

## AGENDA

### SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AGENCY

#### SPECIAL BOARD OF DIRECTORS MEETING FEBRUARY 1, 2023 3:00 P.M.

This meeting will be conducted by teleconferencing in accordance with Government Code Section 54953(b). Members of the public may address the Board from any videoconference location shown below:

<https://zoom.us/j/92647827040?pwd=RVFuZk5wbmxOMkppRjlQR2dycXh0Zz09>

Citrus Community College District  
1000 W Foothill Blvd.  
Glendora, CA 91741

Cerritos Community College District  
11110 Alondra Blvd.  
Norwalk, CA 90650

El Camino Community College District  
16007 Crenshaw Blvd.  
Torrance, CA 90506

Mt. San Antonio Community College District  
1100 N Grand Ave.  
Walnut, CA 91789

Rio Hondo College  
3600 Workman Mill Rd.  
Whittier, CA 90601

Santa Barbara Community College District  
721 Cliff Dr.  
Santa Barbara, CA 93109

Santa Monica Community College District  
1900 Pico Blvd.  
Santa Monica, CA 90405

#### I. CALL TO ORDER

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#### II. ROLL CALL

##### **OFFICERS:**

CITRUS COMMUNITY COLLEGE DISTRICT  
CERRITOS COMMUNITY COLLEGE DISTRICT  
SANTA MONICA COMMUNITY COLLEGE DISTRICT  
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

Claudette Dain, President  
Felipe Lopez, Vice President  
Daniel Phillips, Secretary  
Rosa Royce, Treasurer

##### **MEMBERS:**

CITRUS COMMUNITY COLLEGE DISTRICT  
EL CAMINO COMMUNITY COLLEGE DISTRICT  
RIO HONDO COLLEGE  
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Shawn Jones  
Leobardo Barrera  
Stephen Kibui  
Rudy Hill

**MANAGER:**  
KEENAN & ASSOCIATES

Heidi Newell  
Nicole Fayaz  
Trisha Pond

SETECH, a division of Keenan & Associates

Hesam Fayaz

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**III. APPROVAL OF AGENDA**

**2022/2023-014**

**Pages 1-4**

The Board retains the right to change the order in which agenda items are discussed. Subject to review by the Board, the agenda is to be approved as presented. Items may be deleted or added for discussion only according to G.C. Section 54954.2.

PUBLIC COMMENTS  
BOARD CONSIDERATION

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**IV. ADMINISTRATION**

**FINANCIAL AUDIT SERVICES**

**2022/2023-015**

**Pages 5-46**

The Manager will present the results of quote request from various vendors to the Board for action.

PUBLIC COMMENTS  
BOARD CONSIDERATION

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**V. FINANCIAL**

**CALIFORNIA ASSESSMENT MANAGEMENT SERVICES**

**2022/2023-016**

**Pages 47-67**

A representative of SETECH will present to the Board an introduction to California Assessment Management Services (CAMP), a pool investment service option.

PUBLIC COMMENTS  
BOARD CONSIDERATION

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**VI. INFORMATION**

**VISITOR COMMENTS**

The public may address the Board on any matter pertaining to the Agency that is not on the agenda. The President reserves the right to limit the time of presentations by individual or topic.

## **BOARD COMMENTS**

Each member may report about various matters involving the Agency. There will be no Board discussion except to ask questions or refer matters to staff, and no action will be taken unless listed on a subsequent agenda.

## **MANAGER COMMENTS**

The Manager will report to the Board about various matters involving the Agency. There will be no Board discussion except to ask questions or refer matters to staff, and no action will be taken unless listed on a subsequent agenda.

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## **VII. AGENDA ITEMS NEXT MEETING**

Members and others may suggest items for consideration at the next meeting. Next scheduled meeting is May 25, 2022, at Citrus Community College District – 1000 West Foothill Blvd., Glendora, CA 91741. Regularly scheduled agenda items are:

- Approval of Minutes
- Correspondence
- Treasurer's Report
- 2022/2023 Draft Contribution Spreadsheet
- 2022/2023 Preliminary Budget
- PIPS Update

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## **XI. ADJOURNMENT**

### **Americans with Disabilities Act:**

SCCCD JPA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications or accommodation, in order to participate in a public meeting of the SCCCJ JPA, shall be made to: Brad Keenan, Assistant Vice President, Keenan & Associates, 2355 Crenshaw Blvd., Suite 200, Torrance, CA 90501 (310) 212-0363, extension 2658.

**SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT  
JOINT POWERS AGENCY**

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PRESENTED TO:

DATE:

February 1, 2023

Board of Directors

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SUBJECT:

ITEM #:

2022/2023-014

Approval of Agenda

Enclosure:

No

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Category:

Approval of Agenda

Prepared by:

AP Keenan

Requested by:

Board of Directors

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**BACKGROUND:**

As a matter of procedure, the agenda should be approved by the Agency.

**STATUS:**

The Agency retains the right to change the order in which agenda items are discussed. Subject to review by the Board, the agenda is to be approved as presented. Items may be deleted or added for discussion only, according to G.C. Section 54954.2.

**RECOMMENDATION:**

Subject to changes or corrections, the agenda is to be approved as submitted.

**SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT  
JOINT POWERS AGENCY**

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PRESENTED TO:  
Board of Directors

DATE: February 1, 2023

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SUBJECT:  
Financial Audit Services

ITEM #: 2022/2023-015

Enclosure: Yes

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Category: Administration

Prepared by: AP Keenan

Requested by: Board of Directors

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**BACKGROUND:**

Currently, the Agency contracts with CliftonLarsonAllen, LLP for financial audit services of fiscal years ending June 30, 2022. The current maximum fee for fiscal year ending 2022 is \$12,000 plus a technology and client support fee of five percent (5%).

**STATUS:**

The Board will discuss and review informal quotes, proposals and agreements submitted from various vendors, to provide future financial audit services for the JPA.

**RECOMMENDATION:**

For action.



# Proposal for Audit Services: Southern California Community College District Joint Powers Authority

Los Angeles, CA

For the fiscal years ending June 30, 2023,  
through June 30, 2025

***Submitted on January 9, 2023 by:***  
Christy White Brook, CPA, CFE

**Corporate Office**

348 Olive Street  
San Diego, California 92103  
E-Mail: [cwhite@christywhite.com](mailto:cwhite@christywhite.com)  
[www.christywhite.com](http://www.christywhite.com)  
Telephone: 619-270-8222  
Fax: 619-260-9085

***Greater Los Angeles Office***  
***Assigned to Serve Southern California Community College District***

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**Attachments:**

- 1. Quality Control Peer Review Opinion
- 2. Insurance Certificates
- 3. Business Licenses
- 4. Small Business Enterprise Certificate



Certified Public Accountants serving  
K-12 School Districts and Charter  
Schools throughout California

January 9, 2023

Southern California Community College District Joint Powers Agency  
Board of Directors  
C/O Keenan and Associates  
2355 Crenshaw Blvd Suite 200  
Torrance, CA 90501

Dear Board of Directors,

Christy White, Inc. (CW) is pleased to respond to your request for proposal for **Southern California Community College District Joint Powers Agency (the "Agency or SCCCD") Annual Financial audit for the fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025.** In this proposal, we believe that you will find that our firm is not only highly qualified to perform the audit for the Agency but is prepared to do what it takes to provide the extra level of service required to maintain a long-term business relationship.

CW has specialized in Local Educational Agency (LEA) which includes Self Insurance Funds and JPA audits for over 22 years. Founding partner Christy White has over 36 years of school audit and consulting experience and is joined by 5 experienced partners and a staff of 30.

CW audits over 160 school districts annually plus over 90 charter schools, over 95 Proposition 39 bond audits and 21 Joint Powers Authorities (JPAs). Due to our specialization in LEA and related JPA audits, our staff works year-round on education related audits. We have experience auditing and consulting with similar organizations, for example:

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**Sample of CWA's JPA (Past Two Years)**

Alameda County Schools Insurance Group  
SJCOE School Property and Liability Insurance Group  
SJCOE Workers' Compensation Insurance Group  
Monterey & San Benito County Property & Liability JPA  
San Diego County Educational Facilities Agency No. 1  
Nevada County Charter Services Agency  
San Gabriel Valley School Districts Self Insurance Agency  
San Diego County Fringe Benefits Consortium

CW, a professional corporation, is a California CPA firm with offices located in San Diego, Los Angeles, and the San Francisco Bay Area. CW is licensed with the State Board of Accountancy as a professional accountancy firm and is a certified small business and woman-majority owned firm. Christy White, CPA, is the founding partner and along with Audit Partner Heather Daud Rubio, will lead the proposed auditing services.

348 Olive Street  
San Diego, CA  
92103

O: 619-270-8222  
F: 619-260-9085  
[christywhite.com](http://christywhite.com)

## **ASSURANCES ON ABILITY TO PERFORM**

CW has never defaulted on a contract or experienced fiscal issues, including bankruptcy and receivership. CW has established a track record of the highest quality control results and performance for over 22 years. CW envisions no problems in performing the financial audits and meeting all deadlines. Nearly 100% of our revenues are derived from school district and related organization audits.

## **FIRM LICENSE, AFFILIATIONS AND ASSOCIATIONS**

Christy White, Inc. (CW), a professional corporation, is a California CPA firm with offices located in San Diego, Los Angeles and the San Francisco Bay Area. CW is licensed with the State Board of Accountancy as a professional accountancy firm and is a certified small business and woman-majority owned firm. Christy White, CPA will lead the proposed auditing services accompanied as well with well-trained auditors.

CW is a member of the Private Companies Practice Section (PCPS) and Government Quality Control Center (GQCC) of the American Institute of CPAs, which requires an independent peer review every three years. Christy White, Inc. is licensed with the California State Board of Accountancy. We are members of the American Institute of CPAs (AICPA) and the California Society of CPAs.

In addition, we are association members with the California Association of School Business Officials, the California Charter School Association, and the Government Financial Officers' Association.

My partners and I have a great deal of interest and commitment to providing excellent auditing services to the Agency. You can expect that I would personally be overseeing the audits of your district, assisted by Audit Principal Heather Daud Rubio. You will find that the level of partner and manager time afforded by CW is unmatched by other audit firms. Accompanying me and Mrs. Daud Rubio on the audit will be Audit Supervisor Hugo Luna; and experienced staff.

CW is committed to meeting all requirements and timelines for the successful completion of the engagement. We accept all the terms and conditions of the Agency's Contract and insurance requirements. Upon concluding the contract terms, CW will hold a pre-audit meeting and set forth specific work plans and due dates for each major audit area. Regular progress meetings will be held and any issues will be resolved timely and before the release of the final reports.

It is understood that the Agency reserves the right to reject this proposal and that this proposal will remain open and not be withdrawn for a period of sixty days after the date scheduled for submission of proposals.

After reading through our proposal, if you have any questions, please feel free to contact me at 619-270-8222. I would be happy to meet with the Audit and Finance Committee and/or the Governing Board.

Sincerely,

A handwritten signature in blue ink that reads "Christy White Brook". The signature is fluid and cursive, with the first name "Christy" being the most prominent.

Christy White Brook, CPA, CFE  
President

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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## **ORGANIZATION**

**Mission:** Christy White, Inc.' promise to our clients is a worthwhile business relationship with responsive, trustworthy advisors and timely delivery of quality assurance, accounting, and consulting services.

**Values:** To carry out our Mission of providing high quality customer care with professional integrity, Christy White, Inc. follows these guiding principles:

- Provide clients with timely response and cost-conscious service
- Preserve integrity via highly skilled, well-trained staff and a commitment to the ethical practices and standards of our profession
- Deliver unparalleled quality by focusing on the client need

### **REGIONAL FIRM**

CW is a regional firm, incorporated in California, licensed with the State Board of Accountancy as a professional accountancy firm and is a certified woman-majority owned firm and a small business enterprise.

### **OFFICE LOCATIONS**

We serve clients throughout California from our three office locations due to our specialization in governmental auditing, including Single Audits.



Audit Principal Heather Rubio will be your lead auditor ([h Rubio@christywhite.com](mailto:h Rubio@christywhite.com) ).

## **ORGANIZATION (CONTINUED)**

### **FIRM ORGANIZATION & SIZE**

#### **AUDIT MANAGEMENT TEAM**

- Audit Partners
- Audit Director/Managers

#### **AUDIT IN CHARGE**

- Supervisors
- Seniors

#### **AUDIT STAFF**

- Staff Accountant II
- Staff Accountant I

#### **ADMINISTRATIVE SUPPORT**

### **RANGE OF ACTIVITIES**

Christy White, Inc. (CW) was established in 2010, having previously operated for 10 years as the San Diego Office of the former firm of Nigro Nigro & White, PC. CW has a blend of audit and consulting experience, and with Christy White's abundance of consulting know-how from past audit experience, makes CW's experience hard to match. CW has 35 auditors, and administrative support. CW anticipates adding more auditors as our practice continues to grow. We are proud to offer our services to all public agencies.

The management and staff of Christy White, Inc. (CW) all have a solid foundation in governmental finance including years of experience in governmental agency audits, hands-on business management, and consulting assignments with governmental agencies across California. It is the technical strength of our managers and their direct personal involvement in all aspects of the engagement that sets CW apart from other CPA firms.

CW specializes in local government audits and we are listed in the California State Controller's Office CPA Directory. Our audit clients range in size from very large governmental agencies (including Garden Grove Unified) to mid-size and small entities, such as Scotts Valley Unified and Monterey-Peninsula Unified.

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## **ORGANIZATION (CONTINUED)**

### **DESCRIPTION OF SIMILAR JPA AUDIT ENGAGEMENTS**

CW is currently auditing twenty-one JPA's. Below is a sampling and description of similar JPA audit engagements:

#### **San Diego County Schools Fringe Benefits Consortium**

The JPA has \$36M in assets and pays out \$51M annually in claims for self-insurance services. These services include health and welfare, dental services, vision services, long-term care, and life insurance. Like Southern California Community College District, this JPA is part of the member district's risk management structure and pay claims for the districts' self-insurance portions.

#### **Alameda County Schools Insurance Group**

The JPA has \$70M in assets and pays out \$130M annually in claims for self-insurance services. These services include property and liability, dental services, vision services, and workers compensation. Like Southern California Community College District, this JPA is part of the member district's risk management structure and pay claims for the districts' self-insurance portions.

#### **San Joaquin County Schools Property and Liability Insurance Group**

The JPA has \$2M in assets and pays out \$3M annually in claims for self-insurance services. These services include property and liability. Like Southern California Community College District, this JPA is part of the member district's risk management structure and pay claims for the districts' self-insurance portions.

#### **Butte Schools Self-Funded Programs**

The JPA has about \$14M in assets and annual claims of about \$48M. These services include property and liability. Like Southern California Community College District, this JPA is part of the member district's risk management structure and pay claims for the districts' self-insurance portions.

# PROPOSAL FOR INDEPENDENT AUDIT FOR SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY

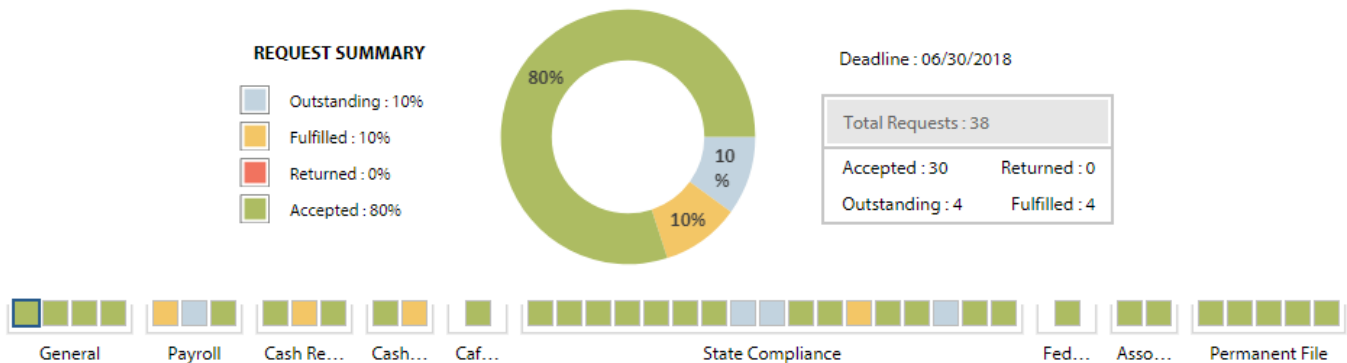
## ORGANIZATION (CONTINUED)

### COMPUTERIZED SYSTEMS: INFORMATION TECHNOLOGY AUDITS AND SOFTWARE EXPERIENCE

All of CW's partners and staff have experience in computerized financial systems. As part of every audit, CW evaluates the internal controls over key financial cycles and includes computer control procedures. We work with clients on conversion issues and have worked on a variety of systems, including using the reports from the Tulare County Office of Education system.

CW has also consistently recommended "paperless" or near paperless systems with appropriate operating controls (e.g. password protection, edit checks and supervision). As an example, for Stanislaus County Office of Education we helped the county select online purchase order processing software that is linked to the budget, finance and accounts payable systems.

The audit software we use is ProSystems FX, a paperless audit software that all audit staff are trained on and use for each engagement. We utilize Active Data software for forensic data analysis on each major engagement. In addition, we have a secure portal software for client use only.



# PROPOSAL FOR INDEPENDENT AUDIT FOR SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY

## ORGANIZATION (CONTINUED)

### CW's AUDIT EXPERIENCE

CW specializes in governmental auditing devoting nearly 100% of our practice to Local Education Agency auditing and consulting. Firm President and founder of CW, Christy White has over 36 years of school district audit experience garnered from public accounting practice and as a Senior Director at School Services of California for 7 years. Partners Michael Ash and Heather Rubio each have over 16 years of governmental audit experience. In addition, Partner Michael Ash worked with a national CPA firm prior to CW and internal audit for an international company. Our staff receives a minimum of 80 hours of continuing education annually specifically geared towards school district auditing.

Here is a sampling of our current LEA audit clients. Many of these LEAs have been our client for over twelve years:

Acton-Agua Dulce Unified School District	Glenn County Office Of Education	Point Arena Schools District
Alameda Unified School District	Gold Trail Union School District	Poway Unified School District
Alhambra Unified School District	Grossmont Union High School District	Princeton Joint Unified School District
Anaheim City School District	Gustine Unified School District	Redondo Beach Unified School District
Baldwin Park Unified School District	Hamilton Unified School District	San Antonio Unified School District
Banta Elementary School District	Jamul-Dulzura Union Elementary School District	San Ardo Union School District
Barstow Unified School District	John Swett Unified School District	San Diego Unified School District
Bradley Union Elementary School District	Knightsen School District	San Joaquin County Office Of Education
Buena Park Elementary School District	La Mesa-Spring Valley School District	San Marcos Unified School District
Byron Union School District	Lafayette School District	San Pasqual Union School District
Capay Joint Union Elementary School District	Lake County Office Of Education	Santa Maria Joint Union High School District
Cold Spring School District	Lake Elementary School District	Santa Monica-Malibu Unified District
Compton Unified School District	Lancaster School District	Saratoga Union School District
Contra Costa County Office Of Education	Laytonville Unified School District	Solana Beach School District
Coronado Unified School District	Lennox Elementary School District	South Monterey County Joint Union High School District
Culver City Unified School District	Magnolia School District	South Pasadena Unified School District
East Whittier City School District	Magnolia Union Elementary School District	South San Francisco Unified School District
El Monte Union High School District	Manchester Union Elementary	Stony Creek Joint Unified School District
El Segundo Unified School District	Mendocino County Office Of Education	Tulare County Office Of Education
Elkins Elementary School District	New Hope Elementary School District	Waterford Unified School District
Encinitas Union Elementary School District	Oak Park Unified School District	William S. Hart Union High School District
Escondido Union High School District	Oceanside Unified School District	Willits Unified School District
Flournoy Union Elementary School District	Orland Unified School District	Willows Unified School District
Garden Grove Unified School District	Pittsburg Unified School District	Wiseburn School District
Glendora Unified School District	Plaza School District	

### ABILITY TO COMPLETE WORK ON TIME AND STAFF CONTINUITY

CW believes that staff continuity year to year is important to maximize our understanding of your operations and minimize the impact of the audit on your staff's workload. Unless the client specifically requests a staffing change, we will ensure that each year the audit will be staffed with returning auditors, to the extent possible. CW has experienced a low turnover rate which we believe is due in part to our competitive compensation package and the opportunities for advancement afforded by a growing CPA firm.

CW does not subcontract. All of our staff are either CPAs or CPA candidates. We also have a Certified Fraud Examiner on staff, should the need arise

# PROPOSAL FOR INDEPENDENT AUDIT FOR SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY

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## PERSONNEL

### SCHOOL DISTRICT AUDIT EXPERIENCE OF PERSONNEL

The firm partners and staff of Christy White, Inc. bring an extensive background of audit and consulting experience to CW clients. We have audited local educational agencies throughout California and are familiar with the unique issues relative to school finance, in particular: budgetary constraints, construction accounting, new state program issues, attendance accounting, state funding models and cash flow management. We are familiar with the various organizational structures of local educational agencies, from small and large K-12 districts, community school districts and county offices of education. We are also highly experienced in auditing computerized systems and other uses of technology. The brief biographies below are followed by detailed resumes in the attachments section.



**President, Christy White, CPA** has served hundreds of school districts and charter schools as an auditor, school finance consultant, professional author and trainer.

*“Auditing isn’t just about verifying the accuracy of the books, it’s about understanding my client’s educational organization and providing added value service. With great pleasure, I have traveled throughout California and work side-by-side with school business leaders for over 30 years. I love listening and collaborating with my clients on workable solutions to their challenges.”*

Christy provides audit and financial consulting in areas of organizational structure, internal controls, school district reorganization, attendance accounting, forensic and fraud audits; in addition to developing and conducting six workshop series throughout the State. Christy received a Best Volunteer Trainer award from the California Society of CPA’s Education Foundation. When not on the audit trail or flying off on a consulting engagement, Christy enjoys time with her husband, daughter, and their very large poodle, Oliver. She loves to travel, music, live theatre; and, youth-oriented community service projects through the Rotary Club of San Diego.



**Principal, Heather Daud Rubio** has been with Christy White, Inc. since 2006 where she has progressed from a Senior Auditor on up to a Principal shareholder owner of the company. Her continuous goals have been to find new and collaborative ways to be at the forefront of auditing work; and, develop new and innovative business solutions that allow Local Education Agencies (LEA) to be better financial stewards.

Her passion for LEA audit and consulting work comes from a one-time consideration of becoming a teacher. While at the University of California, Santa Barbara she majored in History and Economics with an emphasis in accounting. She discovered that teaching youth wasn’t the only way to serve the educational community. Working with LEAs across California, she now teaches business managers on the school finance topics in addition to her audit work. Heather appreciates the hard work and dedication that goes into serving the educational community.

With her husband, who also works in education, and their two children, Heather has been a volunteer member of several community boards and committees. Heather enjoys being with her family, reading, quality television shows, and great stand-up comedy.

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
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**PERSONNEL (CONTINUED)**

**SCHOOL DISTRICT AUDIT EXPERIENCE OF PERSONNEL, (CONTINUED)**



**Supervisor, Hugo Luna** knows school district business from both sides of the desk. He's an experienced business manager from a Merced County school district and now is an auditor with Christy White. Hugo enjoyed working as a Business Manager for seven years, where he performed budget and fiscal services while holding oversight over all other business departments including accounts payable, payroll, and ASB. Ask Hugo to lead your next ASB workshop; he's provided training for CASBO and school districts.

*"My favorite part of my job is working with various district staff members and getting to know some great personalities. School districts are in the business of educating our future leaders, and it's satisfying to be involved in ensuring that school districts are in good fiscal shape to better serve their students. The audit is about getting to know our clients so that we can help them fulfill their organizational goals while staying in compliance with regulations."*

Hugo graduated from the University of California, Davis with a double major in Economics and International Relations. He also earned an M.S. in Accountancy from California State University, Sacramento. Additionally, Hugo has a CBO certification through CASBO and is currently a CPA candidate.

When he's not working, Hugo enjoys spending time with his wife and son. His interests include coaching, playing, and watching sports. Hugo also enjoys getting to know new places and trying out new cuisines.

**STAFF TRAINING PROGRAMS**

CW's program of staff development includes two full weeks of focused in-house training in the audit of school districts. We also provide opportunities to staff to attend professional training provided by outside providers, such as School Services of California, the California Society of CPAs and CASBO. A sampling of training programs our staff have attended within the last year include:

<b>Sampling of Training Courses Taken by Staff Within the Past Year</b>	<b>Training Provider Organization</b>
<ul style="list-style-type: none"><li>• Annual Government Finance Officers Conference</li><li>• Annual CASBO Conference</li><li>• January, May and Summer Budget Conferences</li><li>• School District Conference</li><li>• Fraud Auditing</li><li>• Charter School Fiscal Management</li><li>• Attendance and ASB Accounting</li></ul>	<ul style="list-style-type: none"><li>• Governmental Finance Officers Association</li><li>• CASBO</li><li>• School Services of California, Inc.</li><li>• California Society of CPAs</li><li>• Association of Certified Fraud Examiners</li><li>• Fiscal Crisis Management &amp; Assistance Team (FCMAT)</li><li>• CASBO</li></ul>

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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**CHRISTY WHITE, CPA**

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**Audit and Review Services**

Ms. White has twenty two years of audit experience (in addition to 7 years consulting with LEAs) starting in 1986 with Coopers & Lybrand, an international CPA firm, progressing to Audit Manager at Matson & Isom, a regional Northern California firm and now as CW's audit partner in San Diego. Ms. White has worked on over 250 school agency audits plus many governmental audits of cities, special districts, and the Public Employment Retirement Service (PERS). The types of audits include:

- Financial statement audits
- Compliance and A-133 audits
- Special audits, including attendance
- Internal control and data processing reviews
- Fraud audits

**Management Consulting Services**

Leading the consulting department at School Services of California, Inc. for seven years, Ms. White worked with K-12 agencies in areas of:

- Budget development and planning
- Enrollment projections
- Efficiency/ organizational studies
- Interim business support services
- Unification feasibility studies
- Multi-Year financial projections
- Fiscal support for negotiations
- Salary, benefit and FTE surveys
- Auditing and control analyses
- AB 1200 fiscal reviews

**Workshops and Conferences**

Ms. White authored and conducted 6 workshops statewide for School Services of California:

- Attendance accounting
- School district organization
- Fiscal training for site administrators
- State audits
- Budget development
- Categorical program management

Currently, Ms. White presents annually *Governmental Accounting* for CASBO, *ASB Accounting* for the Clovis County Office of Education and *Boot Camp Training (School District Conference)* for the California Society of CPAs. Ms. White was the recipient of the *2006 Award for Outstanding Conference Volunteer* presented by the California Society of CPAs Educational Foundation.

The State's Fiscal Crisis and Management Assistance Team (FCMAT) sponsored many of these workshops. Ms. White also provides in-service training to her LEA clients as an additional service.

**Continuing Education and Professional Associations**

In addition to providing continuing education to other CPAs in the area of governmental audit and accounting, Ms. White annually attends (as a member) school finance conferences, programs conducted by the California Society of CPAs and conferences of the California Association of School Business Officials (CASBO). CW also conducts several days of school district audit in-service to our staff.

**Education**

Ms. White is a graduate of California State University, Chico. She earned her Bachelor's Degree in Business Administration with a concentration in Accounting in 1985 and became a CPA in 1988.

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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**HEATHER DAUD RUBIO**

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***Principal***

**Audit and Review Services**

Mrs. Daud Rubio has fourteen years of audit experience (in addition to consulting with LEAs) starting in 2006 with Nigro Nigro & White, PC CPA firm, and now is a Principal at Christy White and Associates in San Diego. Ms. Daud Rubio has worked on over 100 school agency audits. This experience has allowed her to achieve a well-rounded view of local education agencies in the areas of accounts payable, accounts receivable, payroll, attendance, categorical programs, fixed asset accounting, revenue limit and others. She is knowledgeable in California Education Code, California School Accounting Manual, OMB Circulars for Federal Compliance, and Generally Accepted Accounting Principles and auditing standards. The types of audits include:

- Financial statement audits
- Proposition 39 Financial and Performance Audit
- JPA Audits
- Compliance and A-133 audits
- Special audits, including attendance
- Internal control reviews
- Internal Audits and Consulting

**Continuing Education and Professional Associations**

In addition to providing continuing education to other CPAs in the area of governmental audit and accounting, Ms. Daud Rubio participates and attends school finance conferences, programs conducted by the California Society of CPAs and conferences of the California Association of School Business Officials (CASBO). She also serves as Treasurer for the San Diego-Imperial County Section of CASBO.

**Education**

Ms. Daud Rubio is a graduate of University California, Santa Barbara. She earned her Bachelor's Degree in Economics with an emphasis in Accountancy in 2002.

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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**HUGO LUNA**

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***Supervisor***

**School District Experience**

Hugo has firsthand experience running a district business department. As a business manager, Mr. Luna oversaw Payroll, Accounts Payable, Associated Student Body activity, and all other district fiscal services. His understanding of these positions is unique because prior to overseeing these department, he help positions as Accounts Payable Specialist, Payroll Specialist, and ASB clerk. Consequently, Mr. Luna has a firm understanding of internal controls and community relations when it comes to school business including but not limited to:

- Financial Statement Audits
- Compliance Audits
- JPA Audits
- Not-For-Profit Audits

**Continuing Education and Associations**

Currently, Mr. Luna conducts school business training with a specialization in ASB. He has presented at the CASBO Annual conference the last 4 years on ASB internal controls and procedures. Additionally, Mr. Luna has presented at individual school districts and regional CASBO events.

**Education**

Mr. Luna has invested his entire education to the accounting profession. Mr. Luna's educational experience includes: earning his B.A. Degree in Economics from Davis, his M.S. Degree in accounting from Sacramento State, and earning his CBO certification through CASBO. Mr. Luna was recently admitted into the FCMAT CBO Mentor Program and is currently working to obtain an extra certification. Additionally, Mr. Luna is currently a CPA candidate.

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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## **CW's METHODOLOGY**

### **SCOPE OF THE AUDITS**

The scope of auditing services provided includes the annual financial statements of the Agency for the **fiscal years ending June 30, 2023, through June 30, 2025**. The financial audit includes all funds of the Agency.

### **PURPOSE OF THE EXAMINATIONS**

The purpose of the examination is to render the following opinions and reports:

- Auditor's Opinion on the Basic Financial Statements
- Auditor's Report on Internal Controls over Financial Reporting and Compliance and Other Matters
- Supplementary Information
- Current Year Findings and Recommendations
- Status Report on Prior-Year's Findings and Recommendations

### **MANAGEMENT LETTERS**

CW also believes the purpose of a quality audit is to provide management with feedback on the effectiveness of the internal control structure, comment on observed good fiscal practices and recommend items to enhance the overall effectiveness and efficiency of the organization as a whole. CW works closely with our client's management at the beginning, during and the end of the audit to ensure all areas are appropriately addressed and findings are communicated early on. We will issue our final management letter after thoroughly discussing each finding with management and incorporating the district's response in the letter. The findings will be compiled in accordance with *Government Auditing Standards* and standards established by the State Controller's Office.

CW believes the key to a good audit is efficiency. This ensures that the audit is thorough without performing unnecessary procedures. By following the professional standards prescribed by Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards, we are certain that we are meeting our own professional standards for the industry.

The partners/managers of CW have experienced the audit from both sides of the desk. It is this unique perspective that provides our partners with the experience to recognize important audit issues. The partner's viewpoint is also tempered with appropriate sensitivity to our clients' particular situations.

Our partners are committed to maintaining an active role in all aspects of the audit. We understand how frustrating it can be to deal with someone that doesn't understand your business and will take every measure to prevent that from occurring.

Our staff is highly trained to understand your unique business, and they are instructed to consult with the partners on all aspects of the audit. We believe in a consistent approach to the audit, so we try as much as possible to keep an auditing team together. The team includes two partners, a manager and supervisor, as well as senior and junior staff. Your audit team will have a thorough understanding of the Agency's individual needs.

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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## **CW'S METHODOLOGY (CONTINUED)**

### **AUDITOR'S RESPONSIBILITY FOR THE DETECTION OF FRAUD**

CW plans audit procedures to ensure that the financial statements and compliance areas are materially free of errors and irregularities (i.e., fraud). In doing this, we consider the audit risk of each significant transaction and group of transactions and design tests to ensure the transactions are free of material errors and irregularities. Our procedures are designed in accordance with the clarified Statements on Auditing Standards (SAS).

If fraud is suspected or detected in the preparation of financial statements or the misappropriation of assets, CW is experienced to bring the matter to the attention of the appropriate level in the organization to ensure it is addressed expediently and that further instances are prevented from occurring as quickly as possible. Each of the firm's partners who will be conducting most of the work proposed for the Agency has dealt with issues related to fraud as discovered by the audit and by clients through other means. In addition, CW has Certified Fraud Examiners on staff that can provide forensic audit services.

### **DOCUMENTATION OF INTERNAL CONTROL STRUCTURES**

CW believes that an effective and efficient system of internal controls is critical to safeguard district assets, ensure transactions are properly approved and recorded, and maintain compliance with federal and state laws and regulations. Our audit approach starts with a thorough examination on the internal control structure over cycles.

### **LEVEL AND NATURE OF SUPPORT REQUIRED**

We would also ask that the accounting staff be generally available to answer questions and pull sampled documents throughout the course of the audit. However, we are paperless and have a client portal for ease of document transmission.

### **TIME REQUIREMENTS**

The following is an estimate of the audit work to be conducted each month. The final schedule would be arranged based on the planning meeting that CW holds with the Chief Business Official.

<b>Month</b>	<b>Proposed Work</b>	<b>Percentage of Work Done</b>
September-October	Year-end fieldwork, depending on when the books are closed	85%
October – November 20th	Reports drafted, reviewed and finalized	14%
November - December	Board presentation	1%
<b>Total</b>		<b>100%</b>

## **CW'S METHODOLOGY (CONTINUED)**

### **CW'S QUALITY CONTROL SYSTEM**

CW has received the highest level of assurance from our peer reviewer which is "Pass." Our quality control systems include policies and procedures on areas such as, leadership, ethical requirements, acceptable of new clients, personnel management, engagement performance, monitoring and communication. We actively monitor compliance with our quality control document through timely review of workpapers, training on new standards, consultation on complex areas and sound human resources practices.

### **CW'S RECRUITMENT PROGRAM**

CW actively recruits CPA qualified candidates from our local universities. We participate in on campus interviews, invite the best candidates to tour our offices and meet with our partners and staff. Our hiring process includes a requirement to pass an accounting and auditing test in addition to the oral interview process. We also recruit experienced staff through promotion of our firm and invitations to apply for open positions.

### **CW'S BUDGETING PRACTICES AND OVERRUN POLICY**

CW is the second largest firm in California conducting school district audits. Our firm partners and managers have years of school district audit experience. We believe our proposed hours and budget are reasonable and achievable. We do not bill for "extras" or failure on our part to budget properly. The only time a fee change might be made is if the client significantly changes the scope of the engagement, there are new or complex state/federal requirements or the client is unable to reasonably provide agreed upon information in a timely manner. These types of events rarely happen from our experience. Should an amendment on fees be required, we would meet first with the district to discuss the issues and agree upon a new fee based on a mutual understanding and prior to incurring the added costs.

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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## **CONFLICT OF INTEREST**

CWA does not have a current business relationship with any of the districts served by the Agency, as an independent auditor. We do not believe that may have an impact upon the outcome of the audit.

## **REFERENCES**

Listed below are three of our JPA references.

### **Alameda County School Insurance Group**

Name of Entity: **Alameda County School Insurance Group**  
Contact Person: Kimberly Dennis, Director  
Address: 5776 Stoneridge Mall Rd., Suite 130  
Pleasanton, CA 94588  
Phone No.: 925-225-1030  
Email: [kdennis@acsig.com](mailto:kdennis@acsig.com)

### **San Joaquin County Schools Property and Liability Insurance Group**

Name of Entity: **San Joaquin County Schools Workers' Compensation Insurance Group  
Joint Powers Agency**  
Contact Person: Peter Foggato, Division Director  
Address: 2922 Transworld Drive,  
Stockton, CA 95206  
Phone No.: 209- 468-4830  
Email: [pfoggato@sjcoe.net](mailto:pfoggato@sjcoe.net)

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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## **COSTS**

### **Fixed Fee and Free Advisory Services**

The proposed fees are fixed for the scope described and are on a “not to exceed” basis as follows. Our maximum fees show below are all-inclusive of all costs, including essential travel. We do not bill for advisory services that are related to the audit or an application of accounting standards. We encourage our clients to contact us at any time year-round for free advice on general finance and accounting issues.

### **Billing**

After each major work segment, we bill for the work completed.

### **Christy White, Inc.’s Proposed Audit Fees**

#### **Annual Fiscal Audit - Proposed Fees**

<b>Classification</b>	<b>2022-23 Billing Rates</b>	<b>Estimated Hours</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Partner	\$ 250	15	\$ 3,750	\$ 3,938	\$ 4,134
Director/Manager	\$ 185	30	5,550	5,828	6,119
Senior	\$ 155	25	3,875	4,069	4,272
Staff	\$ 115	25	2,875	3,019	3,170
Clerical Assistant	\$ 85	10	850	893	937
<b>Total</b>		<b>105</b>	<b>\$ 16,900</b>	<b>\$ 17,745</b>	<b>\$ 18,632</b>

**PROPOSAL FOR INDEPENDENT AUDIT FOR  
SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT JOINT POWERS AUTHORITY**

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## **ASSURANCES**

Christy White, Inc. certifies that we are properly licensed, Certified Public Accountants before entering contract and for the duration of the contract.

Christy White, Inc. certifies that we meet the independence standard of the most recent edition of the GAO Government Auditing Standards.

Christy White, Inc. understands that the primary purpose of the audit as specified herein is to express an opinion on the financial statements that such an audit is subject to the inherent risk that errors or fraud may not be detected. If conditions are discovered which lead to the belief that material errors or fraud may exist, or if any other circumstances are encountered that require extended services, Christy White, Inc. will promptly advise the Agency. No extended services will be performed unless they are authorized by the Agency and the agreement covering the work to be done has been amended to reflect such extended services.

Christy White, Inc. certifies that in accordance with auditing standards and other applicable guidelines and regulations, we will select necessary procedures to test compliance and to disclose noncompliance with specified laws, regulations and contracts.



Christy White Brook, CPA, CFE  
President  
Christy White, Inc.

January 9, 2023

Date

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## APPENDICES

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## **QUALITY CONTROL PEER REVIEW OPINION**

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# Grant Bennett Associates

A PROFESSIONAL CORPORATION

## Report on the Firm's System of Quality Control

February 26, 2021

To Christy White Associates, Inc. and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Christy White Associates, Inc. (the firm) in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Christy White Associates, Inc. in effect for the year ended December 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Christy White Associates, Inc. has received a peer review rating of *pass*.



GRANT BENNETT ASSOCIATES  
A PROFESSIONAL CORPORATION  
Certified Public Accountants



[www.gbacpa.com](http://www.gbacpa.com)

1375 Exposition Boulevard, Suite 230  
Sacramento, CA 95815  
916/922-5109 FAX 916/641-5200

P.O. Box 223096  
Princeville, HI 96722  
888/769-7323

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## **INSURANCE CERTIFICATES**

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**CAMICO MUTUAL INSURANCE COMPANY**  
**DECLARATIONS**  
**ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY**

Policy Number: CAL108463-12

Effective Date: 8/1/2022 at 12:01 A.M. Standard time at the address shown below  
Expiration Date: 8/1/2023 at 12:01 A.M. Standard time at the address shown below  
Retroactive Date: 8/1/2010

Item 1 - *Named Insured*: Christy White Associates

Item 2 - Business Address: 348 Olive St  
San Diego, CA 92103

Item 3 - Limits of Liability: \$1,000,000 Per *Claim*  
\$3,000,000 Policy Aggregate

Item 4 - Deductibles: \$10,000 Per *Claim* Deductible

Item 5 - Total Premium: \$37,767.00

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

PL-1000-A	07/14	Accountants Professional Liability Insurance Policy
PL-2001-A (CA)	07/14	State Endorsement - California
PL-1007-A	07/14	Exclusion - Claims Following Insureds Suit for Fees
PL-1034-A	07/14	Excluded Entities
PL-1049-A	07/14	Privacy and Client Network Damage Endorsement
PL-1052-A	07/14	100K Cyber CPA Endorsement
PL-1056-A	06/16	Multiple Claims and Related Acts, Errors and Omissions Amendment

**PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.**

**CAMICO Mutual Insurance Company**

Authorized Representative





CHRIWHI-01

NEGJU1

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Fusco & Orsini Insurance Services, Inc. 5095 Murphy Canyon Road, Suite 200 San Diego, CA 92123	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (858) 384-1506	<b>FAX (A/C, No):</b> (800) 209-9298
	<b>E-MAIL ADDRESS:</b> service@foagency.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A :</b> AMCO Insurance Company	<b>19100</b>
<b>INSURED</b>  Christy White Accountancy Corporation 348 Olive Street San Diego, CA 92103	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

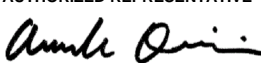
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ACBPB03039469965	8/29/2022	8/29/2023	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ACBPB03039469965	8/29/2022	8/29/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Verification of Coverage

## CERTIFICATE HOLDER

## CANCELLATION

Verification of Coverage	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



## CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
08/18/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

PRODUCER	CONTACT NAME:	
Fusco & Orsini Insurance Services, Inc. 5095 Murphy Canyon Road, Suite 200 San Diego, CA 92123	PHONE (A/C, No, Ext): (858) 384-1506 FAX (A/C, No): (800) 209-9298	
	E-MAIL ADDRESS: service@foagency.com	
	PRODUCER CUSTOMER ID: CHRIWHI-01	
INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Christy White Accountancy Corporation 348 Olive Street San Diego, CA 92103	INSURER A : AMCO Insurance Company	19100
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
1 1 348 Olive St, San Diego, CA, 921036216

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	<input checked="" type="checkbox"/>	PROPERTY	ACPBPO3039469965	08/29/2022	08/29/2023	BUILDING	\$
		CAUSES OF LOSS				<input checked="" type="checkbox"/> PERSONAL PROPERTY	\$ 54,600
		BASIC				<input checked="" type="checkbox"/> BUSINESS INCOME	\$ 12
		BROAD				<input checked="" type="checkbox"/> EXTRA EXPENSE	\$ 12
	<input checked="" type="checkbox"/>	SPECIAL				RENTAL VALUE	\$
		EARTHQUAKE				BLANKET BUILDING	\$
		WIND				BLANKET PERS PROP	\$
		FLOOD				BLANKET BLDG & PP	\$
							\$
							\$
	<input type="checkbox"/>	INLAND MARINE	TYPE OF POLICY				\$
		CAUSES OF LOSS					\$
	<input type="checkbox"/>	NAMED PERILS	POLICY NUMBER				\$
							\$
	<input type="checkbox"/>	CRIME					\$
		TYPE OF POLICY					\$
							\$
	<input type="checkbox"/>	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
							\$
							\$
							\$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## Verification of Coverage

## CERTIFICATE HOLDER

## CANCELLATION

Verification of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## BUSINESS LICENSES, AND CERTIFICATE OF PAYMENT OF BUSINESS TAX

STATE OF CALIFORNIA  
**dca**  
DEPARTMENT OF CONSUMER AFFAIRS

CALIFORNIA BOARD OF ACCOUNTANCY  
2450 VENTURE OAKS WAY, SUITE 300  
SACRAMENTO, CA 95833  
TELEPHONE: (916) 263-3680  
FACSIMILE: (916) 263-3672

**ACCOUNTANCY CORPORATION**

PERMIT NO. COR 6499  
RECEIPT NO. 21992064

VALID UNTIL JULY 31, 2024

CHRISTY WHITE, ASSOCIATES, A  
348 OLIVE STREET  
SAN DIEGO CA 92103

In accordance with the provisions of  
Chapter 1, Division 3 of the Business and  
Professions Code, the firm named hereon  
is duly registered and entitled to practice  
as a Corporation.

07/18/22  
07/18/22

----- POST IN PUBLIC VIEW -----

WABCOR 04/12/17

POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

**CITY OF SAN DIEGO \* CERTIFICATE OF PAYMENT OF BUSINESS TAX**

CHRISTY WHITE ACCOUNTANCY CORPORATION  
CARRIE ASH  
348 OLIVE ST  
SAN DIEGO CA 92103-6216

Certificate Number: B2011026573

Business Name: CHRISTY WHITE ACCOUNTANCY CORPORATION  
Business Owner: CHRISTY WHITE ACCOUNTANCY CORPORATION  
Business Address: 348 OLIVE ST  
SAN DIEGO CA 92103-6216

Primary Business Activity: OFFICES OF CERTIFIED PUBLIC ACCOUNTANTS

Secondary Business Activity:

Effective Date: 08/01/2022  
Expiration Date: 07/31/2023

PLEASE NOTIFY THE CITY TREASURER'S OFFICE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

January 12, 2023

Governing Board and Management  
Alameda County Schools Insurance Group  
5776 Stoneridge Mall Road, Suite 130  
Pleasanton, CA 94588

We are pleased to confirm our understanding of the services we are to provide Alameda County Schools Insurance Group for the fiscal years ending June 30, 2022, 2023 and 2024.

### **Audit Scope**

We will audit the financial statements and related notes to the financial statements of Alameda County Schools Insurance Group as of and for the fiscal years ending June 30, 2022, 2023 and 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Alameda County Schools Insurance Group's 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. As part of our engagement, we will apply certain limited procedures to Alameda County Schools Insurance Group's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion & Analysis
2. Budgetary Comparison Schedule
3. Schedules of Group's Proportionate Share of Net Pension Liability
4. Schedules of Group Contributions
5. Reconciliation of Claims Liability by Type
6. Claims Development Information

We have also been engaged to report on supplementary information other than RSI that accompanies Alameda County Schools Insurance Group's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

1. Combining Statements of Net Position
2. Combining Statements of Revenues, Expenses, and Change in Net Position.

## **Audit Objectives**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- An opinion (or disclaimer of opinion) on the Agency/Program's compliance with the types of compliance requirements described in the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810.

## **Auditor's Responsibilities**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* and will include tests of accounting records, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the school district's ability to continue as a going concern for a reasonable period of time.

#### **Audit Procedures – Internal Controls**

We will obtain an understanding of the Group and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Alameda County Schools Insurance Group's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of Alameda County Schools Insurance Group in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and complete-ness of that information.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the school district received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the school district complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

You agree to assume all management responsibilities for the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Reporting**

We will issue written reports upon completion of our audit. Our reports will be addressed to the Governing Board of Alameda County Schools Insurance Group. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will state that the report is not suitable for any other purpose.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Christy White, Inc, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

### **Audit Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide an electronic and up to ten copies of our reports; however, management is responsible for distribution of the reports and the financial statements. We will file the report with the Office of the State Controller by the published deadline. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

By your signature below, you acknowledge the audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of the State Controller or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Office of the State Controller. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. Christy White, Inc does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Christy White, Inc does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

We expect to begin our audit as soon as possible and to issue our reports by the published deadline. The maximum annual fee for auditing services under the terms of this agreement shall not exceed the following agreed upon amounts:

	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Annual Audit Fees	\$	\$	\$

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in Group audit requirements as stated in *Government Auditing Standards* or the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, or (2) any changes in the number of funds or accounts maintained by the Alameda County Schools Insurance Group during the period under this agreement, shall be in addition to the above maximum fee.

Our invoices for these fees will be rendered as follows: 50% of contract upon completion of fieldwork and 50% upon completion of the draft report and are payable on presentation.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2022, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the Group. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2024 may be secured on a year by year basis, subject to the agreement of the Group and the auditor.

Professional standards require us to be independent with respect to the company. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to the Alameda County Schools Insurance Group and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Christy White Brook, CPA, CFE  
President  
Christy White, Inc

_____ Signature	_____ Title	_____ Date
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CliftonLarsonAllen LLP

2210 East Route 66  
Glendora, CA 91740

phone 626.857.7300 fax 626.857.7302  
CLAconnect.com

January 20, 2023

Board of Directors and Management  
Southern California Community College District Joint Powers Authority  
C/O Ms. Nicole Fayaz  
2355 Crenshaw Blvd., Suite 200  
Torrance, CA 90501

Dear Ms. Fayaz:

Thank you for inviting us to provide a quote for our audit services to you. We gladly welcome the opportunity to share our approach to continue helping Southern California Community College District Joint Powers Authority (SCCCD) meet its need for professional services. We are providing this fee quote to outline the pricing for SCCC's audit services, beginning with the year-ended June 30, 2023, through June 30, 2025.

We are confident that our extensive experience serving similar governmental entities, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your engagement. The following differentiators are offered for SCCC's consideration:

CliftonLarsonAllen LLP (CLA) is a top 10 professional services firm with an exceptional level of knowledge, insight, and industry experience. You can depend on CLA for several advantages:

- **Industry-specialized insight and resources.** As one of the nation's leading professional services firms, and one of the largest firms who specialize in regulated industries, CLA has the experience and resources to assist SCCC with their audit needs. In addition to your experienced local engagement team, SCCC will have access to one of the country's largest and most knowledgeable pools of regulated industry resources.
- **Strong methodology and responsive timeline.** Our local government clients are included amongst the more than 4,100 governmental organizations we serve nationally. Our staff understands your complexities not just from a compliance standpoint, but also from an operational point of view. Our work plan takes into consideration your unique needs as a governmental entity in California. The work plan also minimizes the disruption of your staff and operations and provides a blueprint for timely delivery of your required reports.
- **Communication and proactive leadership.** SCCC will benefit from a high level of hands-on service from our team's senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team stay abreast of key issues at SCCC and take an active role in addressing them.
- **A focus on providing consistent, dependable service.** We differ from other national firms in that our corporate practice focuses on the needs of non-SEC clients, thus allowing us to avoid the workload compression typically experienced by firms that must meet public companies' SEC filing deadlines. CLA is organized into industry teams, affording our clients with specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, SCCC will enjoy the service of members of our state and local government services team who understand the issues and environment critical to governmental entities.

Board of Directors and Management  
Southern California Community College District Joint Powers Authority

We are confident that our technical approach, insight, and resources will result in unsurpassed client service for SCCCDC.

We are eager to continue our work with you and welcome the chance to present our fee quote to the Board of Directors and the management team. If you have any questions about our offerings, please do not hesitate to contact me via the information below.

Sincerely,

**CliftonLarsonAllen LLP**

*Leslie Ward*

Leslie Ward, CPA  
Signing Director  
(626)387-8267  
Leslie.Ward@CLAconnect.com



## Firm Overview

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, outsourcing, audit, tax, and consulting services. Our broad professional services allow us to serve clients more completely — from startup to succession and beyond.

Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With more than 7,400 people, more than 120 U.S. locations, and a global affiliation, we bring a wide array of approaches to help clients in all markets, foreign and domestic.

## Industry focus

### Governmental experience

CLA offers the credibility, reputation, and resources of a leading professional services firm — without sacrificing the small-firm touch. We bring unsurpassed levels of technical excellence, commitment, and dedication to our clients, which have made us one of the most successful professional service firms serving governmental entities. Our strong reputation for serving state and local government units provides SCCCDC the confidence in their decision to select CLA as their professional service provider.

CLA has one of the largest governmental audit and consulting practices in the country, serving more than 4,100 governmental clients nationwide. Regulated industry clients represent approximately one-quarter of all firm-wide revenue, and each of the government services team members are well versed in the issues critical to state and local governmental entities. Our professionals have deep, technical experience in serving governmental entities. Because of our experience, we have become adept at providing our clients with insights in this environment not typical of other professional service firms.

## Services approach

### Seamless assurance advantage: a different way to audit

Many organizations view an audit as a requirement that doesn't contribute to their overall operations or value. At CLA, we believe an audit should be an annual check-up that gives you insight into your organization, allowing you to take advantage of opportunities and improve your operations.

**Our industry experience makes it easier** — CLA auditors are industry aligned, making our audit process fast and smooth. We focus on operational efficiency and leverage our industry experience to bring you meaningful insights that go beyond compliance requirements. A dedicated team of professionals will listen to your goals and concerns, then work with you to navigate industry pressures, changing markets, and complex standards, all with a common goal to drive your business toward success.

**Your time has value** — We recognize that you and your teams' day is filled with competing priorities and constant distractions. We elevate your experience by utilizing a variety of communication mediums, such as a web-based document portal, video conferencing, email, and phone calls, to keep everyone informed and on track. These mediums provide ultimate flexibility so that you can choose where and how your audit is performed. In contrast to a traditional engagement, where a team spends weeks on site at your location, our Seamless Assurance Advantage focuses on having the right team members on your engagement and isn't dependent upon any physical locations.

**No transition issues.** As your current auditor of choice, the transition into the new fiscal year can be entirely seamless.



## Engagement timetable

Our project management methodology results in a client service plan that provides for regular, formal communication with the entire management team and allows us to be responsive to your needs. The schedule allows for input from your personnel to make certain that the services are completed based on your requirements. The plan may also be amended during the year based on input from the Board of Directors and management.

We will perform an audit of SCCCD's financial statements in accordance with Generally Accepted Auditing Standards (GAAS) and the State Controller's Minimum Audit Requirements and Reporting Guidelines for California Special Districts. Our audit will also be performed in accordance with the standards applicable to financial audits contained in Government Auditing Standards (GAGAS), issued by the Comptroller General of the United States.

We will prepare a management letter, if necessary, with statements, observations, opinions, comments, or recommendations with regards to the financial statements of SCCCD and its systems of internal control.

At the conclusion of the audit and final acceptance of the audit report, we will file the final audit report with the State and County offices.

Significant Milestones	Target Dates (following each fiscal year under audit)
Entrance conference/ Internal preparation	Mid to Late September
Field audit work begins	Early October
Draft reports	Early November
Presentation to board/management	Not Later than November 20
File Audit Report with State and County	Not later than Mid December

## Service team

The CLA team outlined includes leaders and staff focused in the industry. This team is able to provide the full range of services, supported by national resources.

Engagement Team	Role	Years' Experience
Tina Henton	Principal	20+
Leslie Ward	Signing Director	25+
Melissa Suraya	Senior In-Charge	5



# Professional fees

At CLA, our fees are based on the timely delivery of the services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines. We estimate our professional fees to be as follows:

Professional Services	FY 2023	FY2024	FY2025
Preparation of Management Letter and other	\$-	\$-	\$-
Total	\$13,630	\$13,860	\$14,385

We have found over the years that our clients don’t like fee surprises. Neither do we. We commit to you, as we do all of our clients, that:

- We will be available for brief routine questions at no additional charge, a welcome investment in an on-going relationship.
- Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our Technology and Client Support Fee, and we will continue to be transparent with our fee structure.
- Any additional charges not discussed in this proposal will be mutually agreed upon up front.
- We will always be candid and fair in our fee discussions, and we will avoid surprises.

Our last word on fees — we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss our scope of services.

At CLA, it’s more than just getting the job done.



**SOUTHERN CALIFORNIA COMMUNITY COLLEGE DISTRICT  
JOINT POWERS AGENCY**

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PRESENTED TO:  
Board of Directors

DATE: February 1, 2023

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SUBJECT:  
California Asset Management Program

ITEM #: 2022/2023-016

Enclosure: Yes

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Category: Financial

Prepared by: AP Keenan

Requested by: Board of Directors

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**BACKGROUND:**

Historically, the JPA has participated in the Local Agency Investment Fund for short term investments.

**STATUS:**

The board will discuss California Asset Management Program as a short-term alternative.

**RECOMMENDATION:**

For action.



**As of December 31, 2022**

**Presented By:**

Kyle Tanaka

Relationship Manager

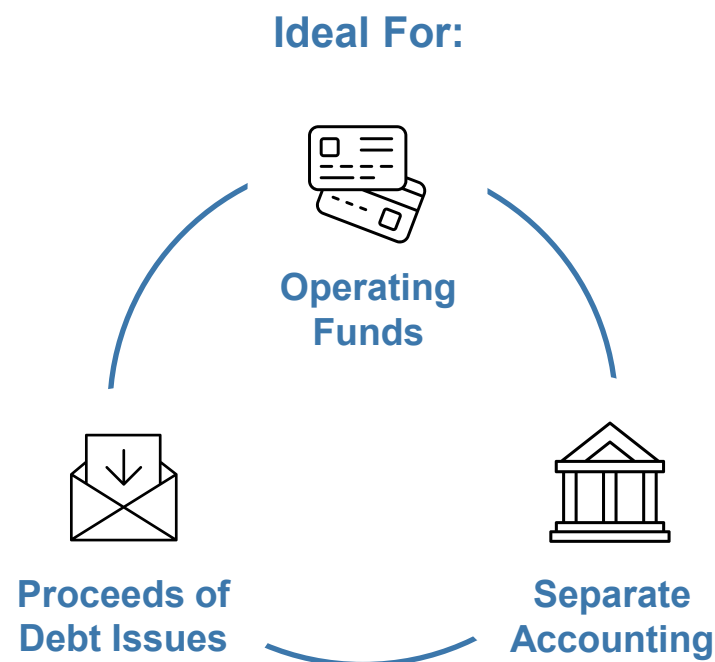
[tanakak@pfmam.com](mailto:tanakak@pfmam.com)

213.500.8694

How do you currently  
manage your liquidity?

# Cash Reserve Portfolio (Pool)

- Rated AAAm by Standard & Poors<sup>1</sup>
- Same-day liquidity (11:00 a.m. PST cut-off)
- Unlimited transactions via wire, ACH, or check
- Online account management
- Option to open multiple sub-accounts
- No minimum investment
- Interest paid monthly
- No additional out of pocket expenses
- Specialized services for bond proceeds



1. Please see important disclosures at the end of this presentation.

# CAMP Term

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- Rated AA+ by Fitch Ratings<sup>1</sup>
- Opportunities to seek competitive interest rates
- Ladder maturities to meet known cash flow needs
- Select from a wide range of maturity dates
- Plan around your interest income stream
- Diversify your portfolio's maturity structure
- Minimum investment of \$1 million
- Maturities range from 60 days to 1 year



CAMP Pool and Term investments can work in tandem toward the goal of meeting your daily liquidity and longer-term cash flow needs.

1. Please see important disclosures at the end of this presentation.

## The Pool's Objective:

To earn a competitive rate of return while preserving principal, providing liquidity and seeking a stable net asset value (NAV) of \$1.00.

# Pooled Investment Comparison

Features of each pool vary depending on the type of investments selected and should be carefully reviewed before investing.

	<b>CAMP</b> <sup>1</sup> <i>Established in 1989</i>	<b>LAIF</b> <sup>2</sup> <i>Established in 1977</i>
<b>Valuation of NAV</b>	Daily	Monthly
<b>S&amp;P Rating</b>	AAAm	Not Rated
<b>Weighted Average Maturity</b>	31 Days	287 Days
<b>Interest Payment Frequency</b>	Monthly	Quarterly
<b>Investment Limit</b>	10% of the beneficial interest in the Pool	\$75 million per account

1. Source: CAMP website. As of December 31, 2022. Please see important disclosures at the end of this presentation.

2. Source: LAIF website. Weighted average maturity is as of December 31, 2022.

# What Does GASB 79 Compliance Mean for Your Agency?

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- Participants in pools that follow GASB 79 can use **amortized cost** in their financial reporting and do not need to adjust their investments to fair value.<sup>1</sup>
- This is possible because the pool follows GASB 79 criteria for:
  - Portfolio maturity
  - Shadow pricing (per share price of a portfolio based on the market value of the securities in that portfolio)
  - Credit quality
  - Diversification
  - Liquidity

The use of the amortized cost method allows pools to maintain a **stable \$1 NAV** per share.

1. Source: <https://www.gasb.org/page/pageContent?pageId=/standards-guidance/pronouncements/summary--statement-no-79.html>

# Cash Reserve Portfolio Characteristics as of December 31, 2022

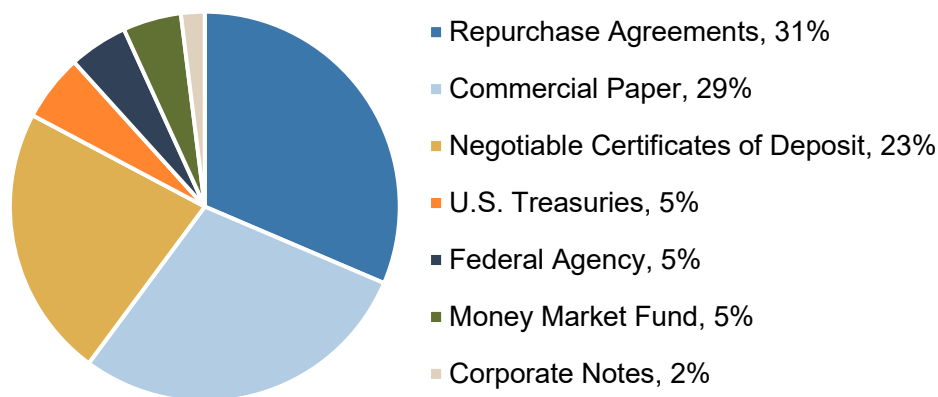
**Total Fund Net Assets<sup>1</sup>** \$11,951,315,278

**Weighted Average Maturity** 31 Days

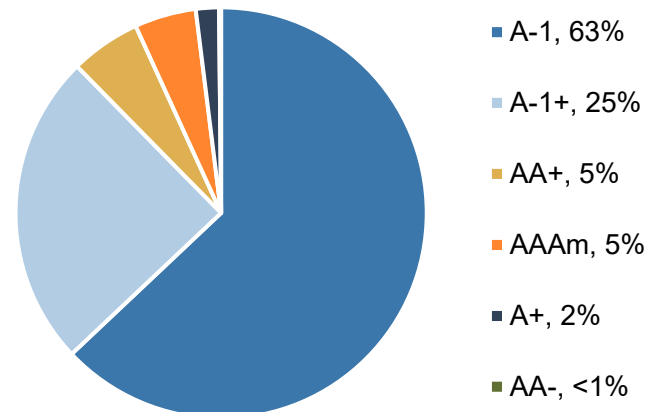
**Current 7-Day Yield<sup>2</sup>** 4.49%

**Net Asset Value per Share** \$1.00

## Sector Composition



## Credit Quality<sup>3</sup>



Percentages may not total to 100% due to rounding.

1. Total fund net assets, portfolio holdings valued at amortized cost, trade date based.
2. The current seven-day yield, also known as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. Past performance is no guarantee of future results. Yields will fluctuate as market conditions change. The current fund performance may be higher or lower than that cited. Updated monthly.
3. Ratings by Standard & Poor's.

How does CAMP Term work?

# Match Investments with Future Cash Needs

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## **Obtain a competitive fixed rate of return for a specified timeframe.**

- Term investments are based on a pool of open-market securities like those invested in the Pool.
- They are coordinated with the amount invested and maturities selected by **YOU!**
- The investment periods range from 60 days to one year and interest is paid upon maturity.
- Term investments are purchased with funds from your CAMP Pool account.
- Proceeds from Term maturities flow back into your Pool account to ensure they remain invested.

## **CAMP Term's Offerings**



**Laddered maturities**  
to meet known  
cash flow needs



**Competitive yields**  
and potentially  
optimized earnings



**Customization**  
around your  
future outlays



**A wide range**  
of maturity dates  
to choose from



**Diversified**  
portfolio maturity  
structure

Our team is here for you.

CAMP's online account management system offers:

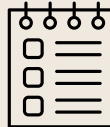
## CONVENIENCE

- 24/7 account access
- Document scanning, uploading and sharing
- Electronic access to important documents and files



## REPORTING

- Current and historical monthly statements
- Trade notifications
- Ability to perform and track transactions



## SECURITY

- Password-protected environment to help mitigate fraud
- Multi-factor authentication
- Custom notifications for account activities



**Provides CAMP-specific updates and services:**

- Daily yield
- Access to online account management system
- Program enrollment information
- Forms and documents

# A Program Governed by Those It Serves

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The Board of Trustees comprises experienced government finance directors, treasurers and executive directors.

## **PRESIDENT**

**Steve Dial**

Deputy Executive Director/CFO  
San Joaquin Council of Government

## **VICE PRESIDENT**

**Karen Adams, CPA**

Treasurer-Tax Collector  
Merced County

## **TREASURER**

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San Diego Association of Governments

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Senior Director,  
Planning and Facilities  
Modesto City Schools

**Lauren Warrem, CPA**

Chief Deputy Treasurer  
San Diego County

**Jordan Kaufman**

Treasurer-Tax Collector  
Kern County

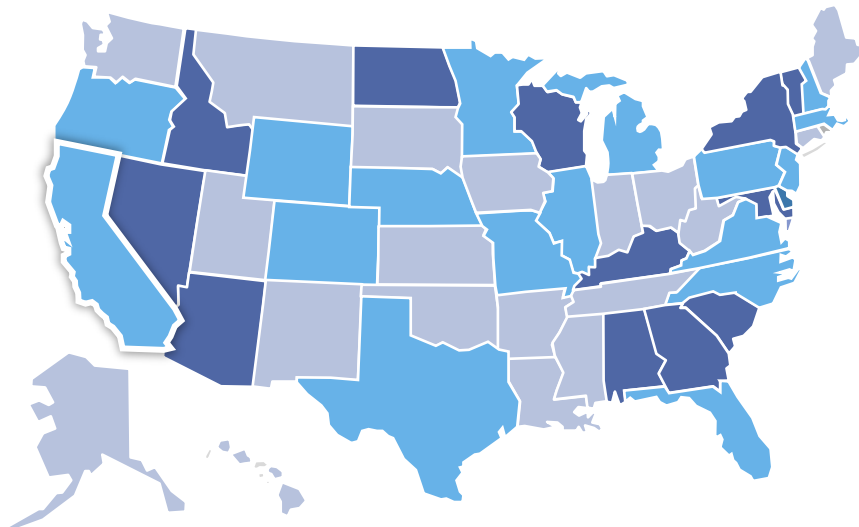
**David Persselin**

Finance Director/Treasurer  
City of Fremont

# Advised by a Pioneer in the LGIP Industry

- CAMP's investment advisor helped pioneer the first LGIP – a Pennsylvania LGIP in 1981.
- Served by resources supporting:
  - 18 local government investment pools and one SEC-registered investment company whose series or classes are registered in multiple states
  - \$42.9 billion in combined total assets from over 5,500 participants in these programs<sup>1</sup>

CAMP was **established in 1989** as a Joint Powers Authority to provide California public agencies with professional investment services.



- LGIP and/or Registered Investment Company
- Registered Investment Company

## Dedicated Client Service Team

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**Jeremy King**

Key Account Manager



**Rachael Miller**

Client Consultant



**DeWayne Fields**

Client Service Representative

**1-800-729-7665 | [camp@pfmam.com](mailto:camp@pfmam.com) | [CAMPOnline.com](http://CAMPOnline.com)**

# Professional Service Providers

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The Board of Trustees has contracted for all services with national firms.

SERVICES	PROVIDERS
Program Administrator, Investment Adviser, and Rebate Calculation Agent	PFM Asset Management LLC
Custodian	U.S. Bank National Association
Auditor	Ernst & Young, LLP
Legal Counsel	Nossaman LLP

# How to Join CAMP

- There is no minimum initial investment or account balance to invest in the Cash Reserve Portfolio. **The minimum to invest in Term is \$1 million.**
- Public agencies are welcome to invest as either a Participant or as an Investor.
- CAMP's Shareholders consist of 50% Participants and 50% Investors.<sup>1</sup>

	PARTICIPANTS	INVESTORS
Join CAMP	Complete resolution & account application	Complete account application
Earn competitive yield	✓	✓
Same-day transactions	✓	✓
Vote in annual proxy <sup>2</sup>	✓	-
Eligible for board membership	✓	-

1. As of December 31, 2022.

2. Proxy voters decide on CAMP's investment policy and approve board members.

## Disclaimer

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## Disclaimer Continued

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*Standard & Poor's fund ratings are based on analysis of credit quality, market price exposure, and management. According to Standard & Poor's rating criteria, the AAAm rating signifies excellent safety of investment principal and a superior capacity to maintain a \$1.00 per share net asset value. However, it should be understood that the rating is not a "market" rating nor a recommendation to buy, hold or sell the securities.*

*For a full description on rating methodology, visit Standard & Poor's website ([http://www.standardandpoors.com/ratings/en\\_US/web/guest/home](http://www.standardandpoors.com/ratings/en_US/web/guest/home)).*

*The AAAf rating reflects Fitch Ratings' ("Fitch") review of the Term program's investment and credit guidelines, the portfolio's credit quality and diversification, as well as the capabilities of PFM Asset Management LLC as investment adviser. It indicates the highest underlying credit quality (or lowest vulnerability to default). However, it should be understood that this rating is not a "market" rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology visit [www.fitchratings.com](http://www.fitchratings.com).*

## Disclaimer Continued

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*PFM Asset Management LLC ("PFMAM") serves as CAMP's Program Administrator, Investment Adviser and Rebate Calculation Agent. PFMAM specializes in meeting the investment needs of public agencies. PFMAM is registered as an investment adviser with the Securities and Exchange Commission ("SEC") under the Investment Advisers Act of 1940.*

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