

THE GULF COAST STATE COLLEGE FOUNDATION, INC.

PANAMA CITY, FLORIDA

**FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

YEAR ENDED JUNE 30, 2021

THE GULF COAST STATE COLLEGE FOUNDATION, INC.

PANAMA CITY, FLORIDA

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
The Gulf Coast State College Foundation, Inc.
Panama City, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of The Gulf Coast State College Foundation, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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Board of Directors
The Gulf Coast State College Foundation, Inc.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The Gulf Coast State College Foundation, Inc. as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of state projects on page 25, as required by Chapter 10.650, Rules of the Auditor General, is presented for purposes of additional analysis and is not a required part of the financial statements. Also, the supplemental information, included on pages 23 and 24, is not a required part of the financial statements, but is presented for purposes of additional analysis. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the 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 auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 24, 2021 on our consideration of The Gulf Coast State College Foundation, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Gulf Coast State College Foundation, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Gulf Coast State College Foundation, Inc.'s internal control over financial reporting and compliance.

Tipton, Mark, Garner & Chastain

Panama City, Florida
November 24, 2021

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2021

ASSETS

Assets:

Cash and cash equivalents	\$ 618,680
Accounts receivable	43,690
Pledges receivable	210,000
Investments	37,594,056
Investments - real estate	112,686
Other assets	<u>37,247</u>
Total Assets	<u>\$ 38,616,359</u>

LIABILITIES AND NET ASSETS

Liabilities:

Accounts payable and accrued expenses	\$ 42,820
Paycheck protection program loan	<u>55,660</u>
Total liabilities	<u>98,480</u>

Net Assets:

Without donor restrictions	0
With donor restrictions:	
Purpose restricted	20,887,232
Donor restricted endowments	<u>17,630,647</u>
Total net assets	<u>38,517,879</u>
Total Liabilities and Net Assets	<u>\$ 38,616,359</u>

See the independent auditor's report and the accompanying notes.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and Other Support:			
Contributions		\$ 554,434	\$ 554,434
Memberships	\$ 4,896		4,896
Net investment return		7,866,220	7,866,220
Special events	15,000	463,303	478,303
Inkind revenue	22,364		22,364
Other income	55,660	2,641	58,301
Transfers	368,679	(368,679)	0
Net assets released from restrictions	1,742,209	(1,742,209)	0
Total revenue and other support	<u>2,208,808</u>	<u>6,775,710</u>	<u>8,984,518</u>
Expenses:			
Program services -			
Culinary	8,108		8,108
Honors Plaza technology	46,524		46,524
Scholarships	1,581,204		1,581,204
Other programs	66,633		66,633
Total program services	<u>1,702,469</u>	<u>0</u>	<u>1,702,469</u>
Supporting services -			
General and administrative	381,827		381,827
Fundraising	134,845		134,845
Total supporting services	<u>516,672</u>	<u>0</u>	<u>516,672</u>
Total expenses	<u>2,219,141</u>	<u>0</u>	<u>2,219,141</u>
Change in Net Assets	(10,333)	6,775,710	6,765,377
Net Assets			
Net assets, beginning of year	0	31,742,169	31,742,169
Prior period adjustment	10,333		10,333
Net assets, restated	<u>10,333</u>	<u>31,742,169</u>	<u>31,752,502</u>
Net Assets, June 30, 2021	<u>\$ 0</u>	<u>\$ 38,517,879</u>	<u>\$ 38,517,879</u>

See the independent auditor's report and the accompanying notes.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2021

	Program Services				Supporting Services			
	Culinary	Honors Plaza Technology	Scholarships	Other Programs	Total Program Services	General and Administrative	Fundraising	Total
Advertising					\$ 0	\$ 2,049	\$ 10,795	\$ 12,844
Bank and payment processing					0	3,944		3,944
Direct program expenses	\$ 8,108	\$ 46,524	\$ 1,581,204	\$ 66,633	1,702,469			1,702,469
Employee relocation costs					0	38,000		38,000
Hospitality					0	1,952	2,064	4,016
Insurance					0	3,015		3,015
Legal and accounting					0	51,648		51,648
Lobbying services					0	60,000		60,000
Office expense					0	45,397		45,397
Planned giving expense					0	482		482
Postage					0	435		435
Printing					0	1,621	3,411	5,032
Salaries and payroll expenses					0	163,947	72,178	236,125
Scholarship marketing					0	6,571		6,571
Special events					0		45,234	45,234
Travel and professional development					0	2,766	1,163	3,929
	<u>\$ 8,108</u>	<u>\$ 46,524</u>	<u>\$ 1,581,204</u>	<u>\$ 66,633</u>	<u>\$ 1,702,469</u>	<u>\$ 381,827</u>	<u>\$ 134,845</u>	<u>\$ 2,219,141</u>

See the independent auditor's report and the accompanying notes.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
STATEMENT OF CASH FLOWS
YEAR ENDED JUNE 30, 2021

Cash Flows From Operating Activities:	
Change in net assets	\$ 6,765,377
Adjustments to reconcile change in net assets to net cash used in operating activities -	
Contributions restricted for long-term endowment purposes	(210,576)
Noncash items:	
Net investment earnings restricted for reinvestment	697,135
Net realized and unrealized gains on investments	(7,173,102)
Increase in accounts receivable	(13,578)
Increase in pledges receivable	(115,000)
Decrease in other assets	5,474
Decrease in accounts payable and accrued expenses	(46,710)
Net cash used in operating activities	<u>(90,980)</u>
Cash Flows From Investing Activities:	
Proceeds from sale of investments	1,607,396
Purchase of investments	(697,135)
Net cash provided by investing activities	<u>910,261</u>
Cash Flows From Financing Activities:	
Net investment earnings restricted for reinvestment	(697,135)
Contributions restricted for long-term endowment purposes	210,576
Net cash used in financing activities	<u>(486,559)</u>
Net Increase in Cash and Cash Equivalents	332,722
Cash and Cash Equivalents at Beginning of Year	<u>285,958</u>
Cash and Cash Equivalents at End of Year	<u><u>\$ 618,680</u></u>

See the independent auditor's report and the accompanying notes.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities:

The Gulf Coast State College Foundation, Inc. (the Foundation) is a not-for-profit corporation established under the laws of the State of Florida. The Foundation serves Gulf Coast State College by providing funding and services to support and foster the pursuit of higher education. The Foundation's support comes from individual donor contributions and special events.

The Foundation is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code.

Basis of Accounting and Financial Statement Presentation:

The financial statements of the Foundation have been prepared in accordance with U.S. generally accepted accounting principles ("US GAAP"), which requires the Foundation to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objective of the Foundation. The Foundation's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. These include net assets that are subject to time or purpose restrictions and donor restricted endowments. Assets with time or purpose restrictions are satisfied either by the passage of time or by actions of the Foundation. Donor restricted endowments must be maintained permanently by the Foundation and only the income may be used as specified by the donor. Donor restricted endowments consist primarily of the historical dollar value of contributions to donor-restricted endowment funds.

Revenue is reported as increases in net assets without donor restrictions unless their use is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. If an expense is incurred for a purpose for which net assets with donor restrictions are available, a donor-imposed restriction is fulfilled to the extent of the expense incurred. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported as released from restrictions in the statement of activities. Gains and losses on investments are reported as increases and decreases in net assets without donor restrictions unless their use is restricted by donors or by law.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates:

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Significant estimates made in the preparation of the financial statements include fair value of alternative assets, depreciation expense, donated facilities, and allocation of expenses by function. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents:

The Foundation considers all highly liquid debt instruments purchased with original maturities of three months or less to be cash equivalents. Cash or cash equivalents held in the long-term investment portfolio (until suitable investments are identified) is excluded from cash and cash equivalents.

Contributions:

Contributions received are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence and nature of any donor restrictions. Those restricted contributions that are received and whose restriction is accomplished in the same year are reported as unrestricted support.

Promises to Give and Pledges:

Unconditional promises to give are recognized as revenue in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Promises to give are recorded at net realizable value if they are expected to be collected in one year and at the present value of their net realizable value, using a current risk-free rate of return based on the yield of a U.S. Treasury security with a maturity date similar to the expected collection period, if they are expected to be collected in more than one year.

Donated Services and Facilities:

Donated services and facilities are reported as contributions and expenses in amounts equal to their estimated fair value on the date of receipt. For the year ended June 30, 2021, in-kind building facilities (including telephone, insurance, gas, electricity, water and sewer) of \$22,364 was received and recorded in the statement of activities.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Value of Financial Instruments:

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair values for investments and other financial instruments recorded at fair value on a recurring basis are included in Note 2.

Investments:

Investments with readily determinable fair values are reported at fair value based upon quoted market prices or published net asset values for alternative investments with characteristics similar to a mutual fund. Other alternative investments (non-traditional, not readily-marketable vehicles) such as hedge funds, private equity, alternative hedged strategies, real assets, and some of which are structured such that the Foundation holds limited partnership interests, are reported at net asset value (NAV), as a practical expedient for estimated fair value, as provided by the investment managers of the respective funds. The fair value for these assets is estimated by adjusting the NAV provided for cash receipts, cash disbursements, security distributions and significant known valuation changes in market values of holdings contained in the portfolio. Individual investment holdings within the alternative investments, may, in turn, include investments in both non-marketable and market-traded securities. Valuation of these investments, and therefore Foundation holdings, may be determined by the investment manager or general partner. Values may be based on historical cost, appraisals, or other estimates that require varying degrees of judgement.

Generally, fair value reflects net contributions to the investee and an ownership share of realized and unrealized investment income and expenses. The investments may indirectly expose the Foundation to securities lending, short sales of securities and trading in futures and forwards contracts, options, swap contracts and other derivative products. While these financial instruments may contain varying degrees of risk, the Foundation's risk with respect to such transactions is limited to its capital balance in each investment and the amounts of any unfunded commitments. The financial statements of the investees are audited annually by independent auditors.

Purchases and sales of securities are recorded on a trade-date basis. Realized gains and losses are determined on the basis of average cost of securities sold and are reflected in the statement of activities. Dividend income is recorded on the ex-dividend date, and interest income is recorded on an accrual basis.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fair Value Measurements:

The goal of the Foundation is to invest its assets in a manner that will achieve a total rate of return sufficient to replace the assets withdrawn in accordance with the Foundation's investment and spending policies. To achieve this goal, some investment risk must be taken. To manage such risk, the Foundation diversifies its investments among various financial instruments and asset categories and uses multiple investment strategies and investment managers. Key decisions in this regard are made by the Foundation's Finance Committee (Committee), which has oversight responsibility for the Foundation's investment program. The Committee identifies appropriate asset categories for investments, determines the allocation of assets to each category, and approves the investment strategies employed with the assistance of the investment manager.

Investments are carried at fair value. Increases or decreases in market value are recognized in the period in which they occur. Fair value is an estimate of the exit price, representing the amount that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. Fair value measurements are not adjusted for transaction costs. A fair value hierarchy provides for prioritizing inputs to valuation techniques used to measure fair value into three levels:

- Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that a reporting entity has the ability to access at the measurement date or published net asset value for alternative investments with characteristics similar to a mutual fund.
- Level 2: Inputs other than quoted market prices that are observable, either directly or indirectly, and reasonably available. Observable inputs reflect the assumptions market participants would use in pricing the asset or liability and are developed based on market data obtained from sources independent of the Foundation.
- Level 3: Unobservable inputs. Unobservable inputs reflect the assumptions that the Investment Manager develops based on available information about what market participants would use in valuing the asset or liability.

An asset or liability's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Availability of observable inputs can vary and is affected by a variety of factors. The Investment Manager uses judgement in determining fair value of assets and liabilities and Level 3 assets and liabilities involve greater judgement than Level 1 or Level 2 assets or liabilities.

While the Foundation believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at the reporting date, and any differences may be material.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investment Pools:

Funds restricted by donors are pooled (except where pooling is prohibited) with unrestricted funds to maximize investment earnings. Earnings from investments less any interest expense are allocated to the various funds monthly based on the percentage of participation by each individual fund in the investment pool.

Prepaid Expenses:

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as other assets on the Statement of Financial Position. These items will be expensed over the applicable usage period.

Depreciation and Amortization:

All acquisitions of furniture and equipment costing in excess of \$5,000 are capitalized. Furniture and equipment are stated at cost and are being depreciated over estimated useful lives of five to ten years using a straight-line method, with a half year's depreciation recognized in the years of acquisition and disposal. There was no depreciation expense for the year ended June 30, 2021.

Advertising:

The Foundation expenses advertising costs as they are incurred. Advertising expense for the year ended June 30, 2021 totaled \$12,844.

Functional Allocation of Expenses:

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among programs and supporting services benefited. Directly identifiable expenses are charged to program and supporting services. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Expenses are charged to program services and supporting activities on the basis of how resources are utilized. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Foundation. Salaries and payroll related costs are allocated based on time, effort, and benefit received by each function.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

New Accounting Pronouncements:

In February 2016, the FASB issued ASU No. 2016-02, *Leases (Topic 842)*, which provides guidance for accounting for leases. The new guidance requires companies to recognize the assets and liabilities for the rights and obligations created by leased assets, initially measured at the present value of the lease payments. The accounting guidance for lessors is largely unchanged. The ASU was delayed and is effective for years beginning after December 15, 2021 (Foundation's year ended June 30, 2022). It is to be adopted using a modified retrospective approach. The Foundation is currently evaluating the impact that the adoption of this guidance will have on the Foundation's financial statements.

In September 2020, The FASB issued ASU No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The purpose of the ASU 2020-07 is to clarify the presentation and disclosure of contributed nonfinancial assets with an intention to provide the reader of the financial statements a clearer understanding of what type of nonfinancial assets were received and how they are used and recognized by the organization. It is important to note that the ASU 2020-07 will not change the accounting and recognition of nonfinancial assets but rather the presentation and disclosure requirements in the financial statements. The ASU is effective for years beginning after June 15, 2021 (Foundation's year ended June 30, 2022). It is to be adopted using a retrospective approach. The Foundation is currently evaluating the impact that the adoption of this guidance will have on the Foundation's financial statements.

The FASB has issued other new accounting guidance or modifications to, or interpretations of, existing accounting guidance. The Foundation has considered the new un-adopted guidance and does not believe that any other new or modified guidance will have a material impact on the Foundation's reported financial position or activities in the near term.

NOTE 2 – INVESTMENTS

Investments are stated at fair value and are summarized as follows as of June 30, 2021:

	Fair Value	Carrying Value
Cash equivalents	\$ 446,546	\$ 446,546
Fixed income	7,757,444	7,757,444
Public equity	23,185,318	23,185,318
Private equity (Secondary Partners Capital)	754,997	754,997
Alternative Assets	<u>5,449,751</u>	<u>5,449,751</u>
Total	<u>\$ 37,594,056</u>	<u>\$ 37,594,056</u>

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 2 – INVESTMENTS (Continued)

Information pertaining to investment strategies is as follows:

Cash equivalents – Provide short term liquidity and serve as a funding source for distributions and rebalancing.

Fixed income – Comprises strategies that invest principally in debt instruments issued by governments or companies or through the securitization of certain types of collateral. Fixed income provides stability and protection in deflationary environments.

Public equity – Comprises investment strategies that invest principally in publicly traded equity securities. These strategies are generally designed with reference to a benchmark that itself comprises equity securities that are traded on a recognized exchange. Public equities may include hedge funds whose investment objectives are benchmarked to equity markets.

Private equity (Secondary Partners Capital Fund) – The legal vehicle for investing in a Secondary Capital Fund is through a limited partnership. The Common Fund uses a general partner (the investment manager) that manages the enterprise, and the limited partners own interests in the partnership. The objective of the Secondary Capital Fund is to generate long-term capital appreciation and strong risk-adjusted net returns. The Fund seeks to invest principally in the global private capital secondary market, primarily in privately negotiated secondary investments across managers, strategies, regions, industries and vintage years. The value of the fund is typically reported quarterly. Due to the illiquid nature of the Secondary Capital fund, valuation practices differ substantially from those in the public securities markets.

Alternative assets – The alternative hedged strategies comprise strategies that seek to generate return streams that are not highly correlated to broad capital markets and that rely less on the general direction of capital markets to produce positive returns. These strategies may take a variety of forms including long or short positions in the public equity or credit markets that seek to capitalize on perceived mispricing or on the anticipated outcome of an “event”, such as a merger or bankruptcy proceeding.

Alternative hedged strategies are employed to offer market comparable returns with lower expected volatility. Real assets comprise strategies that invest in securities relating to real estate. This strategy provides the portfolio with a diversified hedge against inflation as well as a yield component.

The above asset categories are managed to create a portfolio effect to balance risk and return to meet investment objectives.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 3 – FAIR VALUE MEASUREMENTS

The following table presents investments by strategy of the inputs used as of June 30, 2021, in valuing investments carried at fair value:

Description	Total	Quoted Market Price for Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Funds at reported NAV ^(a)
Cash equivalents	\$ 446,546	\$ 446,546			
Fixed income	7,757,444	7,757,444			
Public equity	23,185,318	23,185,318			
Secondary Partners	754,997				\$ 754,997
Alternative assets	5,449,751	2,198,709		\$ 3,251,042	
Total	\$ 37,594,056	\$ 33,588,017	\$ 0	\$ 3,251,042	\$ 754,997

^(a) Certain investments that are measured at NAV per share practical expedient or its equivalent have not been classified in the fair value hierarchy. The fair value amounts presented in this table are reported for the purpose of reconciling the fair value hierarchy to the investments as shown on the Statement of Financial Position.

The following table includes a rollforward of the amounts for the year ended June 30, 2021 for financial instruments classified as Level 3.

Investments in Securities	Balance as of June 30, 2020	Realized Gain (Loss)	Change in Unrealized Appreciation (Depreciation)	Purchases	Sales	Balance as of June 30, 2021
Alternative assets	\$2,715,496	\$ 0	\$ 535,545	\$ 0	\$ 0	\$3,251,042
Total	\$2,715,496	\$ 0	\$ 535,545	\$ 0	\$ 0	\$3,251,042

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 3 – FAIR VALUE MEASUREMENTS (Continued)

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2021:

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Interest and dividends	\$ 0	\$ 814,732	\$ 814,732
Net operating loss from Capital Fund	0	(12,867)	(12,867)
Investment fees	0	(109,786)	(109,786)
Other interest income	0	1,039	1,039
Market gains (losses)	<u>0</u>	<u>7,173,102</u>	<u>7,173,102</u>
 Total net investment return	 <u>\$ 0</u>	 <u>\$ 7,866,220</u>	 <u>\$ 7,866,220</u>

The following table discloses all investments whose value is calculated using NAV, using the practical expedient.

	<u>June 30, 2021</u>			
	<u>Fair Value</u>	<u>Unfunded Commitments</u>	<u>Redemption Frequency</u>	<u>Notice Period</u>
Redemption				
Private Capital ⁽¹⁾	\$ 754,997	\$ 210,000	N/A	N/A
Total Investments	<u>\$ 754,997</u>	<u>\$ 210,000</u>		

⁽¹⁾ The Foundation has a total commitment of \$1,000,000 to an investment in the Secondary Partners 2015 Capital Fund. As of June 30, 2021, \$210,000 was unfunded. Over the next several years the Foundation may be called upon to fund this commitment, as request by the investment manager. The commitment will be funded by reallocating current endowment related investments or funded with new capital gifts.

NOTE 4 – INVESTMENT IN REAL ESTATE

Real estate donated to the Foundation in 1981 was recorded on its books at \$47,687 which was believed to be a conservative value as of the date of donation. The value was not established by an appraisal or another objective basis. During 2018, a parcel of land located in Port. St. Joe, Florida, was donated and appraised at \$65,000 after the demolition of a house on the property, which was paid by the Foundation in the amount of \$8,000.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 5 – GRANT RESPONSIBILITIES

The Foundation administers various grant funds for Gulf Coast State College which is reflected on pages 23 and 24.

The Foundation has the responsibility for maintenance, investment and accountability of the Dr. Philip Benjamin Matching Grant Program. Private contributions that are designated by the donors or the Board of Trustees to be placed in the fund are matched by the State of Florida. The matching ratio for scholarship donations is \$1 for \$1. Other donations are matched on the basis of \$4 of State funds for each \$6 of private funds. The private contributions and the matching funds form the corpus of the fund. These funds were released effective May 1, 2011. The corpus and the earnings thereon may be used for certain purposes to be determined by the board of trustees of the college and the State Board of Education. Only the earnings may be spent on endowed scholarship programs.

NOTE 6 – SIGNIFICANT CONCENTRATIONS OF CREDIT RISK

The Foundation maintains cash balances at several different financial institutions. Accounts held with banks are insured by the Federal Deposit Insurance Corporation up to \$250,000. Accounts held with broker-dealers are insured by the Securities Investor Protection Corporation up to \$250,000 for cash claims. At June 30, 2021, the Foundation had \$310,298 of uninsured cash balances.

NOTE 7 – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are available for the following purposes or periods, inclusive of appreciation on endowments:

Provide scholarship assistance	\$ 1,018,560
Other educational purposes	19,868,672
Endowments	<u>17,630,647</u>
Total	<u>\$ 38,517,879</u>

**THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 7 – NET ASSETS WITH DONOR RESTRICTIONS (Continued)

Net assets were released from donor restrictions by incurring expenses satisfying the purpose restrictions specified by donors as follows:

Purpose restrictions accomplished:

Culinary	\$ 8,108
Honors Plaza technology	46,524
Scholarships	1,581,204
Other programs:	
Kids College	5,722
Military Park	54
Mini grants	19,958
Program Enhancement	39,899
Visual and Performing Arts	1,000
Golf tournament	29,587
Dream Keepers Campaign	<u>10,153</u>
 Total restrictions released	 <u>\$ 1,742,209</u>

NOTE 8 – ENDOWMENTS

The Foundation's endowment consists of numerous individual funds established for a variety of purposes. Its endowment includes only donor-restricted endowment funds. As required by GAAP, net assets associated with endowment funds are classified and reported based on the existence or absence of donor-imposed restrictions.

- (a) Interpretation of Relevant Law – The Board of Directors has interpreted the Florida Uniform Prudent Management of Institutional Funds Act (FUPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies net assets of a perpetual nature with donor restrictions as (a) the original value of gifts donated to the donor restricted endowment, (b) the original value of subsequent gifts to the donor restricted endowment, and (c) accumulations to the donor restricted endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund that is not held in perpetuity is classified as net assets with donor restrictions until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by FUPMIFA.

**THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021**

NOTE 8 – ENDOWMENTS (Continued)

In accordance with FUPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds;

- (1) The duration and preservation of the endowment fund
- (2) The purposes of the Foundation and the donor-restricted endowment fund
- (3) General economic conditions
- (4) The possible effect of inflation or deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the Foundation
- (7) The investment policy of the Foundation
- (8) Funds with deficiencies

(b) Return Objectives and Risk Parameters – The Foundation has adopted an investment and spending policy for its endowment asset investment portfolio that seeks to primarily achieve growth of capital investments and income generation with a secondary goal of principal preservation. The portfolio also aims to maintain moderate exposure to risk of capital loss in pursuit of this return objective. Consistent with these objectives, the portfolio expects to invest in assets that tend to have a history of lower capital returns and volatility such as fixed income, and those with a more volatile history and upside return potential such as equities and alternative assets.

(c) Strategies Employed for Achieving Objectives – Each investment within the Foundation’s Portfolio will be expected to serve at least one (and often more than one) of the following three principle investment roles, as indicated:

- (1) Growth: of long-term real value over the investment horizon
- (2) Diversification: to mitigate risk inherent in equity-dominant portfolios
- (3) Hedging: of macro-economic risks (e.g., inflation and economic contraction)

To achieve this expectation, the Portfolio is structured into five segments as summarized below:

<u>Portfolio Segment</u>	<u>Primary Role/Secondary Role</u>	<u>Portfolio’s Target Allocation</u>
1. Fixed Income & Cash	Diversification/Hedging	25%
2. Public Equity	Growth/Diversification	52%
3. Private Equity	Growth	8%
4. Alternative Assets	Diversification/Hedging	15%

The Portfolio is divided in this manner to ensure that the overall asset allocation between the broad asset classes and strategies remains under the regular scrutiny of the Finance Committee and is not allowed becoming the residual of individual manager decisions.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 8 – ENDOWMENTS (Continued)

(d) Spending Policy and How the Investment Objectives Relate to Spending Policy – The Foundation has a policy of spending 5 percent of a three-year moving market value average of donor restricted endowment funds and earnings using December 31st figures of the current and two preceding years. As there may be situations requiring a higher percentage level of spending from endowment assets in order to assure the short-term economic viability of the Foundation, the Finance Committee is authorized to increase the spending rate as necessary, but only with good cause. Of the total spending allocation, 90 percent will be spent on scholarships, with the remaining 10 percent will be spent on special projects and grants (mini grants) to members of the college’s faculty and staff for the enhancement of the educational process.

The Portfolio is divided in this manner to ensure that the overall asset allocation between the broad asset classes and strategies remains under the regular scrutiny of the Finance Committee and is not allowed becoming the residual of individual manager decisions.

Endowment Net Asset Composition by Type of Fund as of June 30, 2021:

	<u>Without Donor Restriction</u>	<u>With Donor Restriction</u>	<u>Total</u>
Donor-restricted endowments	\$ 0	\$ 17,630,647	\$ 17,630,647

Changes in Endowment Net Assets for the year ended June 30, 2021:

	<u>Without Donor Restriction</u>	<u>With Donor Restriction</u>	<u>Total</u>
Endowment net assets, June 30, 2020	\$ 0	\$ 14,483,763	\$ 14,483,763
Investment return	0	3,795,870	3,795,870
Contributions and other income	0	211,807	211,807
Appropriation of assets for expenditure	0	(922,368)	(922,368)
Transfers	0	61,575	61,575
Endowment net assets, June 30, 2021	<u>\$ 0</u>	<u>\$ 17,630,647</u>	<u>\$ 17,630,647</u>

NOTE 9 – LIQUIDITY AND AVAILABILITY

The Foundation regularly monitors liquidity to meet its operating needs and other financial commitments, while also striving to maximize the investment of its available funds. The Foundation invests available cash needed for its general expenditures, liabilities, and other obligations in short-term investments, specifically interest-bearing checking accounts, savings accounts, and money market funds.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 9 – LIQUIDITY AND AVAILABILITY (Continued)

For the purposes of analyzing resources available to meet general expenditures over a 12-month period, the Foundation considers all expenditures related to its ongoing activities.

As of June 30, 2021, the following tables show the total financial assets held by the Foundation and the amounts of those financial assets available within one year of the statement of financial position date to meet general expenditures.

Financial assets at year-end:

	06/30/21
Cash and cash equivalents	\$ 618,680
Accounts receivable	43,690
Pledges receivable	210,000
Investments	37,594,056

Total financial assets at year-end	\$ 38,466,426
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Financial assets available to meet general expenditures within one year:

	06/30/21
Financial assets at year-end:	\$ 38,466,426
Add endowment spending rate	781,999
Less amounts unavailable for general expenditures within one year:	
Contributions restricted by donors with purpose restrictions	(20,887,232)
Endowment funds restricted by donors	(17,630,647)

Total financial assets available to meet cash needs for general expenditures within one year	\$ 730,546
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The Foundation is substantially supported by contributions, investment returns, and special events. Because a donor's restriction can require resources to be used in a particular manner or in a future period, the Foundation must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. Donor-imposed contributions are for scholarships, other educational purposes and programs, and endowments. The Foundation has a policy of spending 5 percent of a three-year moving market value average of donor restricted endowment funds and earnings using December 31st figures of the current and two preceding years.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

NOTE 10 – PLEDGES RECEIVABLE

Pledges receivable consists of two unconditional promises to give. The Foundation uses the allowance method to determine uncollected pledges receivable. The allowance is based on prior years' experience and management's analysis of specific promises made. Management is of the opinion that all pledges receivable are collectible, and that the fair value of the receivables approximates the carrying value shown on the financial statements. The Foundation's management has made an assessment of the collectability of pledges receivables and determined that an allowance for uncollectible pledges receivables is not needed as of June 30, 2021.

The anticipated time of future cash flows related to pledges receivable are as follows as of June 30, 2021:

Amounts due in less than one year	\$	80,000
Amounts due in one to five years		<u>130,000</u>
	\$	<u>210,000</u>

NOTE 11 – NOTES PAYABLE

The Foundation's long-term debt is summarized as follows:

	As of June 30, 2021	
	Due in One Year	Due After One Year
Note payable, interest at 1.00%, due in monthly installments of \$1,183 beginning on April 29, 2022, matures March 2026.	\$ 3,414	\$ 52,246
Total	\$ 3,414	\$ 52,246

Maturities of notes payable for the next five years are as follows:

2022	\$	3,414
2023		13,741
2024		13,879
2025		14,019
2026		<u>10,607</u>
Total	\$	<u>55,660</u>

See Note 14 for loan forgiveness status.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2021

NOTE 12 – RELATED PARTY TRANSACTIONS

The Foundation serves Gulf Coast State College (College) by providing funding and services to support and foster the pursuit of higher education. The Foundation provided support to the College for the year ended June 30, 2021 as follows: 1.) \$1,533,353 for scholarships, 2.) \$63,686 for programs, 3.) \$137,556 for general and administrative costs, and 4.) \$10,353 for special events. The Foundation recognized \$22,364 as in-kind rent (including telephone, insurance, gas, electricity, water and sewer) contributed by the College for the year ended June 30, 2021.

The golf tournament is held at Shark's Tooth Golf Club, which is owned by St. Joe Company where one of the Foundation board members is employed as a manager. For the year ended June 30, 2021, the Foundation paid \$22,107 for the golf tournament.

The Foundation paid for monthly marketing and website services to Kerrigan Marketing Associates, which is owned by one of the Foundation's board members. For the year ended June 30, 2021, the Foundation paid \$6,060 for these marketing and website hosting expenses.

NOTE 13 – UNCERTAINTIES

As a result of the COVID-19 pandemic in the United States, economic uncertainties have arisen which may have a negative impact on the Foundation's financial results in the future. The extent of the impact of COVID-19 on the operational and financial performance will depend on certain developments, including duration of the pandemic, impact on donors, investments, employees and vendors, all of which are uncertain at this time. The extent to which COVID-19 may impact the Foundation's financial condition or results in the future is uncertain.

NOTE 14 – SUBSEQUENT EVENTS

On March 29, 2021, the Foundation entered into a second Paycheck Protection Program Promissory Note (the "PPP Note") for the principal amount of \$55,660 (the "PPP2 Loan") from BancorpSouth (the "PPP Loan Lender"). The PPP2 Loan was obtained pursuant to the Paycheck Protection Program (the "PPP") of the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") administered by the U.S. Small Business Administration ("SBA"). The PPP2 Loan was disbursed by the PPP Loan Lender to the Foundation in March 2021 and will mature in five years. The PPP2 Loan bears an interest at 1.00% per annum. Funds from the PPP2 Loan may only be used by the Foundation for payroll costs, costs for continuing group healthcare benefits, mortgage interest payments, rent, utility and interest on any other debt obligations that were in affect before February 15, 2020. In October 2021, the Foundation applied for loan forgiveness for the full amount of the second PPP Loan and expects to be awarded forgiveness by the bank.

The Foundation has evaluated subsequent events requiring disclosure or recording in these financial statements through November 24, 2021, which is the date these financial statements were available to be issued.

**THE GULF COAST STATE COLLEGE FOUNDATION, INC.
SCHEDULE OF FINANCIAL POSITION
DR. PHILIP BENJAMIN MATCHING GRANT PROGRAM
JUNE 30, 2021**

ASSETS

Assets:	
Investments	\$ <u>16,170,270</u>
Total Assets	<u>\$ <u>16,170,270</u></u>

NET ASSETS

Net Assets:	
Without donor restrictions	\$ 0
With donor restrictions	<u>16,170,270</u>
Total Net Assets	<u>\$ <u>16,170,270</u></u>

See independent auditor's report.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
SCHEDULE OF ACTIVITIES
DR. PHILIP BENJAMIN MATCHING GRANT PROGRAM
YEAR ENDED JUNE 30, 2021

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenues:			
Net investment return		\$ 3,364,131	\$ 3,364,131
Net assets released from restrictions	\$ 942,053	(942,053)	0
 Total revenues	 <u>942,053</u>	 <u>2,422,078</u>	 <u>3,364,131</u>
Expenses:			
Program services -			
Honors Plaza technology	46,524		46,524
Mini grants	19,958		
Scholarships	714,542		714,542
Supporting services -			
Reinvestment fees	161,029		161,029
 Total expenses	 <u>942,053</u>	 <u>0</u>	 <u>942,053</u>
 Change in Net Assets	 0	 2,422,078	 2,422,078
 Net Assets, June 30, 2020	 <u>0</u>	 <u>13,748,192</u>	 <u>13,748,192</u>
 Net Assets, June 30, 2021	 <u>\$ 0</u>	 <u>\$ 16,170,270</u>	 <u>\$ 16,170,270</u>

See independent auditor's report.

**THE GULF COAST STATE COLLEGE FOUNDATION, INC.
SCHEDULE OF EXPENDITURES OF STATE PROJECTS
YEAR ENDED JUNE 30, 2021**

<u>STATE PROJECTS</u>	<u>Specific Appropriation Number</u>	<u>State Receipts</u>	<u>Grant Related Expenditures¹</u>
<u>Department of Education</u> –			
Division of Community Colleges			
Dr. Philip Benjamin Matching Grant Program ^a	180	\$ 0	\$ 942,053

^a State Grant and Aids Appropriation funds.

¹ Includes expenditures of investment earnings.

NOTE A – BASIS OF PRESENTATION

The above Schedule of Expenditures of State Projects includes the state grant activity of The Gulf Coast State College Foundation, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Chapter 10.650, Rules of the Auditor General. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

See independent auditor's report.



The CPA Group
**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
The Gulf Coast State College Foundation, Inc.
Panama City, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of The Gulf Coast State College Foundation, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 24, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered The Gulf Coast State College Foundation, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of The Gulf Coast State College Foundation, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of The Gulf Coast State College Foundation, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Board of Directors
The Gulf Coast State College Foundation, Inc.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2020-001, 2020-002, and 2020-003 that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether The Gulf Coast State College Foundation, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Gulf Coast State College Foundation, Inc.'s Response to Findings

The Gulf Coast State College Foundation, Inc.'s response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The Gulf Coast State College Foundation, Inc.'s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of The Gulf Coast State College Foundation, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Trpton, Marley, Garner & Chastain

Panama City, Florida
November 24, 2021

**THE GULF COAST STATE COLLEGE FOUNDATION, INC.
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2021**

2020-001 – Credit Card Charges: Lack of Accounting Records

Condition: Credit card receipts and related supporting documentation regarding the reimbursement of employee credit card charges by the Foundation were not being properly maintained during the beginning of the fiscal year. This finding was noted in the prior year, but as of January 2021, the Foundation updated its policies and procedures, the executive director terminated employment, and no additional findings were noted subsequent to this date.

Criteria: The Foundation's expense reimbursement policy states that receipts are required for all expenditures billed directly to the Foundation. The employee is required to submit a written expense report that includes, 1.) the individual's name, 2.) if reimbursement for travel is requested, the date, origin, destination, and purpose of the trip, including a description of each Foundation-related activity during the trip, 3.) the name and affiliation of all people for whom expenses are claimed, and 4.) an itemized list of all expenses for which reimbursement is requested.

Cause: The Foundation's executive director, who was overseeing the process, did not hold herself or staff accountable to the policy, and allowed the credit card charges to be reimbursed without the required receipts and supporting documentation.

Effect: This situation provides opportunity for errors and unauthorized transactions to not be detected in a timely manner.

Recommendation: We recommend that the Foundation board of directors' review and update its policy, as needed, and require management to enforce the policy which would require supporting receipts to be submitted prior to reimbursement.

Views of Responsible Officials and Planned Corrective Actions: Agree with recommendation. In November 2020, the Foundation President directed Foundation staff to provide supporting documentation for all credit card expenses going forward. In early December 2020, the Board of Directors voted to place the Foundation's staff under the management of the Gulf Coast State College (the College) effective January 1, 2021, which will require them to comply with the College's procurement and expense protocols. The College's policies currently require supporting receipts to be submitted prior to reimbursement, and whose protocols assure that this policy is routinely enforced. The Foundation Board is currently negotiating a Memorandum of Understanding (MOU) with the College Trustees Board, which will also entail a comprehensive review and revision of the Foundation's policies and procedures. The Foundation Board intends to approve the MOU with the College Trustees by June 30, 2022.

**THE GULF COAST STATE COLLEGE FOUNDATION, INC.
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2021**

2020-002 – Credit Card Charges: Approval of Employee Expense Report Reimbursements

Condition: The Foundation's executive director was getting reimbursed for credit card charges without supervisor approval (approval by the board of directors). This finding was noted in the prior year, but as of January 2021, the Foundation updated its policies and procedures, the executive director terminated employment, and no additional findings were noted subsequent to this date.

Criteria: The Foundation's expense reimbursement policy states that all expenses must be submitted using the required expense form and approved by the employee's supervisor prior to submission for reimbursement.

Cause: The Foundation's executive director did not submit her credit card expense reimbursement forms to the board for review prior to reimbursement. The board of directors were unaware they were required to review and approve the executive director's expense report.

Effect: This situation provides opportunity for errors and unauthorized transactions to not be detected in a timely manner.

Recommendation: We recommend that the Foundation board of directors' review and approve the executive director's expense report prior to submission for reimbursement.

Views of Responsible Officials and Planned Corrective Actions: Agree with recommendation. The Foundation's Executive Director will review and approve the Foundation staff's expense reports, and two board members will review and approve the Executive Director's expense report prior to submission for reimbursement. Two board members, independent of the review and approval process, will review and sign all checks related to expense reimbursements.

2020-003 – Credit Card Charges: Unauthorized and Unallowed Transactions

Condition: The Foundation's executive director was getting reimbursed for credit card charges without supervisor approval (approval by the board of directors), and based on audit procedures performed regarding the examination of receipts provided, and inquiry of the board of directors regarding allowability, numerous charges were determined to be unallowable for the Foundation's purpose. This finding was noted in the prior year, but as of January 2021, the Foundation updated its policies and procedures, the executive director terminated employment, and no additional findings were noted subsequent to this date.

Criteria: The Foundation's expense reimbursement policy states that the Foundation will reimburse employees for reasonable pre-approved business expenses, and that unreasonable or excessive expenses will not be reimbursed.

THE GULF COAST STATE COLLEGE FOUNDATION, INC.
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2021

2020-003 – Credit Card Charges: Unauthorized and Unallowed Transactions (Continued)

Cause: The Foundation's executive director did not submit her credit card expense reimbursement forms to the board for review prior to authorizing her own reimbursement. The board of directors were unaware they were required to review and approve the executive director's expense report. Based on these two factors, unauthorized and unallowable charges by the executive director were reimbursed by the Foundation.

Effect: This situation provides opportunity for errors and unauthorized transactions to not be detected in a timely manner.

Recommendation: We recommend that the Foundation board of directors' review and approve the executive director's expense report, and review all supporting receipts for propriety, prior to submission for reimbursement.

Views of Responsible Officials and Planned Corrective Actions: Agree with recommendation. Two board members will review and approve the Foundation Executive Director's expense reports, including the review of all supporting receipts for propriety, prior to submission for reimbursement. Two board members, independent of the review and approval process, will review and sign all checks related to expense reimbursements. The Foundation is still in the process of attempting to recover unauthorized credit card expenses.