

MT. SAC AUXILIARY SERVICES CORPORATION
FOURTH QUARTERLY MEETING OF THE BOARD OF DIRECTORS

Thursday, June 3, 2021

2:00 p.m. Zoom Meeting

<https://cccconfer.zoom.us/j/97314262232?pwd=Q0dLZkpuUjQ3VmJNcW9wZUM3WmE2Zz09>

Password: 437529

Please provide any public comment by noon Thursday, June 3, 2021,
To Yadira Santiago – ysantiago2@mtsac.edu

AGENDA

Auxiliary Services Board of Directors Members:

Morris Rodrigue, Chairperson

Audrey Yamagata-Noji

Rosa Royce

Jenny Leung

Sophia Ruiz

Doug Jenson (Staff)

Suzanne Luetjen (Staff)

Eddie Correa (Guest)

Yadira Santiago (Notes)

1. Call to Order.
2. Public comment.
3. Consideration of Approval of Minutes for March 4, 2021. Page 3.
4. Consideration of Approval of Quarterly Auxiliary Board Meeting Dates.
 - March 3, 2022 – June 2, 2022 – September 1, 2022 – December 1, 2022.
 - March 2, 2023 – June 1, 2023 – September 7, 2023 – December 7, 2023.
5. Election of Officers/Appointments, Effective July 1, 2021.

Current Officers are:

Chairperson – Morris Rodrigue

Vice Chairperson – Audrey Yamagata-Noji

Secretary/Treasurer – Rosa Royce

A.S. President – Sophia Ruiz (Appointed Representative)

Faculty – Jenny Leung
6. Consideration of Approval of the Twentysecond Amendment to Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services. Page 5.

7. Auxiliary Statement of Revenues and Expenses (Unaudited) YTD March 31, 2021.
Page 7.
8. Consideration of Approval of the Annual Investment Policy Statement. Page 9.
9. Consideration of Approval of the Annual Disclosure of Conflict Of Interest. Page 16.
10. Consideration of Approval to Destroy Auxiliary Documents related to fiscal year
2015-16. Page 17.
11. Discussion on Sodexo Advisory Committee.
12. Reports:
 - Administrative Services
 - SacBookRac
 - Sodexo
13. Adjourn

Board approved future meeting dates:

September 2, 2021

December 2, 2021

MT. SAC AUXILIARY SERVICES CORPORATION BOARD OF DIRECTORS MINUTES

Thursday, March 4, 2021

The third quarterly meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors, held via zoom due to the Governors Safer at Home order, was called to order at 2:04 p.m. on Thursday, March 4, 2021, by Morris Rodrigue, Chairperson. Those present via zoom were: Morris Rodrigue, Jenny Leung, Rosa Royce, and Sophia Ruiz. Guest: Alicia Herrera, Rick Alonzo, and Eddie Correa. Staff: Doug Jenson, Kevin Owen, and Yadira Santiago.

2 – No public comment.

3 – Consideration of Approval of Minutes for December 3, 2020 – It was moved by Sophia Ruiz, seconded by Jenny Leung, to approve the minutes of December 3, 2020.

Ayes: Rodrigue, Leung, Royce, Ruiz
Absent: Yamagata-Noji

4 – Consideration of approval to Accept the Audit report from Eide Bailly, LLP, Certified Public Accountants, for the Fiscal Year Ending June 30, 2020, relating to the Books and records of the Mt. SAC Auxiliary Services Corporation – It was moved by Rosa Royce, seconded by Jenny Leung to accept the Audit report from Eide Bailly, LLP.

Ayes: Rodrigue, Leung, Royce, Ruiz
Absent: Yamagata-Noji

5 – Consideration of Approval to Accept the Statement of Revenues and Expenses (Unaudited) YTD December 31, 2020 – It was moved by Jenny Leung, seconded by Sophia Ruiz, to approve the Statement of Revenues and Expenditures (Unaudited) YTD December 31, 2020.

Ayes: Rodrigue, Leung, Royce, Ruiz
Absent: Yamagata-Noji

6 – Consideration of Approval of Canteen Contract Amendment – It was moved by Rosa Royce, seconded by Sophia Ruiz, to approve the Canteen Contract Amendment.

Ayes: Rodrigue, Leung, Royce, Ruiz
Absent: Yamagata-Noji

7 – Consideration of Approval of NACAS Membership – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the NACAS Membership.

Ayes: Rodrigue, Leung, Royce, Ruiz
Absent: Yamagata-Noji

8 – Reports:

- Administrative Services – Morris Rodrigue
- Sodexo – Eddie Correa

9 – Adjournment – The meeting adjourned at 2:39 p.m.

**TWENTYSECOND AMENDMENT TO MASTER AGREEMENT
BY AND BETWEEN
MT. SAN ANTONIO COLLEGE
AND MT. SAC AUXILIARY SERVICES**

This amendment is made and entered into this 3rd day of June, 2021, by and between Mt. San Antonio College, hereinafter referred to as College, and Mt. SAC Auxiliary Services, hereinafter referred to as Auxiliary.

PURPOSE

The purpose of this amendment is to provide the relationship between the College and the Auxiliary.

SERVICES

The Auxiliary shall provide the following campus services to the College:

1. Bookstore operation and management.
2. Contracted Food Services to include meals, fast-food, concessions, and catering.
3. Contracted vending services.
4. The Auxiliary, whether it be the Sac Book Rac (Bookstore - for office supplies, clothing, gifts and related merchandise), or contracted Food Services (catering for meetings or campus events), shall receive a Request for Proposal for all biddable services provided by the Auxiliary.

USE OF ASSETS

The Auxiliary may occupy, operate and use College facilities designated as the Sac Book Rac, the Campus Cafe, Common Grounds, the Prime Stop, the Mountie Stop, Wow Food Truck, the concession stand at the Hilmer Lodge Stadium, and other one-time locations on campus as needed. The Auxiliary will administer the functions and services related to these locations utilizing the trade fixtures, supplies and assets currently available for those operations.

RESPONSIBILITY FOR MAINTENANCE, REPAIRS AND OPERATING EXPENSES

Maintenance, repairs and operating expenses of the College facilities used by the Auxiliary shall be provided as follows:

Maintenance: The Auxiliary agrees to keep and maintain College facilities in a clean and orderly condition and shall at its own expense, at reasonably frequent intervals, and in a lawful manner, dispose of all waste generated from its use of College facilities.

Repairs: The Auxiliary agrees to keep College facilities in good repair.

Operating Expenses: The Auxiliary will be responsible for all operating expenses associated with the use of College facilities.

In consideration for the use of these facilities and assets, the Auxiliary agrees to pay the College rent of \$10,000, payable in one payment by December 31, each year.

PUBLIC RELATIONS

Auxiliary will conform its expenditures for public relations to the policies adopted by the Auxiliary and which have been approved by the College.

TERM OF THIS AMENDMENT

This amendment shall provide for necessary use of facilities and assets for the Auxiliary to operate for five fiscal years commencing July 1, 2021, through June 30, 2026. Unless a successor amendment to the Master Contract is agreed to between the College and the Auxiliary, all assets and facilities will automatically revert to the College.

MT. SAN ANTONIO COLLEGE

MT. SAC AUXILIARY SERVICES

by President/CEO

by Vice President, Administrative Services

Mt. San Antonio College Auxiliary Services
Statement of Revenues and Expenses (Unaudited)

(YTD March 31, 2021)

	2020-21 ESTIMATED	2020-21 ACTUALS as of 03/31/21	2019-20 ACTUALS as of 03/31/20
Revenues			
Commissions and Sponsorships:			
Barnes and Noble	\$ 206,248	\$ 137,144	\$ 395,384
Sodexo	-	-	124,490
Pepsi	52,000	52,000	53,617
Compass Group-Canteen Vending	59,000	-	44,250
ATM	-	-	800
Salaries and Employer Benefits - Reimbursed by Barnes & Noble	565,882	47,157	393,861
August 2020-December 2020 to be paid by Auxiliary Services (per MOU)	(235,784)	-	-
January 2021-June 2021 contract terms pending discussion (per MOU)	-	-	-
B&N Scholarships	5,000	-	-
Other:			
Unfunded CalPERS Liability-Paid by the District	288,004	216,003	189,803
Miscellaneous Income (One-Time)	-	970	1,949
Interest Income	24,916	16,741	43,558
Total Revenues	\$ 965,266	\$ 470,015	\$ 1,247,714
Expenses			
Operating Expenses:			
Salaries and Employer Benefits - Reimbursed by Barnes & Noble			\$ 396,905
July 2020 Reimbursed by Barnes & Noble	\$ 47,157	\$ 47,157	
August 2020-December 2020 to be paid by Auxiliary Services (per MOU)	235,784	235,883	
January 2021-June 2021 contract terms pending discussion (per MOU)	282,941	145,214	
Retirees Health Premiums	273,785	217,553	196,619
Unfunded CalPERS Liability	311,008	233,296	208,901
Accounting Services (Includes Reimbursement of 1 FTE)	134,144	110,720	97,867
Hospitality			
Hospitality-President Institutional	75,000	-	44,178
Hospitality-President	75,000	17,829	39,090
Hospitality-Human Resources	13,000	-	12,705
Hospitality-Instruction	20,000	737	13,827
Hospitality-Student Services	13,000	423	2,833
Hospitality-Administrative Services	21,000	2,659	17,813
Facilities Lease (Paid to the College)	10,000	7,500	7,500
Office Supplies, ATM Fees, Bank Charges	10,193	4,776	8,099
Scholarships and Donations:			
Scholarships-Canteen Vending	9,000	-	9,000
Scholarships-Pepsi	22,500	22,500	21,500
Foundation Golf Tournament Fund-Pepsi	2,000	2,000	1,500
Barnes & Noble Textbook Scholarship	5,000	-	10,000
Miscellaneous			
Contribution to Friends to Improve Mt. Sac 2018	-	-	-
Miscellaneous Expenses	2,000	1,888	2,151
Total Expenses	\$ 1,562,512	\$ 1,050,133	\$ 1,090,486
Income or Loss - Modified Accrual Basis	\$ (597,246)	\$ (580,118)	\$ 157,228
GASB Transactions:			
GASB Adjustments for Pension and OPEB			
Depreciation	33,818	25,280	19,414
	\$ 33,818	\$ 25,280	\$ 19,414
Income or Loss Per Audit - Full Accrual Basis	\$ (631,063)	\$ (605,398)	\$ 137,814

Mt. San Antonio College Auxiliary Services
Income Statement Report for the Third Quarter 2020-21
(As of 03/31/2021)

The “2020-21 Estimated” includes projected figures for the fiscal year. The report also includes year-to-date actuals as of March 31, 2021 compared to March 31, 2020. As of March 31, 2021, net income decreased by \$743,212 (\$137,814 in 2019-20 to \$-605,398 in 2020-21). This decrease is primarily attributed to:

- The net decrease in Commissions of \$429,397 primarily attributed to the decrease in commissions of Barnes & Noble, Sodexo, and Compass Group-Canteen Vending for \$426,980.
- \$346,704 decrease in Salaries and Employer Benefits not reimbursed by Barnes and Noble from August through March due to the pandemic.
- Decrease in Interest Income of \$26,817 due to decrease in cash balances and interest rates.
- Increases in salaries and employee benefits of Bookstore staff of \$31,349 and an increase in accounting services provided to the Auxiliary of \$12,853. This is the result of increases in health and welfare tiers and the 3.26% COLA increase paid in the 2019-20 fourth quarter.
- Increase in Retirees Health Premiums of \$20,934 due to retirement of one employee and increases in health and welfare premiums.
- Decrease in Hospitality expenses of \$108,797 due to campus closure.
- Decrease in Canteen Vending Scholarship of \$9,000 and Barnes & Noble Scholarship of \$10,000. Canteen Vending scholarships will not be paid in 2020-21 because Commissions were not received. Barnes & Noble scholarships will be paid in June 2021.

MT. SAC AUXILIARY SERVICES

TO: Mt. SAC Auxiliary Board of Directors
FROM: Morris Rodrigue – Vice President, Administrative Services
DATE: June 3, 2021
SUBJECT: Annual Approval of Investment Policy Statement

BACKGROUND

This Investment Policy Statement complies with Government Code 16481.2, requiring community colleges to set parameters of investment of excess funds. This requirement was passed into law subsequent to the Orange County bankruptcy. The Mt. SAC Auxiliary Services auditing firm, Eide Baily, LLP, Certified Public Accountants, has recommended that we have an Investment Policy Statement that addresses inconsistencies with the California Government Code. It is the intent of this Policy to set the parameters of the scope of investments allowed by law and then to restrict that scope by what is called an Investment Memorandum.

ANALYSIS AND FISCAL IMPACT

The current practice of the Auxiliary is to deposit all funds through Citizens Business Bank. The only other direct investment that the Auxiliary does is when it borrows through TRANS or COPS, and those investments are controlled by the Mt. SAC Auxiliary Services Board of Directors. The law does allow auxiliaries to invest funds where high liquidity is not required in other investments, as outlined in the code and policy statement that is attached. It is our intent to adopt a conservative approach and, when modification is needed, the Memorandum can be changed by the Board of Directors.

FUNDING SOURCE

Not applicable.

RECOMMENDATION

It is recommended that the Board of Directors approves the attached Investment Policy Statement.

INVESTMENTS

1. Objective

The primary objectives for Mt. SAC Auxiliary Services Investment activities shall be:

Safety: Safety of principal is the foremost objective of the investment program. Investments of the Auxiliary shall be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

Liquidity: The Auxiliary's investment portfolio will remain sufficiently liquid to enable the Auxiliary to meet all its operating requirements.

Return on Investment: The Auxiliary's investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles commensurate with the Auxiliary's investment risk constraints and the cash flow characteristics of the portfolio.

2. Prudence

The Auxiliary shall conduct its investment program utilizing the "Prudent Investor" standard and shall be applied in the context of managing an overall portfolio. Investments shall be made with care, skill, prudence, and diligence under circumstances then prevailing including, but not limited to, the general economic conditions and the anticipated needs of the Auxiliary that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and like aims.

3. Delegation of Authority

Authority to manage the Auxiliary's investment program derived from the Board of Directors. Management responsibility for the investment program is hereby delegated to the Chairperson of the Mt. SAC Auxiliary Services Board of Directors and Administrative Director, Auxiliary Services for a one-year period. Subject to review, the Board of Directors may renew the delegation of the authority pursuant to this section each year.

4. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Auxiliary's portfolio.

5. **Acceptable Investments**

Sections 53600 et. Seq. of the California Government Code provide basic investment limits and guidelines for government entities. In the event an apparent discrepancy is found between this policy and the Government Code, the more restrictive parameters will take precedence.

- a. U.S. Treasury Instruments: United States Treasury notes, bonds bills or certificates of indebtedness, or those for which the full faith and credit of the United States is pledged to payment of principal and interest. There is no limitation as to the percentage of the portfolio invested in this category.
- b. Federal Agency and Instrumentality Securities: Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There is no limitation as to the percentage of the portfolio invested in this category.
- c. State of California and local debt, bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.
- d. Medium-Term Note Obligations: Medium-term corporate notes, defined as all corporate and depository institution securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Medium-term notes shall be rated "A" or higher by a nationally recognized statistical-rating organization (NRSRO). No more than 30% of the portfolio can be invested in corporate obligations.
- e. Pass-through Securities: Any collateralized mortgage obligation, mortgage-backed or other pay-through bond shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating services and rated in a rating category of "AA" or its equivalent or better by a national recognized rating service. No more than 20% of the portfolio can be invested in this category.

- g. Banker' Acceptances: Purchases of bankers' acceptances may not exceed 180 day's maturity. No more than 40% of the portfolio can be invested in bankers' acceptances. No more than 10% of the portfolio can be placed in bankers' acceptances of any single commercial bank.
- h. Negotiable Certificates of Deposit: Negotiable certificated of deposit issued by a nationally or state-chartered bank or state or federal association or by a state-licensed branch of a foreign bank. The maximum maturity for investments in this category is one year. Purchases are limited to issuers whose short-term debt is rated A1/P1. A maximum of 30% of the Auxiliary's portfolio may be invested in this category.
- i. Repurchase Agreements: Repurchase agreements are to be used solely as short-term investments not to exceed 30 days. The Auxiliary may enter into repurchase agreements with primary government securities dealers rated "A" or better by two nationally recognized statistical rating services. Counterparties should also have (i) a short-term credit rating of at least A1/P1; (ii) minimum assets and capitalized size of \$25 billion in assets and \$350 million in capital; (iii) five (5) years of acceptable audited financial results; and (iv) a strong reputation among market participants.

The following collateral restrictions will be observed: Only U.S. treasury securities or Federal Agency securities, as described in Section 770.6 (a) and (b), herein, will be acceptable collateral. All securities underlying repurchase agreements must be delivered to the Auxiliary's custodian bank versus payment or be handled under a properly executed tri-party purchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102 percent of the total dollar value of the money invested subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral.

The Auxiliary or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the repurchase agreement. The Auxiliary shall have properly executed a PSA agreement with each counterparty with which it enters into a repurchase agreement.

- j. Money Market Funds: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 and following). The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations. (B) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).
- k. LAIF: If the Auxiliary has funds invested in the Local Agency Investment Fund (LAIF), the Auxiliary shall maintain on file LAIF's current investment policy and its requirements for participation, including limitations on deposits and withdrawals. A maximum of \$40 million may be invested in the State Pool.
- l. LACPIF: If the Auxiliary has funds invested in the Los Angeles County Pooled Investment Fund (LACPIF), the Auxiliary shall maintain on file LACPIF's current investment policy and its requirements for participation.

6. Maturity Parameters

Maximum maturity of any single issue: 5 years

7. Safekeeping and Custody

All security transactions entered into by the Auxiliary shall be conducted on a delivery-versus-payment basis. Securities will be held by a third-party custodian designated by the Chairperson of the Mt. SAC Auxiliary Services Board of Directors and Administrative Director, Auxiliary Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the Auxiliary as beneficiary.

8. Diversification

The Auxiliary will diversify its investments by security type, institution, and maturities to prevent incurring unreasonable or avoidable risks regarding specific security types, individual financial institutions or maturity segments.

9. Internal Controls

The Auxiliary will establish a system of internal controls to ensure compliance with the Investment Policy of the Auxiliary and the California Government Code.

10. Reporting

Although the Legislature suspended these mandates and local agencies are no longer required to submit quarterly investment reports or the investment policy on an annual basis, they encouraged local agencies to continue to submit these reports to their governing board.

11. Investments shall be limited to the parameters of this Investment Policy until it is amended by an affirmative vote of a majority of the members of the Mt. SAC Auxiliary Services Board of Directors. The Auxiliary Board of Directors shall issue an Investment Memorandum authorizing the administration to make investments on the Auxiliary's behalf. The Memorandum shall not exceed the above parameters; however, the Memorandum may be more restrictive. The Memorandum shall remain in force until modified by the Board of Directors.

Memorandum of Investment

(effective June 12, 2006)

The Chairperson of the Mt. SAC Auxiliary Services Board of Directors and Administrative Director, Auxiliary Services are authorized to invest as follows:

- A. County Treasury through Los Angeles County Schools Pool.
- B. Investments required through participation in Tax Revenue Anticipation Notes (TRANS) and Certificates of Participation (COPS)
- C. Citizens Business Bank of Pomona
- D. Local Agency Investment Fund (LAIF)

Date approved by Board of Directors:	June 12, 2006
	June 11, 2007
	June 30, 2008
	June 8, 2009
	July 19, 2010
	June 21, 2011
	June 18, 2012
	June 18, 2013
	June 19, 2014
	October 21, 2015
	April 21, 2016
	June 28, 2017
	June 7, 2018
	June 6, 2019
	June 4, 2020
	June 3, 2021

ANNUAL DISCLOSURE OF CONFLICT OF INTEREST

All members of the Board of Directors and senior staff of the Mt. SAC Auxiliary Services Corporation shall avoid any conflict of interest or appearance of conflict of interest between their own individual interests and those of the Mt. SAC Auxiliary Services Corporation.

Examples of activities which could pose a conflict of interest include, but are not limited to:

1. Any conduct that is disloyal, competitive or damaging to the Mt. SAC Auxiliary Services Corporation.
2. Having a direct or indirect (including ownership by family members) financial interest in a business entity that does business or seeks to do business with, or is in competition with the Mt. SAC Auxiliary Services Corporation.
3. Borrowing money from companies other than from recognized financial institutions or from individuals that the Mt. SAC Auxiliary Services Corporation already does or seeks to do business.
4. Using knowledge gained in the course of employment or directorship with the Mt. SAC Auxiliary Services Corporation for outside personal gain.
5. Serving as a member of the governing body of any organization whose interests may be in competition with or conflict with those of the Mt. SAC Auxiliary Services Corporation.

For Senior Staff:

6. Outside employment on a full-time or part-time basis, if (a) it requires extra hours and effort to such an extent that it would be detrimental to the interests of the Mt. SAC Auxiliary Services Corporation.

Disclosure

I understand that conflicts of interest or the appearance of conflicts of interests are to be avoided in the course of my employment or directorship with the Mt. SAC Auxiliary Services Corporation. In the event that I have a conflict of interest, whether in appearance or fact, I understand that I must report such conflict or appearance of conflict to the Administrative Director or Board of Directors Chairperson, as soon as practical. I further understand that such conflict or appearance of conflict may require either divestiture of such interest or that my services as an employee or director may be terminated.

Check one:

_____ I have no conflicts of interest, in appearance or in fact, with the interests of Mt. SAC Auxiliary Services Corporation.

_____ As disclosed on the attached sheet(s), I believe that I do have a conflict of interest, in either appearance or fact, with the interests of the Mt. SAC Auxiliary Services Corporation.

Printed name: _____

Signature: _____

Date: _____



TO: Mt. SAC Auxiliary Services Board of Directors

FROM: Morris Rodrigue – Vice President, Administrative Services

DATE: June 3, 2021

SUBJECT: Auxiliary Documents to be Destroyed

AUXILIARY DOCUMENTS TO BE DESTROYED

Accounts Payable payment packages and related documents for fiscal year 2015-16.

Journal Entries for fiscal year 2015-16.

ATM tapes for fiscal year 2015-16.

Bank Reconciliations for fiscal year 2015-16.

Bank Card Receipts for fiscal year 2015-16.

Payroll Time Sheets for fiscal year 2015-16.

Debit/Credit Card Payment Records for fiscal year 2015-16.

Accounts Receivable invoices for fiscal year 2015-16.

Cash Receipts and related documents for fiscal year 2015-16.

Cancelled checks for fiscal year 2015-16.

Sales and Use Tax Reconciliations for fiscal year 2015-16.

Sales Tax Audits for fiscal year 2015-16.

Check Copies for fiscal year 2015-16.