

**CABRILLO COMMUNITY  
COLLEGE DISTRICT**

**2004 BOND FUND RESOURCES  
PERFORMANCE REPORT**

**JUNE 30, 2010**



VAVRINEK, TRINE, DAY  
& COMPANY, LLP  
*Certified Public Accountants*

VALUE THE DIFFERENCE

**INDEPENDENT ACCOUNTANTS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

Measure D Citizens' Oversight Committee  
And Governing Board  
Cabrillo Community College District  
Aptos, California

We have performed the agreed-upon procedures listed below, which were agreed to by the management of the Cabrillo Community College District and the Measure D Citizen's Oversight Committee, solely to review at least 25% of the expenditures of the 2004 General Obligation Bond fund resources for the period of July 1, 2009 through June 30, 2010, for the purpose of verifying if the use of the funds is within the scope of the published materials specifying the intended use of bond funds. We used election documents as guidance for the intended use of the funds. For expenditures in question, we will recommend that the District obtain the opinion of legal counsel and we inform this committee as to the issues. Management is responsible for Cabrillo Community College District's compliance with those requirements. This engagement to perform agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and meets the compliance requirements as outlined in Subparagraph (C) of paragraph (3) of subdivision (b) of section 1 of Article XIII A of the California Constitution. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below for either the purpose for which this report has been requested or for any other purpose.

*Financial Summary*

1. The 2004 general obligation bond was authorized at an election of the registered voters of the District held on March 2, 2004. The bond was authorized at an issuance of \$118,500,000 principal amount for the purpose of raising money to be used to upgrade, acquire, construct, and equip community college facilities. The first series of the bonds was issued by June 30, 2006, in the amount of \$59,997,760. The second and final series was issued on March 27, 2007, in the amount of \$58,498,504.

2. Total expenditures and encumbrances through June 30, 2010, were \$113,284,987.

Expenditures	Prior Periods	7/1/09 to 6/30/2010	Total
Non-instructional salaries	\$ 649	\$ -	\$ 649
Employee benefits	62	-	62
Supplies and materials	217,658	37	217,695
Other operating expenses	9,654,671	10,784	9,665,455
Capital outlay	86,198,292	14,670,298	100,868,590
Total expenditures	<u>96,071,332</u>	<u>14,681,119</u>	110,752,451
Other uses of funds			
Transfer to / (from) other funds	513,242	-	513,242
Total expenditures and other uses	<u>\$ 96,584,574</u>	<u>\$ 14,681,119</u>	111,265,693
Contract commitments, June 30, 2010			2,019,294
Total expenditures and commitments			<u>\$ 113,284,987</u>

3. Proceeds available for expenditure are as follows:

	Prior Periods	7/1/09 to 6/30/2010	Total
Net available proceeds for construction	\$ 118,743,795	\$ -	\$ 118,743,795
Interest earned	8,961,399	134,483	9,095,882
Total revenues received	<u>\$ 127,705,194</u>	<u>\$ 134,483</u>	127,839,677
Total expenditures and commitments			(113,284,987)
Amount available			<u>\$ 14,554,690</u>

*Agreed Upon Procedures Performed*

1. Verify that the expenditure of funds was accounted for separately in the accounting records to allow for accountability.
2. Verify that the net funds from the sale of the General Obligation Bonds were deposited in total into the District's accounts by obtaining settlement statement for the new bond issue and verifying amounts deposited into the building and bond interest and redemption funds.
3. Select 25% of the expenditures and verify that the funds expended complied with the purpose that was specified to the registered voters of the District through election materials, district resolutions, and master plan. See supplemental information for list of expenditures reviewed.
4. Verify that the State and District policies were followed in the awarding of bids and expenditure of the funds.

*Results of Procedures*

1. The general obligations bond fund expenditures were accounted for separately in the 2004 bond resources of the District.
2. There were no proceeds from the sale of the general obligation bonds during the year.
3. Our review of the expenditures for the period July 1, 2009, through June 30, 2010, did not reveal any items that were paid from the general obligation bond funds that did not comply with the purpose of the Bonds as approved by the registered voters of the District on March 2, 2004.
4. Our review of the policies over awarding of contracts revealed no exceptions to the policies of the District or the requirements of the State as they relate to awarding of contracts. Our review of the District policies over disbursement of funds revealed no exceptions to the disbursement policies of the District.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Cabrillo Community College District and the Measure D Citizen's Fiscal Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

*Vavinek, Tine, Day & Co LLP*

Pleasanton, California  
December 30, 2010

**CABRILLO COMMUNITY COLLEGE**

**2004 BOND  
INVOICES SELECTED FOR REVIEW  
FOR THE YEAR ENDED JUNE 30, 2010**

<u>Date</u>	<u>Warrant #</u>	<u>Vendor</u>	<u>Description</u>	<u>Project Number</u>	<u>Location Code</u>	<u>Amount</u>
8/6/2009	55032	Auerbach Polock Friedland	AEC - Theatre Design Consulting Services Arts Education Classrooms Joint Venture Project - Professional Services June 09 - Invoice #255 -	9315	47-561600	\$ 863
8/6/2009	55035	Bogard & Kitchell	General Contractor AEC, Safety and Health Services - Professional	9315	49-561672	111,182.75
8/6/2009	55095	Safework, Inc.	services from April 09 - June 09 - Safety Inspector AEC & SAC, administrative support for project	9315	49-561600	1,090.00
8/6/2009	55070	Kelly Services, Inc.	coordinator for Ingram associates. Cabrillo College AE, Meetings & on-site visits and	9315	49-561670	1,544.70
8/13/2009	55215	Michael Arnone, Landscape Architect	correspondence. Allied Health Complex Building Package, Phase 2,	9306	47-561669	862.50
8/20/2009	55762	Solpac Construction Inc.	Application #14 AEC & SAC, administrative support for project	9344	47-562000	459,108.64
8/27/2009	56762	Kelly Services, Inc.	coordinator for Ingram associates. Arts Education Classrooms Joint Venture Project -	9315	49-561670	853.65
9/3/2009	57074	Bogard & Kitchell	Professional Services July 09- Invoice #257 - General Contractor Allied Health Complex Building Package, Phase 2,	9315	49-561672	115,000.00
9/17/2009	58228	Solpac Construction Inc.	Application #15 Arts Education Classrooms Joint Venture Project -	9344	47-562000	574,147.80
10/1/2009	59401	Bogard & Kitchell	Professional Services August 09 - Invoice #259 - General Contractor	9315	49-561672	113,076.25
10/22/2009	62411	Dell Computer	Couputers purchase for administrative and coordination for construction. Construction coordination for Allied Health building construction. Allied Health Complex Building Package, Phase 2,	9112	47-545100	862.61
10/29/2009	62888	Solpac Construction Inc.	Application #16 Arts Education Classrooms Joint Venture Project -	9344	47-562000	880,101.45
11/12/2009	63530	Bogard & Kitchell	Professional Services September 09 - Invoice #263 - General Contractor	9315	49-561672	100,000.00
11/12/2009	63585	Golden State Labor Compliance	AEC - Field inspectors to verify workers' qualifications	9315	49-561677	872.50

**CABRILLO COMMUNITY COLLEGE**

**2004 BOND  
INVOICES SELECTED FOR REVIEW  
FOR THE YEAR ENDED JUNE 30, 2010**

11/19/2009	63955	Solpac Construction Inc.	Allied Health Complex Building Package, Phase 2, Application #17	9344	47-562000	537,001.20
12/10/2009	64588	A Sign ASAP!	Proj Campus Wide Signage / VAPA	9316	49-562000	1,088.69
1/7/2010	65650	Solpac Construction Inc.	Allied Health Complex Building Package, Phase 2, Application #18	9344	47-562000	568,424.96
3/11/2010	70907	Modular Space Corporation	AEC-Modular Bldg Lease for portables	9315	47-556108	853.40
3/25/2010	71754	Solpac Construction Inc.	Allied Health Complex Building Package, Phase 2, Application #21	9344	47-562000	665,400.20
5/13/2010	76275	Zolman Construction & Development	Student Activities Center Project - Bid Package 02 (on-site work: excavation and site drainage) & Bid Package 04/05 (structural concrete, elevated concrete slabs, and masonry work) - Final payment	9306	47-562000	393,494.00
6/10/2010	77425	Ingram Associates, Inc.	Student Services Building - Outside contractor - Project coordinator	9306	47-561670	862.50
		Total Invoices Tested				\$ 4,526,690.30
		Total Expenditures				<u>\$ 14,681,119.00</u>
		% Amount Verified				<u>30.8%</u>