



COSSOLIAS | WILSON
DOMINGUEZ | LEAVITT
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Board of Trustees of
San José/Evergreen Community College District
San Jose, California

We have performed the procedures enumerated below, which were agreed to by the Board of Trustees solely to assist you with respect to the review of expenses incurred by the Board of Trustees and Chancellor for the year ended June 30, 2019. District's management is responsible for the presentation of expenses in the general ledger. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PROCEDURES:

For discretionary expenses incurred by the Board of Trustees and Chancellor for the year ended June 30, 2019 we performed the following:

- 1) We obtained the expense detail for discretionary expenses incurred by the Board of Trustees and Chancellor and agreed the expense detail to the general ledger.

The District provided to us a list of all expenditures incurred by the Board of Trustees and Chancellor for the year ended June 30, 2019. A total of \$444,579 in discretionary expenses (including \$150,903 journal entries and other expenses, which were deemed by management to not be direct Chancellor or Board of Trustee expenses and thus properly removed from these expenses), representing 283 items from July 1, 2018 through June 30, 2019 were identified.

- 2) We haphazardly selected a total of 40 individual expenditure reimbursements from the expense detail and obtained related supporting documentation (i.e. invoice, receipts and warrant copies). We agreed the expenditure selected to the related supporting documents.

Our haphazard sample of 40 items represented \$269,914 in discretionary (and excluded journal entry and other expenses) expenses incurred by the Board of Trustees and Chancellor for the year ended June 30, 2019. No findings were noted during our testing.

- 3) For the selected expenditures, we compared the business purpose noted on the supporting documentation to the applicable Board approved administrative policies for Purchasing and Procurement Card Procedures (AP 6330) and the Board Policy for Travel (AP 7400). No recommendations were noted during our review of applicable District policies and procedures.

INFORMATION:

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the discretionary expenses. 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 Board of Trustees and management and is not intended to be and should not be used by anyone other than these specified parties.

CWDL, Certified Public Accountants

San Diego, California
October 22, 2019