCFoundation | <http://measurec.fhda.edu/><https://foundation.fhda.edu/what-we-do/foundation_financials.php> |
| **III.D.15** - The institution monitors and manages student loan default rates, revenue streams, and assets to ensure compliance with federal requirements, including Title IV of the Higher Education Act, and comes into compliance when the federal government identifies deficiencies. |
| III.D.15 Q1 | What is the default rate for the past three years? | Financial Aid | Latest ACCJC Report |
| III.D.15 Q2 | Is the default rate within federal guidelines? | Yes |  |
| III.D.15 Q3 | Does the institution have a plan to reduce the default rate if it exceeds federal guidelines? | Working with consultant to assist students with default rates | Copy of consultant contract |
| III.D.15 Q4 | Are student loan default rates, revenues, and related matters monitored and assessed to ensure compliance with Federal Regulation? | Yes, regularly reviewed by F/A | Is there a policy/procedure in place? |
| **III.D. 16 - Contractual Agreements** - Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution and the quality of its programs, services, and operations.  |
| III.D.16 Q1 | What contractual agreements exist, and are they consistent with institutional mission and goals? |  |  |
| III.D.16 Q2 | Does the institution have appropriate control over these contracts? Can it change or terminate contracts that don't meet its required standards of quality? |  |  |
|  III.D.16 Q3 | Are funds allocated, as shown in the budget, in a manner that will realistically achieve the institution’s stated goals for student learning? |  |  |