

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

JOHNSTOWN, PENNSYLVANIA

EIN NUMBER: 25-1721929



Single Audit Reporting Package

June 30, 2020 and 2019

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
JUNE 30, 2020 AND 2019

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PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

MANAGEMENT'S DISCUSSION AND ANALYSIS

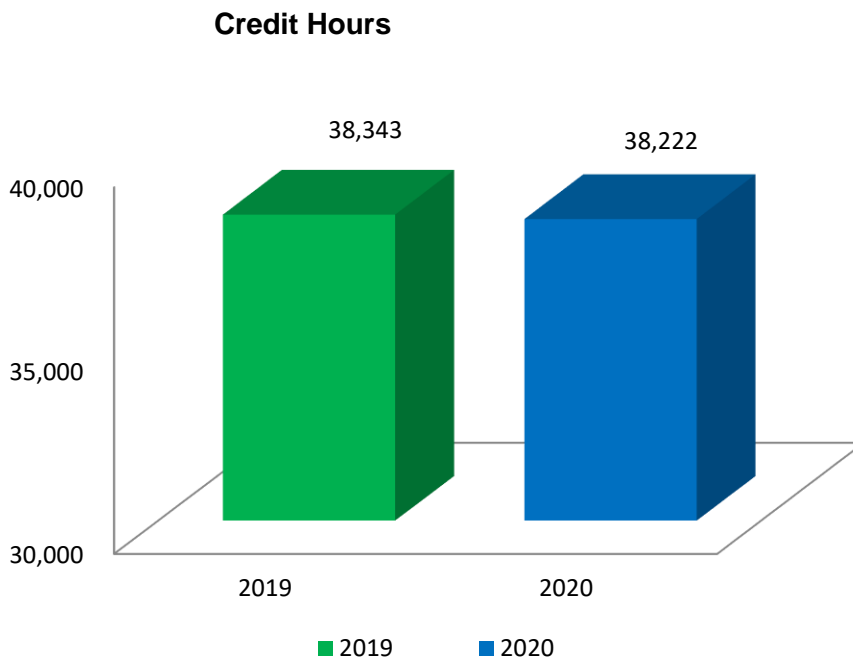
Management's Discussion and Analysis

This section of Pennsylvania Highlands Community College's Annual Financial Statements presents Management's Discussion and Analysis of the College's financial activity for the fiscal years June 30, 2020 and June 30, 2019. This analysis reflects current activities, resulting changes and currently known facts, and should be read in conjunction with the College's Financial Statements, including the notes. Responsibility for the completeness and fairness of this information rests with the College.

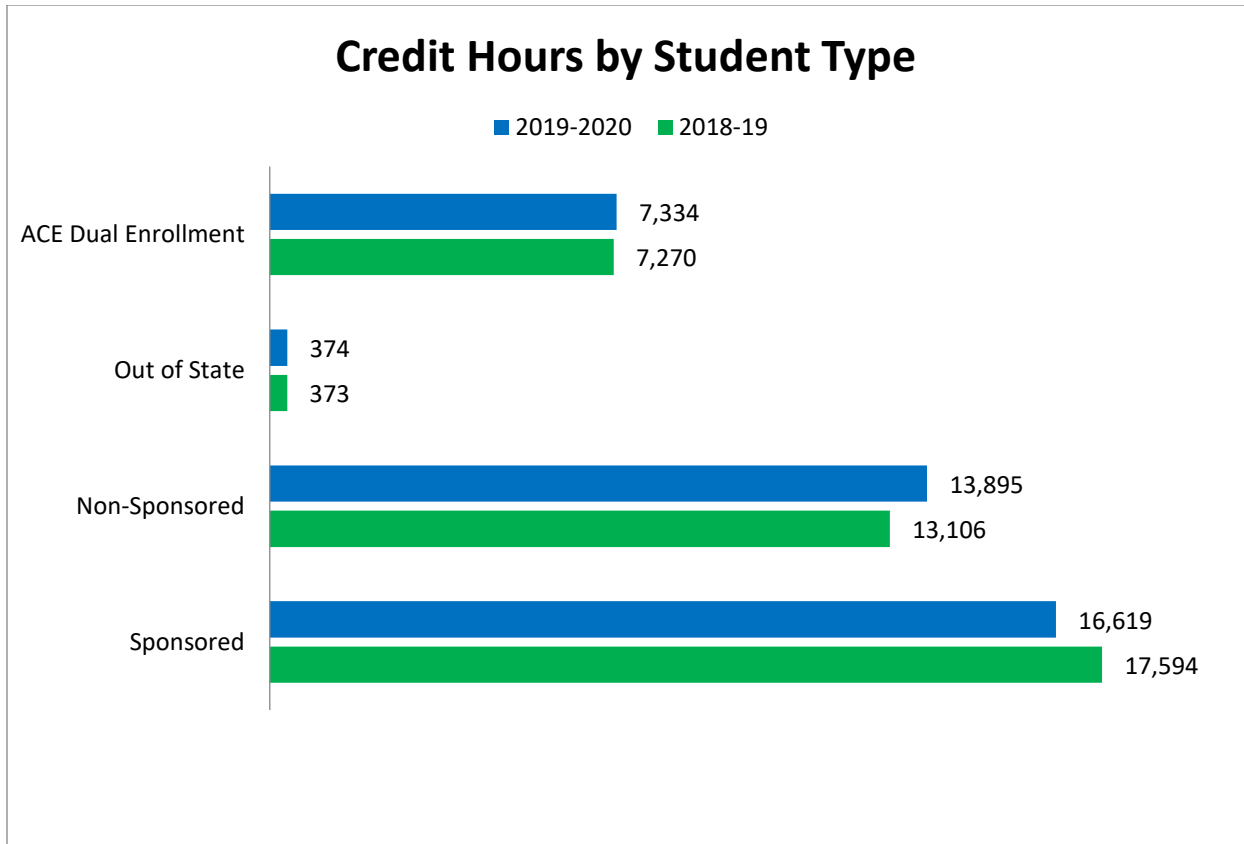
Using This Annual Report

The financial statement format focuses on the College as a whole. The annual report shows both the College's and the College's Foundation financial information. The College Financial Statements are designed to emulate corporate presentation models, whereby all College activities are consolidated. The Statement of Net Position is designed to be similar to bottom line results for the College. This Statement combines current financial resources with capital assets. The Statement of Revenues, Expenses, and Changes in Net Position focus on both the gross costs and the net costs of College activities which are supported mainly by State appropriations, County appropriations, and tuition and fees. This approach is intended to summarize and simplify the user's analysis of the cost of various College services to students and the public.

Enrollment

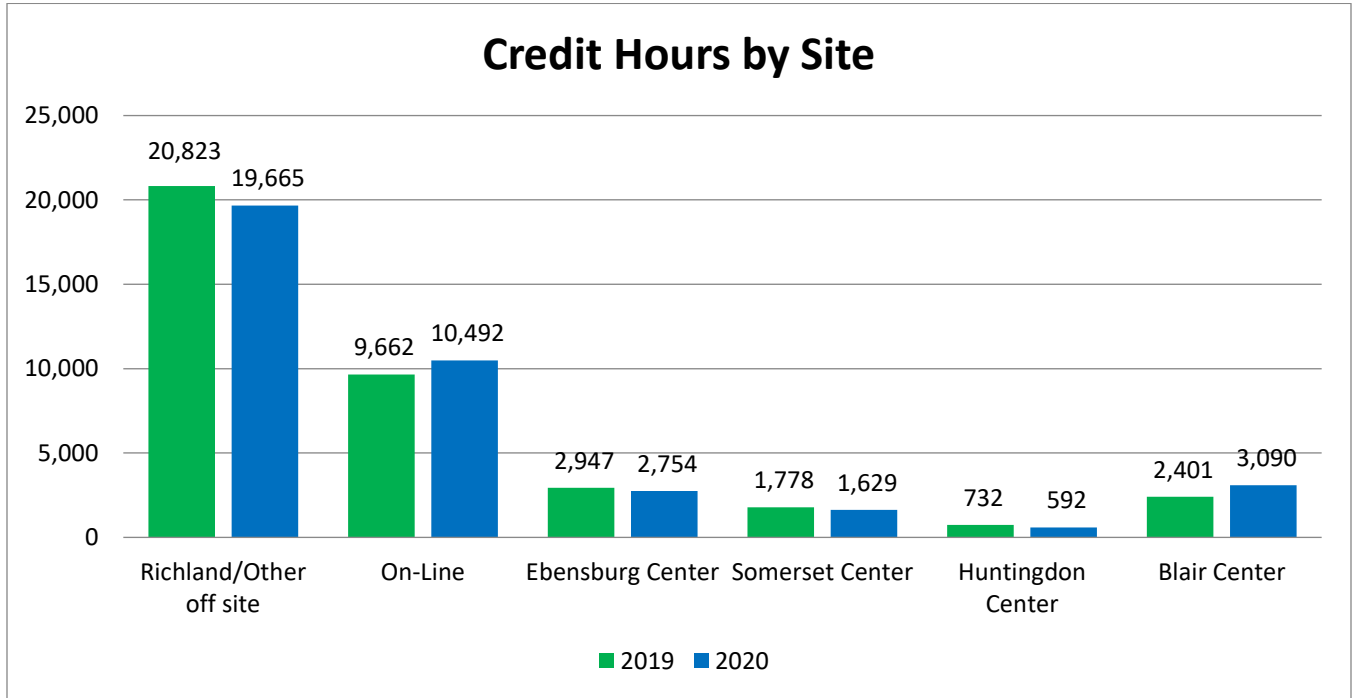


The overall enrollment and credit hours sold decreased .3% in the 2020 fiscal year. Total credit hours sold in 2020 was 38,222 compared to 38,343 in 2019. A further breakdown of the credit hours sold is provided below.



Sponsored credits continue to make up the largest portion of our enrollment with 16,619 credits sold in 2020 compared to 17,594 in 2019. This represents a decrease of 975 credits or a 5.5% decrease for the current fiscal year. Non-Sponsored credits increased to 13,895 resulting in an increase of 6.0% for the current fiscal year. Out of State credits sold increased by 1 resulting in an increase of 0.3% for the current fiscal year. The ACE Dual Enrollment program posted a 64 credit increase which is .9% above prior year totals.

The following chart breaks out the credits sold by site. Of the 38,222 total credits sold, 19,665 were at the main Richland Campus/Other off Site locations. Richland Campus credits include the ACE Dual Enrollment totals of 7,334 credit hours, and the total Richland Campus credits decreased by 1,158 credits. On Line credits taught increased by 830 from 9,662 credits during 2019 to 10,492 credits in fiscal year 2020. Ebensburg Center, Somerset and Huntingdon credits decreased by 193, 149 and 140 respectively whereas Blair showed a significant increase of 689 credits or 28.7% for the fiscal year 2020.



Statement of Net Position

The Statement of Net Position presents the financial position at the end of each year. The difference between assets and liabilities is net position, representing a measure of the current financial condition.

The major components of Pennsylvania Highlands Community College's assets, liabilities and net position, as of June 30, 2020 and 2019 are as follows (in thousands):

	2020	2019	\$ Change	% Change
Assets				
Cash and cash equivalents	\$ 5,772	\$ 5,375	\$ 397	7.4%
Accounts receivable, net	909	324	585	180.6%
Tenant Construction Allowance	0	489	(489)	-100%
Other assets	235	234	1	0.4%
Total Current Assets	6,916	6,422	494	7.7%
Noncurrent Assets				
Capital Assets, net	8,765	9,561	(796)	-8.3%
Total Noncurrent Assets	8,765	9,561	(796)	-8.3%
Deferred Outflows				
Deferred SERS outflows	21	61	(40)	-65.6%
Total Assets and Deferred Outflows	15,702	16,044	(342)	-2.1%
Liabilities				
Accounts payable	260	318	(58)	-18.2%
Accrued salaries and benefits	773	734	39	5.3%
Lease payable	215	238	(23)	-9.7%
Notes payable	1,774	2,025	(251)	-12.4%
SERS net pension liability	155	254	(99)	-39.0%
Total Liabilities	3,177	3,569	(392)	-11.0%
Deferred Inflows				
Deferred SERS Inflows	156	157	(1)	-0.6%
Unearned Tuition and Fee Revenue	243	309	(66)	-21.4%
Total Deferred Inflows	399	466	(67)	-14.1%
Net Position				
Invested in Capital assets, Net of related debt	6,775	7,298	(523)	-7.2%
Unrestricted	4,003	3,389	614	18.1%
Restricted - Expendable	1,348	1,322	26	2.0%
Total Net Position	12,126	12,009	117	1.0%
Total Liabilities, Deferred Inflows, and Net Position	\$ 15,702	\$ 16,044	\$ (342)	-2.1%

Pennsylvania Highlands Community College's Assets and Deferred Outflows:

Cash and cash equivalents include checking accounts for operations and funds deposited in money market and repurchase agreement accounts.

The total receivable amount includes student receivables and various grant and other receivables which totaled \$909 thousand in fiscal 2020. This is an increase of \$585 thousand over the same period last year. The increase is the result of increases in student receivables, social security tax reimbursements due the College from PDE (Pennsylvania Department of Education) and a PDE Jobs Training grant receivable at year end.

The Tenant Construction Allowance is an amount due from the property owner of the Blair Center as a result of the leasehold improvements at that site. The funds were received in fiscal 2020 and they were used to offset the costs of construction of the expanded space.

Other Assets include prepaid expenses relating to the monthly rental payments for the Richland Campus; the Ebensburg, Somerset, Huntingdon, Blair and the Central Park Centers; along with monthly health insurance related costs. Other assets increased by \$1 thousand over the same period last year. The increase is the result of increases in space lease costs and cost increases in the health insurance plans.

Capital Assets include furniture and equipment, computer software, leasehold improvements, construction interest and bond issue discount costs, purchases, and construction in progress. Capital assets, net, totaled \$8.76 million at June 30, 2020 and decreased by \$796 thousand over the same period last year. The decrease is a result of annual depreciation costs for the period.

Deferred Outflows refer to the consumption of net assets that is applicable to a future reporting period. The Deferred SERS (State Employees' Retirement System) outflows, which total \$21 thousand at June 30, 2020, represents the College's proportionate share of the total SERS pension plan deferred outflows.

Pennsylvania Highlands Community College's Liabilities and Deferred Inflows:

The College's Total Liabilities and Deferred Inflows decreased by \$459 thousand, or 11.4%, to \$3.57 million at the end of fiscal year 2020.

Accounts payable decreased by \$58 thousand over fiscal year June 30, 2020. The decrease is a result of the pay down of current obligation for the 2020 fiscal year.

The Accrued salaries and benefits line are showing an increase of \$39 thousand over last year's totals. This increase is a result of changes in staffing levels, salary rates as well as timing differences in the calculation of the year end accruals.

The Lease payable line shows a decrease of \$23 thousand for the current year. This fiscal year-end balance of \$215 thousand decreased due to the timing of lease terms as to when old leases are paid off and new replacement equipment leases are obtained.

The Notes payable amount of \$1,774 million shows a decrease of \$251 thousand over last year's amount of \$2,025 million. This line item includes the amounts due on the Blair construction project. The decrease is the result continued loan payments for the Blair project. The loan payments for the Blair Project are funded 50% by the PDE and 50% by the College.

The State Employees' Retirement System (SERS) net pension liability is \$155 thousand at June 30, 2020. This signifies the amount by which the College's total pension liability exceeds the pension plan's net assets and has decreased by \$99 thousand in comparison to the prior year.

Deferred Inflows refer to the acquisition of net assets that are applicable to a future reporting period. The deferred SERS inflow balance of \$156 thousand is the College's share of the State Employees' Retirement System (SERS) pension deferred inflows. The Unearned Tuition and Fee revenue totaling \$243 thousand is advanced student payments for summer and fall session tuition.

Pennsylvania Highlands Community College Net Position:

Net position represents the residual interest in the College's total assets and deferred outflows after all liabilities and deferred liabilities are deducted. The College's net position totaled \$12.009 million in 2019, and increased \$117 thousand, or 1.0% to \$12.126 million during the 2020 fiscal year.

The College's net position is reported in three major categories: Invested in Capital assets, Unrestricted and Restricted-Expendable.

The portion of Net Position Invested in Capital Assets, Net of related debt, indicates the College's equity in property, plant and equipment. This decreased \$523 thousand from \$7.298 million in 2019 to \$6.775 million in 2020. This decrease is the result of depreciation costs net of any asset additions during the year.

The portion of Net Position in Restricted-Expendable totaling \$1.348 million consists of funds set aside by the Board of Trustees for future capital or operating needs.

The remaining portion of Net Position is classified as Unrestricted for financial statement purposes. The total at June 30, 2020 is \$4.003 million, up \$614 thousand over the prior year. The increase is due to the net of the increase in asset balances plus the decrease in liabilities at year end. The Unrestricted assets are typically used for continuing College operations.

Pennsylvania Highlands Community College Results of Operations

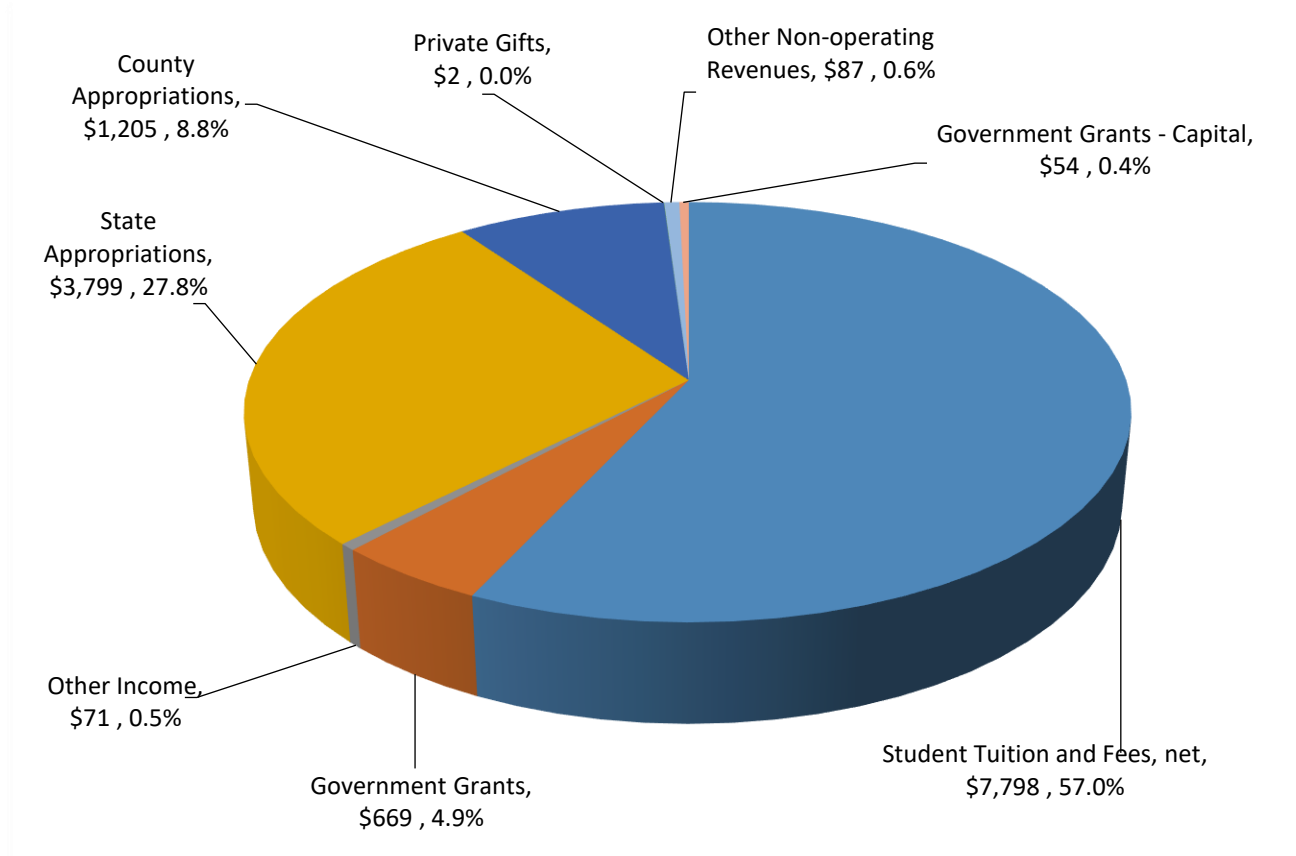
The Statement of Revenues, Expenses and Changes in Net Position is provided to show the results of operations of the year. It provides insight to the College's Operating costs and reflects where the College funds have been administered. As required by Governmental Accounting Standards Board (GASB), certain significant revenues, which are essential to support the operational needs of the College, are required to be recorded as Non-operating revenues. The Non-operating revenues include State appropriations, County appropriations, Student Financial Aid and private gifts.

The following schedule summarizes the operating results of Pennsylvania Highlands for 2020 and 2019 (in thousands):

	2020	2019	\$ Change	% Change
Revenues				
Student tuition and fees, net	\$ 7,798	\$ 7,748	\$ 50	0.6%
Government grants	669	244	425	174.2%
Other income	71	79	(8)	-10.1%
Total revenues	8,538	8,071	467	5.8%
Expenses				
Instruction	3,631	3,815	(184)	-4.8%
Academic Support	2,279	2,086	193	9.3%
Student Services	2,455	2,248	207	9.2%
Institutional Support	2,269	2,314	(45)	-1.9%
Facilities/Maintenance	1,842	1,938	(96)	-5.0%
Bad debt	37	82	(45)	-54.9%
Depreciation	995	979	16	1.6%
Total operating expenses	13,508	13,462	46	0.3%
Non-operating revenues/(expenses)				
State appropriations	3,799	3,748	51	1.4%
County appropriations	1,205	1,205	0	0.0%
Richland roof contributions	0	24	(24)	-100.0%
Financial Aid Net	0	0	0	0.0%
Emergency Grants to Students Net	0	0	0	0.0%
Private gifts	2	40	(38)	-95.0%
Interest	(60)	(65)	5	7.7%
Other non-operating revenue	87	88	(1)	-1.1%
Total non-operating revenues(expenses)	5,033	5,040	(7)	-0.1%
Government grants - Capital	54	214	(160)	-74.8%
Total change in net position	\$ 117	\$ (137)	\$ 254	185.4%

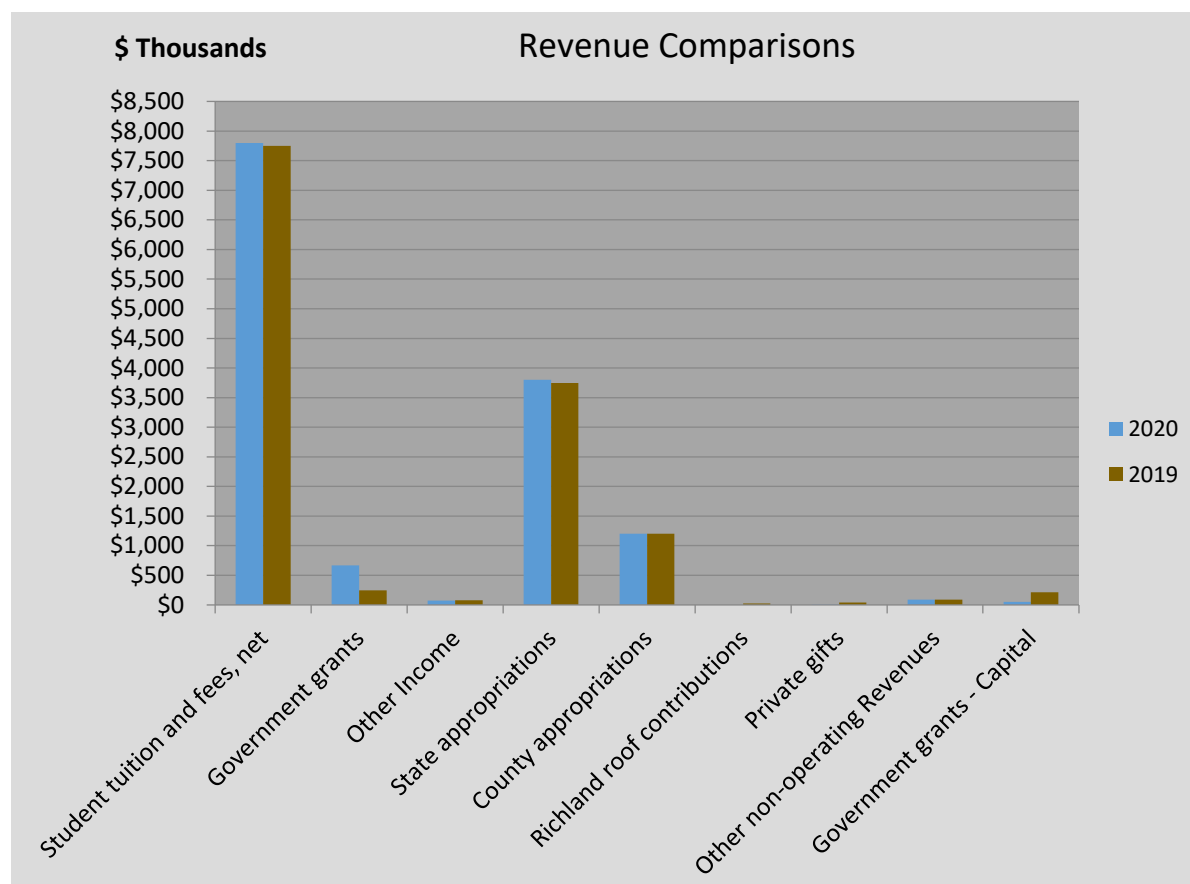
Pennsylvania Highlands Community College Revenues

Categories of both operating and non-operating revenues that support the College’s activities in 2020 are as follows (in thousands):



Overall, operating revenues for Fiscal 2020, including Student Tuition and Fees, Other Income and Government Grants, totaled \$8.538 million, an increase of \$467 thousand over the same period in Fiscal 2019. Government Grants, which includes the Perkins Grant, the Keystone Education Yields Success (KEYS) Grant, and a PA Jobs Training grant provide resources such as, technology, tutoring, career services and other student service activities that aid in student learning and success. Non-operating revenues include State appropriations, County appropriations, Financial Aid, the CARES Emergency Grant for Students, along with private gifts and Other non-operating revenue/(expenses), totaled \$5.033 million in 2020 compared to \$5.040 million in 2019. Government Grants-Capital totaled \$54 thousand in 2020 and provided funds for the development of the SHARE lab. The prior year amount of \$214 thousand was used to purchase Computers and Science lab equipment in Blair and for the classroom renovations at the Central Park drop-in center.

The following graph compares 2020 revenues against 2019 revenues (in thousands):



Student Tuition and fees, net of scholarship allowances, increased \$50 thousand or .6% in 2020 to \$7.798 million. While overall credits sold remained consistent with prior year amounts, the increase is due to the changes in tuition and fee rates for the current year.

Government grants include grant programs such Perkins, KEYS and this fiscal year, a PA Jobs training grant as well as a Cure the Violence grant. Total revenues from all the grant programs was \$669 thousand in 2020 as compared to \$244 thousand in 2019, with the increase attributed to the PA Jobs Training and the Cure the Violence grant activity.

Other Income totaling \$71 thousand, includes the commission received on bookstore sales from Follett which totaled just over \$33 thousand in 2020. This category also includes other items such as specialized testing income, and job fair and college fair income.

State appropriations include operating and capital allocations from the Pennsylvania Department of Education. Overall, State Appropriations totaled \$3.799 million in 2020, an increase of \$51 thousand over the 2019 amount of \$3.748 million. The changes occurred because of slight increases in operating allocations net of decreases in capital funding due to the paydown of the Richland roof debt. The State FICA reimbursement remained virtually unchanged from the prior year amounts.

County appropriations for 2020 remained at the same \$1.205 million level as 2019. As indicated in the pie chart above, the County contributed 8.8% of the overall operating and non-operating revenues during the year.

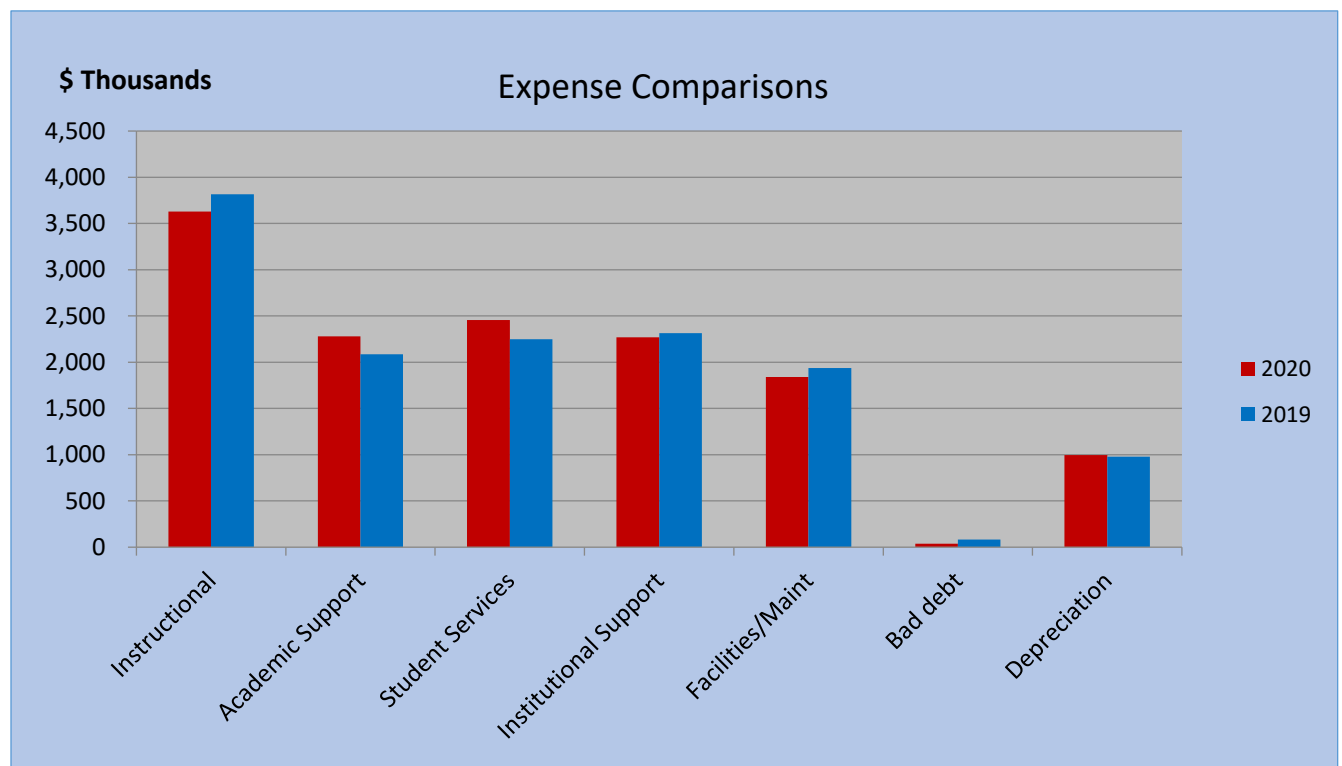
Richland Roof Contributions came to an end in September 2019 as the loan for the roof project was completely paid in full. This is the amount that the Richland School District provided towards the loan payments for the building roof replacement.

Government grants – Capital Government Grant funds used to purchase capital equipment totaled \$54 thousand in the 2020 fiscal year. The money came from the Perkins Grant and it was used to construct the new SHARE lab at the Richland Campus.

Pennsylvania Highlands Community College Expenses

Operating expenses for fiscal 2020 increased by only \$46 thousand over the same period in fiscal 2019. Total operating expenses for 2020 was \$13.508 million compared to \$13.462 million in 2019. The expenses are classified by function (instructional, academic support, etc.). The majority of the expense increase over last year can be attributed to higher Instructional and Institutional Support related costs resulting from increased operating costs.

The following graph compares 2020 expense categories with 2019 expense categories by functional classification (in thousands):



Instructional expenditures decreased over the prior year’s amounts. The decrease of \$184 thousand can mainly be attributed to open positions throughout the year. These costs include Faculty and Educational division costs needed to provide instruction.

Academic Support is showing an increase in costs over last year. The majority of the \$193 thousand increase is a result of staffing changes and personnel costs in various academic support departments. Additional costs were also recognized resulting from technology upgrades made to enhance the delivery of on-line instruction due to the COVID19 pandemic

Student Services expense of \$2.455 million in 2020 is a \$207 thousand increase over the \$2.248 million amount in 2019. This category includes the administrative costs from the Ebensburg, Somerset, Huntingdon and Blair centers. The costs associated with the athletic programs are included in this category. Again, the increase can be attributed to expenditures relating to the COVID19 pandemic response including technology upgrades and grant spending.

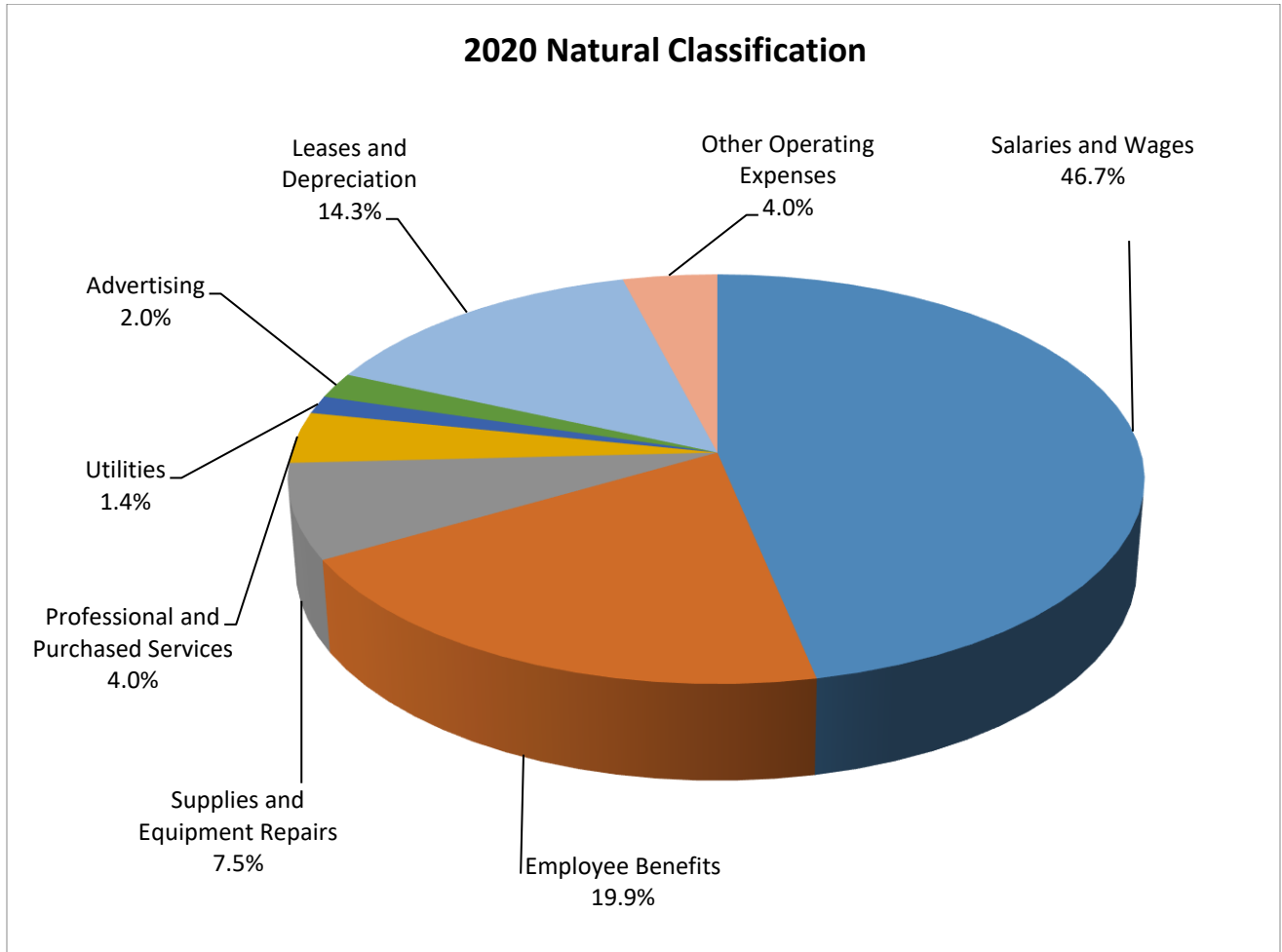
Institutional Support is showing a decrease from last year of \$45 thousand or a 1.9% decrease. The decrease is a result of the restructuring of the Student Accounts and Financial Aid departments and reporting them in Student Services.

Facilities/Maintenance costs decreased \$96 thousand from \$1.938 million in 2019 to \$1.842 million in 2020. This represents a 5.0% decrease over the previous year. A large part of the decrease can be attributed to the shut-down of the five education centers as well as the main campus during the COVID19 pandemic.

Bad Debt Expense consists of the estimated amount of the current student receivables that the College will not be able to collect. The estimate is based on a detailed review of the outstanding receivables at year end and actual historical amounts of accounts that were written off. The College's provision for uncollectible accounts (bad debt) decreased \$45 thousand from \$82 thousand in 2019 to \$37 thousand in 2020. The bad debt expense is directly related to the overall tuition and fee revenue and as the dollar amounts for tuition and fee revenue increases/decreases, so does the corresponding bad debt expense. Further analysis shows that the bad debt expense, as a percent of total tuition and fee revenue, decreased marginally from 1.06% in 2019 to .47% in 2020.

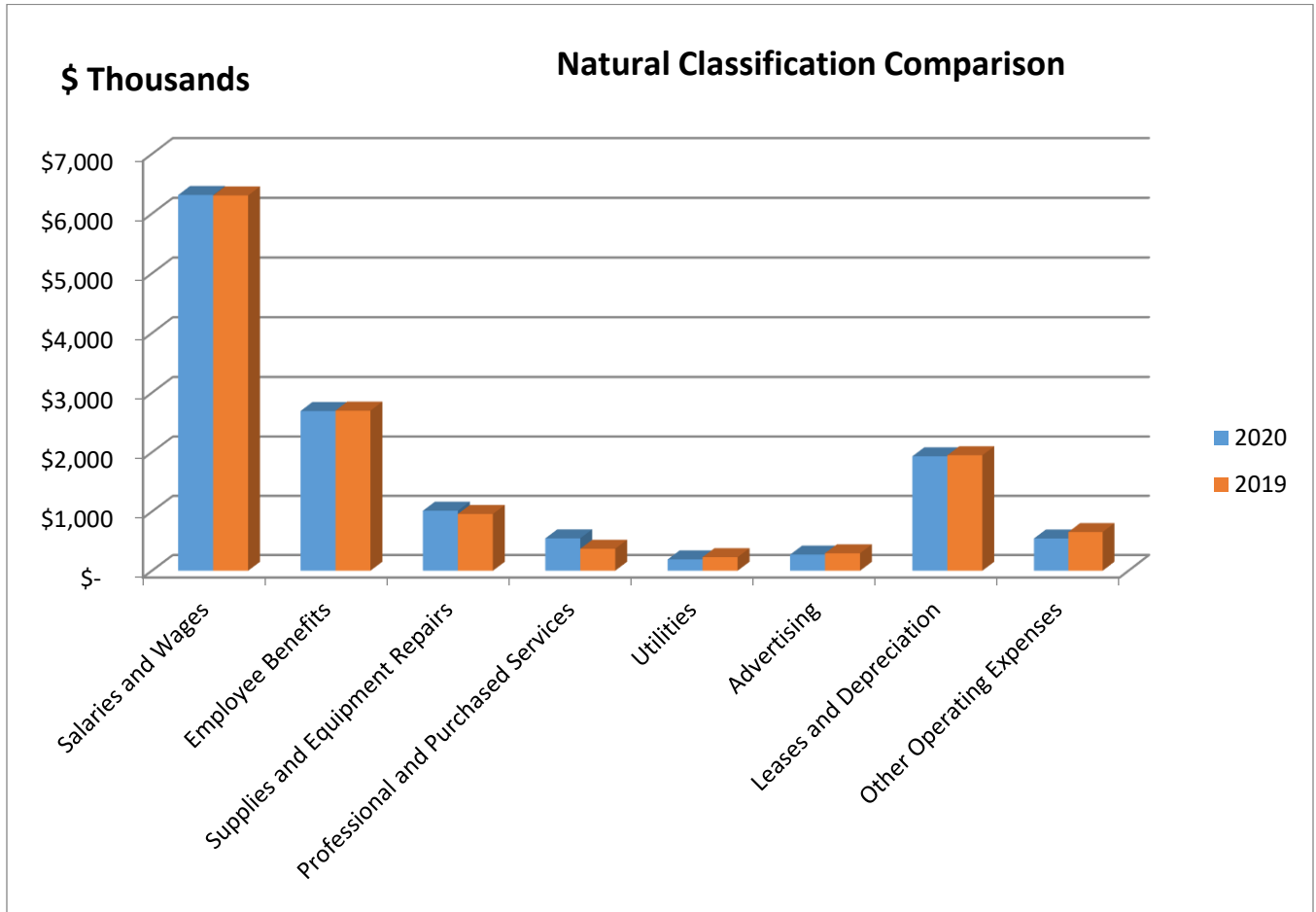
Depreciation Expense is showing an increase in 2020 of \$16 thousand or 1.6% above 2019 amounts. This increase is due to the completion of the Blair Center and the normal depreciation cycles of when assets are purchased and when capital equipment leases are renewed.

The following chart breaks down the College's 2020 operating expenses by natural classification including salaries, utilities, leasing costs and other operating costs. The graph shows the distribution percentage of each natural classification. This graph does not include the student financial aid activity.



Employee related expenses including salaries and wages and employee benefits made up a total of 66.6% of the overall operating expenses of the College for fiscal year 2020. The Leases and Depreciation classification, totaling 14.3% of the operating costs, is the next highest amount. This includes the annual building rental costs for all of our education sites. Supplies and Equipment Repairs totaled 7.5% of the operating costs and include departmental supplies and equipment and building maintenance costs. Professional and Purchased Services totaled 4.0% and Other Operating expenses totaled 4.0% of the overall operating expenses for fiscal 2020. The remaining classifications of Utilities and Advertising had combined expenditures totaling 3.4% of the College's operating costs.

The following graph further compares fiscal year 2020 and 2019 expenses by natural classification. The graph shows that overall expenses remained consistent during 2020 and 2019. There are slight decreases in the Salaries and Wages as employee benefits shows slight increases. Supplies and Professional and Purchased Services also show slight increases. Utilities, Advertising, Depreciation and Other Operating Expenses each remained consistent with only slight decreases over the previous year which was attributed to conservative spending due to the COVID19 shutdowns.



Pennsylvania Highlands Community College Cash Flows

The Statement of Cash Flows presents the significant sources and uses of cash (composed of operating checking accounts and money market accounts).

A summary comparison of cash flows for 2020 and 2019 is as follows (in thousands).

	2020	2019	\$ Change
Cash Flows			
Cash received from operations	\$ 7,850	\$ 8,676	(\$826)
Cash payments for operations	(12,590)	(12,903)	313
Net cash used by operations	(4,740)	(4,227)	(513)
Net cash provided by noncapital financing activities	4,474	4,363	111
Net cash provided/(used) by capital financing activities	664	(19)	683
Net increase in cash	398	117	281
Cash and cash equivalents, beginning of year	5,375	5,258	117
Cash and cash equivalents, end of year	\$ 5,772	\$5,375	\$397

Cash and cash equivalents increased \$397 thousand from \$5.375 million in 2019 to \$5.772 million in 2020. The College used \$4.740 million in operating activities which was offset by \$4.474 million of cash provided by noncapital financing activities. Noncapital financing activities include State and County operating appropriations and cash received for other than capital purposes that are used to support operational activities.

Net cash used by capital financing activities include amounts received for capital purposes from PDE capital allocations, Cambria County capital allocations and net proceeds from lines of credit. This category also includes cash spent on the purchase of capital assets, interest expense on lines of credit and principal payments on capital leases.

Pennsylvania Highlands Community College Foundation

As required by GASB 61 regulations, the College has also included the financial information from the College's Foundation. The major components of Pennsylvania Highlands Community College Foundation's assets, liabilities and net assets, as of June 30, 2020 and 2019 are as follows:

	2020	2019	\$ Change	% Change
Assets				
Cash and cash equivalents	\$ 123,978	\$ 131,111	\$ (7,133)	-5.4%
Investments	939,651	898,701	40,950	4.6%
Promises to give	6,132	7,912	(1,780)	-22.5%
Other Current Assets	250	250	-	0.0%
Total Current Assets	1,070,011	1,037,974	32,037	3.1%
Noncurrent Assets				
Long-term Investments-Restricted	332,584	326,793	5,791	1.8%
Total Noncurrent Assets	332,584	326,793	5,791	1.8%
Total Assets	1,402,595	1,364,767	37,828	2.8%
Liabilities				
Accounts payable	113	23,638	(23,525)	-99.5%
Total Liabilities	113	23,638	(23,525)	-99.5%
Net Assets				
Unrestricted	659,636	607,148	52,488	8.6%
Restricted - expendable	457,039	456,653	386	0.1%
Restricted - nonexpendable	285,807	277,328	8,479	3.1%
Total Net Assets	1,402,482	1,341,129	61,353	4.6%
Total Liabilities and Net Assets	\$ 1,402,595	\$ 1,364,767	\$ 37,828	2.8%

The Foundation has experienced an increase in Total Assets of \$37,828 or 2.8% over last year's total. The largest part of this increase is attributed to gains and increases in the Investments categories.

Total Liabilities were \$113 and is attributable to amounts due to the College at year end.

Total Net Assets increased \$61,363 during the 2020 fiscal year. Unrestricted assets increased \$52,488 while Restricted – expendable assets increased \$386, and Restricted- nonexpendable net assets increased \$8,479 for the same period.

The following schedule summarizes the operating results of Pennsylvania Highlands Community College Foundation for 2020 and 2019.

	2020	2019	\$ Change	% Change
Operating Revenues				
In-kind revenues	\$ 36,211	\$ 28,436	\$ 7,775	27.3%
Contributions	57,894	63,781	(5,887)	-9.2%
Fundraising	14,071	20,142	(6,071)	-30.1%
Total Operating Revenues	108,176	112,359	(4,183)	-3.7%
Operating Expenses				
Institutional support	4,681	29,960	(25,279)	-84.4%
Scholarships and grants	31,975	33,819	(1,844)	-5.5%
In-kind expenses	36,211	28,436	7,775	27.3%
Other operating expense	27,315	30,584	(3,269)	-10.7%
Total Operating Expenses	100,182	122,799	(22,617)	-18.4%
Non-operating Revenue/(Expenses)				
Interest and dividends	9,004	15,703	(6,699)	-42.7%
Unrealized gains and losses	44,355	54,662	(10,307)	-18.9%
Total Non-operating Rev/(Exp)	53,359	70,365	(17,006)	-24.2%
Total Change in Net Assets	\$ 61,353	\$ 59,925	\$ 1,428	2.4%

Operating Revenues have decreased \$4,183 or 3.7% from last year. Fundraising to the Foundation posted the largest decrease and account for nearly 30.1% of the decrease over 2019. In-Kind revenues increased by 27.3% and Contributions revenues decreased by 9.2% in comparison to the prior year.

Operating Expenses also decreased over fiscal year 2019. Total operating expenses went from \$122,799 in 2019 to \$100,182 in 2020, a decrease of \$22,617. This was the result of lower institutional support expenditures occurring in 2020.

Non-operating revenues/ (expenses) decreased by \$17,009 in 2020. The decrease is attributed to lower investment earnings. In all, Net Assets decreased \$1,428 in fiscal year 2020 due to decreased contributions and fundraising revenues and decreases in institutional support and other operating expenses.

Other Fiscal 2020 Highlights

In January of 2020, the College welcomed Dr. Steve Nunez as the fifth President of Pennsylvania Highlands. Steve has spent over 20 years in higher education and he came to Pennsylvania Highlands from Sauk Valley Community College in Illinois.

The Impact of COVID-19 Pandemic on Pennsylvania Highlands Community College can be focused on the disruption of normal services (in person instruction and employment) as well as added costs to maintain a safe and healthy environment for our students and staff. On March 19, 2020, Governor Wolf ordered all non-life sustaining businesses to close their businesses to slow the spread of COVID-19 in the Commonwealth of Pennsylvania. As a result, all classes were conducted online through the end of the spring semester. Additionally, all locations were closed and only essential staff were allowed at any facility.

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, a \$2.2 trillion economic stimulus bill was signed into law a result of the economic fallout of the COVID-19 pandemic. The College was awarded \$880,286 of funding under the Education Stabilization Fund, of which at least 50% was required to be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. The College was also awarded \$440,143 of funding under the Education Stabilization Fund for the expansion of remote learning programs and enhancement of technology to support remote learning programs.

The College has also been awarded \$276,522 from the PA GEER Funds (Governor's Emergency Education Relief Funds). These funds are to be used for the safe reopening of schools. The College has also applied for a number of County CARES funds that have been made available in Cambria, Huntingdon and Blair Counties.

Our main goal throughout the pandemic has been to provide clean and safe facilities for our students, staff and visitors as well as to reduce the disruption of operations due to closures and social distancing guidelines. We are also focused on updating our on-line and distance education, remote learning and communication capabilities. The funding we will receive from these grants will in part be used for technical upgrades that will provide choices and options for students, faculty and staff to continue with education/Instruction and work responsibilities either in person or through remote processes.

In March of 2020, the College migrated Jenzabar, our enterprise operating systems to a cloud-based system. Students now have the ability to access their school information anytime and it allows employees the ability to work from home. This migration has had a major impact in allowing the organization to continue to function through improved on line and remote capabilities.

Christopher T. Pribulsky
Director of Finance & Administration

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
Pennsylvania Highlands Community College
Johnstown, Pennsylvania

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit of Pennsylvania Highlands Community College, a component unit of Cambria County, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Pennsylvania Highlands Community College's 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 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 of 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 those 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.

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 business-type activities and the discretely presented component unit of the Pennsylvania Highlands Community College as of June 30, 2020 and 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of the College's proportionate share of net pension liability and schedule of College contributions, on pages I through XVII, 26 and 27 respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise Pennsylvania Highlands Community College's basic financial statements. The schedule of expenses by functional classification - primary institution, page 28, is also presented for purposes of additional analysis and is not a required part of the basic financial statements. The accompanying schedule of expenditures of federal awards, pages 29 and 30, is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and is not a required part of the basic financial statements.

The schedule of expenses by functional classification – primary institution and schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenses by functional classification – primary institution and schedule of expenses of federal awards is fairly stated in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 8, 2020, on our consideration of the Pennsylvania Highlands Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 Pennsylvania Highlands Community College's internal control over financial reporting and compliance.



WESSEL & COMPANY
Certified Public Accountants

October 8, 2020

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
STATEMENTS OF NET POSITION
JUNE 30, 2020 AND 2019

	PRIMARY INSTITUTION		COMPONENT UNIT FOUNDATION	
	2020	2019	2020	2019
ASSETS				
Current Assets				
Cash and cash equivalents	\$ 5,772,078	\$ 5,375,085	\$ 123,978	\$ 131,111
Short-term investments	-	-	939,651	898,701
State appropriations receivable	66,881	64,688	-	-
Accounts receivable - other	17,337	51,137	-	-
Students receivable - net of allowance for doubtful accounts	375,630	136,676	-	-
Grants receivable	449,073	70,885	-	-
Tenant construction allowance	-	489,300	-	-
Promises to give	-	-	6,132	7,912
Prepaid expenses	234,949	234,506	-	-
Other current assets	-	-	250	250
Total Current Assets	<u>6,915,948</u>	<u>6,422,277</u>	<u>1,070,011</u>	<u>1,037,974</u>
Noncurrent Assets				
Long-term investments - restricted	-	-	332,584	326,793
Capital assets - net of accumulated depreciation	8,764,964	9,561,414	-	-
Total Noncurrent Assets	<u>8,764,964</u>	<u>9,561,414</u>	<u>332,584</u>	<u>326,793</u>
Deferred Outflows				
Deferred SERS outflows	21,515	60,705	-	-
Total Deferred Outflows	<u>21,515</u>	<u>60,705</u>	<u>-</u>	<u>-</u>
Total Assets and Deferred Outflows	<u>\$ 15,702,427</u>	<u>\$ 16,044,396</u>	<u>\$ 1,402,595</u>	<u>\$ 1,364,767</u>
LIABILITIES				
Current Liabilities				
Accounts payable	\$ 157,162	\$ 224,674	\$ 113	\$ 23,638
Accrued salaries	323,451	304,874	-	-
Accrued compensated absences	449,583	430,415	-	-
Other accrued liabilities	103,015	93,252	-	-
Current portion - long-term debt	257,881	250,771	-	-
Capital lease obligations - current portion	135,932	135,454	-	-
Total Current Liabilities	<u>1,427,024</u>	<u>1,439,440</u>	<u>113</u>	<u>23,638</u>
Noncurrent liabilities				
Capital lease obligations - long-term	79,335	102,806	-	-
SERS net pension liability	154,649	253,657	-	-
Long-term debt	1,516,417	1,773,651	-	-
Total Noncurrent Liabilities	<u>1,750,401</u>	<u>2,130,114</u>	<u>-</u>	<u>-</u>
Total Liabilities	<u>3,177,425</u>	<u>3,569,554</u>	<u>113</u>	<u>23,638</u>
Deferred Inflows:				
Deferred SERS inflows	155,723	156,752	-	-
Unearned tuition and fee revenue	242,822	308,611	-	-
Total Deferred Inflows	<u>398,545</u>	<u>465,363</u>	<u>-</u>	<u>-</u>
NET POSITION				
Net investment in capital assets	6,775,399	7,298,732	-	-
Unrestricted	4,002,735	3,389,096	659,636	607,148
Restricted - expendable	1,348,323	1,321,651	457,039	456,653
Restricted - nonexpendable	-	-	285,807	277,328
Total Net Position	<u>12,126,457</u>	<u>12,009,479</u>	<u>1,402,482</u>	<u>1,341,129</u>
Total Liabilities, Deferred Inflows and Net Position	<u>\$ 15,702,427</u>	<u>\$ 16,044,396</u>	<u>\$ 1,402,595</u>	<u>\$ 1,364,767</u>

See Independent Auditor's Report and
Accompanying Notes to Financial Statements

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	PRIMARY INSTITUTION		COMPONENT UNIT FOUNDATION	
	2020	2019	2020	2019
REVENUES				
Operating Revenues:				
Student tuition and fees - net of scholarship allowances of \$83,282 and \$72,310, respectively	\$ 7,797,764	\$ 7,748,383	\$ -	\$ -
Other Income	70,780	79,234	-	-
Government grant revenue	669,281	243,794	-	-
In-kind revenues	-	-	36,211	28,436
Contributions	-	-	57,894	63,781
Fundraising	-	-	14,071	20,142
Total Operating Revenues	8,537,825	8,071,411	108,176	112,359
EXPENSES				
Operating Expenses:				
Instruction	3,630,622	3,815,167	-	-
Academic support	2,278,931	2,085,988	-	-
Student services	2,455,125	2,247,988	-	-
Institutional support	2,269,243	2,313,857	4,681	29,960
Operations and maintenance of facility	1,842,438	1,938,137	27,315	30,584
Provision for uncollectible accounts	37,462	82,021	-	-
Depreciation and amortization	994,492	978,887	-	-
Scholarships and grants	-	-	31,975	33,819
In-kind expenses	-	-	36,211	28,436
Total Operating Expenses	13,508,313	13,462,045	100,182	122,799
Operating (Loss)/Income	(4,970,488)	(5,390,634)	7,994	(10,440)
NONOPERATING REVENUES/(EXPENSES)				
State appropriations				
Operating	2,920,270	2,847,321	-	-
Capital	651,373	673,361	-	-
Other appropriations	227,739	227,762	-	-
Financial Aid revenue	6,800,364	6,822,952	-	-
Financial Aid (expenses)	(6,800,364)	(6,822,952)	-	-
Emergency grants to students revenue	225,629	-	-	-
Emergency grants to students (expenses)	(225,629)	-	-	-
County appropriations	1,205,000	1,205,000	-	-
Richland roof contributions	-	24,063	-	-
Private gifts	1,760	39,595	-	-
Interest on capital assets - related debt	(60,472)	(65,128)	-	-
Interest and dividends	-	-	9,004	15,703
Unrealized gains and losses	-	-	44,355	54,662
Other nonoperating revenue	87,221	87,725	-	-
Net Nonoperating Revenues/(Expenses)	5,032,891	5,039,699	53,359	70,365
Income/(Loss) Before Other Revenues/(Expenses)	62,403	(350,935)	61,353	59,925
OTHER REVENUES:				
Government grants - capital	54,575	214,083	-	-
Total Other Revenues	54,575	214,083	-	-
Change in Net Position	116,978	(136,852)	61,353	59,925
Net Position - Beginning of year	12,009,479	12,146,331	1,341,129	1,281,204
Net Position - End of year	\$ 12,126,457	\$ 12,009,479	\$ 1,402,482	\$ 1,341,129

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	PRIMARY INSTITUTION		COMPONENT UNIT FOUNDATION	
	2020	2019	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES:				
Payment received from tuition and fees	\$ 7,558,810	\$ 7,767,571	\$ -	\$ -
Payment received from tenant construction allowance	-	489,300	-	-
Payment received from government grants	291,093	226,418	-	-
Payment received from contributions	-	-	73,745	87,924
Payments to suppliers	(6,190,961)	(6,584,135)	(55,521)	(38,038)
Payments to employees	(6,305,845)	(6,319,589)	-	-
Payments for scholarships	-	-	(31,975)	(33,819)
Payments from other expenses	(93,318)	193,064	-	-
Net Cash (Used In)/Provided By Operating Activities	<u>(4,740,221)</u>	<u>(4,227,371)</u>	<u>(13,751)</u>	<u>16,067</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
State appropriations	3,145,816	3,071,856	-	-
Local appropriations	1,205,000	1,205,000	-	-
Payments received from financial aid	6,422,176	6,805,576	-	-
Payments made for financial aid	(6,422,176)	(6,805,576)	-	-
Other (payments)/receipts	122,781	86,593	-	-
Net Cash Provided By Financing Activities	<u>4,473,597</u>	<u>4,363,449</u>	<u>-</u>	<u>-</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:				
Capital grants	54,575	214,083	-	-
Purchases of capital assets	(198,042)	(348,246)	-	-
State Capital appropriations	651,373	673,361	-	-
Local Capital appropriations	-	24,063	-	-
Tenant construction allowance	489,300	(489,300)	-	-
Interest paid on capital debt	(60,472)	(65,128)	-	-
Principal (paid)/incurred on long-term debt	(250,124)	157,004	-	-
Principal paid on capital leases obligations	(22,993)	(184,370)	-	-
Net Cash Provided By/(Used In) Financing Activities	<u>663,617</u>	<u>(18,533)</u>	<u>-</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES:				
Investments, net	-	-	6,618	(18,620)
Net Cash Provided By/(Used In) Investing Activities	<u>-</u>	<u>-</u>	<u>6,618</u>	<u>(18,620)</u>
Net Increase/(Decrease) in Cash and Cash Equivalents	396,993	117,545	(7,133)	(2,553)
Cash and Cash Equivalents - Beginning of Year	<u>5,375,085</u>	<u>5,257,540</u>	<u>131,111</u>	<u>133,664</u>
Cash and Cash Equivalents - End of Year	<u>\$ 5,772,078</u>	<u>\$ 5,375,085</u>	<u>\$ 123,978</u>	<u>\$ 131,111</u>

See Independent Auditor's Report
and Accompanying Notes to Financial Statements

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	PRIMARY INSTITUTION		COMPONENT UNIT FOUNDATION	
	2020	2019	2020	2019
Reconciliation of Operating (Loss)/Income to Change in Net Cash from Operating Activities:				
Operating (loss)/income	\$ (4,970,488)	\$ (5,390,634)	\$ 7,994	\$ (10,440)
Adjustments to reconcile change in net position to change in net cash from operating activities:				
Depreciation expense	994,492	978,887	-	-
Changes in assets, deferred outflows, liabilities and deferred inflows:				
Student receivables	(238,954)	19,188	-	-
Grants receivable	(378,188)	(17,376)	-	-
Tenant construction allowance	-	489,300	-	-
Promises to give, net	-	-	1,780	4,001
Prepaid expenses	(443)	(11,355)	-	-
Accounts payable	(67,512)	(249,463)	(23,525)	22,506
Accrued salaries	18,577	13,218	-	-
Compensated absences	19,168	(4,463)	-	-
Other accrued liabilities	9,763	(27,373)	-	-
Unearned tuition and fee revenue	(126,636)	(27,300)	-	-
Total Adjustments	230,267	1,163,263	(21,745)	26,507
Net Cash (Used In)/Provided By Operating Activities	<u>\$ (4,740,221)</u>	<u>\$ (4,227,371)</u>	<u>\$ (13,751)</u>	<u>\$ 16,067</u>

Supplemental Disclosures:

Accounting policies note

The Organization considers all highly liquid investments with a maturity of three (3) months or less when purchased to be "cash equivalents."

See Independent Auditor's Report
and Accompanying Notes to Financial Statements

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 1 ORGANIZATION AND NATURE OF OPERATIONS

Reporting Entity

The Pennsylvania Highlands Community College, the "College", was formed in 1993 pursuant to the Community College Act of 1963, as amended, with the County of Cambria as its local sponsor. The College provides post-secondary education to residents of Cambria County and surrounding areas, emphasizing technical training and job skills. The College operates using existing facilities, locations, and faculties to deliver services throughout the region, with locations in Johnstown, Richland, Ebensburg, Somerset, Huntingdon, and Blair. The College is governed by a sixteen (16) member Board. The Board is comprised of representatives from private, for-profit companies, education, and non-profit organizations. The Cambria County Commissioners appoint twelve (12) members to the Board of Trustees. In addition, the College established three (3) separate advisory committees to oversee the Somerset, Blair and Huntingdon county regions. The three (3) additional members are board-appointed, one from each of these locations. The Student Senate President also services as a voting member bringing the total board membership to sixteen (16) members.

As defined by GASB Statement No. 61, "The Financial Reporting Entity," the College is financially accountable to Cambria County. Based upon this criteria, the College is considered a component unit of Cambria County.

The criteria for including organizations as component units within the College's reporting entity include whether:

- The organization is legally separate (can sue and be sued in their own name)
- The College holds the corporate powers of the organization
- The College appoints a voting majority of the organization's board
- The College is able to impose its will on the organization
- The organization has the potential to impose a financial benefit/burden on the College
- There is fiscal dependency by the organization on the College

Based on the aforementioned criteria, the following component unit is included within the College's reporting entity as a discretely presented component unit:

- The Pennsylvania Highlands Community College Foundation, which provides scholarships and funding to support the mission of the College.

The Pennsylvania Highlands Community College Foundation, "the Foundation", is a legally separate, tax exempt foundation. The Foundation was established for the purpose of providing scholarships to the College's students and providing funding for the benefit of the College. The Foundation is governed by a Board of Directors. Although the College does not control the timing or amount of receipts from the Foundation, the majority of the resources that are held are used for the benefit of the College. Certain disclosures about the Foundation are not included because the Foundation has been audited separately and a report has been issued under a separate cover. The audited financial statements are available at the College.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Guidelines

The basic financial statements of the College have been prepared in conformity with generally accepted accounting principles (GAAP) as well as those prescribed by the Pennsylvania Department of Education. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The most significant of the College's accounting policies are described below.

Measurement Focus, Basis of Accounting

For financial reporting, the College is considered a special-purpose government unit engaged only in business-type activities. Accordingly, the College's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recorded when earned and expenses are recorded when an obligation is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Net Position

Net position is classified into four (4) categories according to external donor restrictions or availability of assets for satisfaction of College obligations. The College reports its net position as follows:

- *Net investment in capital assets* – This represents the College's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are included as a component of invested in capital assets, net of related debt.
- *Unrestricted net position* – Unrestricted net position represents resources derived from student tuition and fees, state and local appropriations, and sales and services of educational activities. These resources are used for transactions relating to the educational and general operations of the College, and may be used at the discretion of the College to meet current expenses for any purpose.
- *Restricted net position, expendable* – This includes resources for which the College Board of Trustees has committed for a specific purpose and for which the Foundation is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties. As of June 30, 2020 and 2019, this balance amounted to \$1,348,323 and \$1,321,651, respectively. This balance consists of the following:

Operating Reserve: The target amount in this category is fifteen percent (15%) of budgeted expenses. The Operating Reserve may be used in the event of a financial emergency including an interruption of cash flow, unanticipated shortfalls in revenue, or unanticipated increases in expenditures. As of June 30, 2020 and 2019, this balance amounted to \$1,052,501 and \$1,031,681, respectively.

Emergency Capital Reserve: These funds may be used for unexpected significant repairs or replacement of major building systems. The Emergency Capital Reserve has a target balance of \$250,000. As of June 30, 2020 and 2019, this balance amounted to \$191,192 and \$187,410, respectively.

Long-Term Capital Reserve: These funds are set aside for the future acquisition of a main campus for Cambria County students. The target amount for this reserve is undetermined. As of June 30, 2020 and 2019, this balance amounted to \$104,630 and \$102,560, respectively.

- *Restricted net position, nonexpendable* – This includes funds in which the donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained in perpetuity and invested for the purpose of producing present and future income, which may be expended or added to principal.

Management's Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Allowance for Doubtful Accounts

An allowance for doubtful accounts is provided based on collection history and based on management's judgment. The allowance for doubtful accounts is evaluated annually and amounted to \$134,479 and \$133,173 for the years ending June 30, 2020 and 2019, respectively.

Capital Assets

Capital assets include leasehold improvements, equipment and computer software. Capital assets are defined by the College as assets with an initial unit cost of \$5,000 or more and have an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as progress is made.

The College capital assets are depreciated using the straight-line method over the following useful lives (see Note 4 for further detail).

	<u>Estimated Useful Life</u>
Leasehold Improvements	Life of lease
Equipment	3-12 years
Signage	10 years
Computer software	4 years

In accordance with provisions of the Community College Act of 1964, as amended, title to capital assets rests with the College in trust for the County.

Investments

Investments are reported at fair value based on quoted market prices.

Compensated Absences

The College records a liability for employees' paid time off earned but not taken. These estimates are based on interpretation of current collective bargaining agreements. The College considers this liability current and due within one year.

Students' Deposits and Unearned Revenue

Student tuition and fees are recognized in the fiscal year when twenty percent (20%) of the session or semester occurs, in accordance with requirements established by the Pennsylvania Department of Education. Deposits and advance payments received for tuition and fees related to the College's summer programs and tuition billed for the following academic year are deferred and recorded as revenues earned.

Classification of Revenues

- *Operating Revenues* - The statement of revenues, expenses, and changes in net position distinguishes between operating and nonoperating revenues. For this purpose, operating revenues, such as tuition and fees, result from exchange transactions associated with the principal activities of the College. Exchange transactions are those in which each party to the transactions receives or gives up essentially equal values (1) such as student tuition and fees, net of scholarship discounts and allowances; (2) sales and services of auxiliary enterprises; (3) most federal, state, local and nongovernmental grants and contracts; and (4) sales and service of educational activities.
- *Nonoperating Revenues* - Nonoperating revenues arise from exchange transactions not associated with the College's principal activities (such as investment income) and from all nonexchange transactions (such as state appropriations and financial aid). A majority of the College's funding is through an agreement with the Commonwealth of Pennsylvania (the State). The College receives funding from the State for operating and capital expenditures, which includes debt service and lease expenses. The operating expense funding is based on the reimbursement rate for each equivalent full-time student. The funding is received quarterly during the fiscal year based on submitted budgets. Amounts received in excess of allowable amounts are deferred and repaid to the State or are adjusted in the subsequent fiscal year's funding. In addition, further adjustments may occur as a result of the requirement for an audit by the Pennsylvania Department of Education.
- In addition, the College receives a County appropriation, which is determined annually by the County Commissioners.

Scholarship Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported net of scholarship allowances in the statement of revenues, expenses and changes in net position. Scholarship allowances are the difference between the stated charge for goods and services provided by the College, and the amount that is paid by students and/or third parties making payments on the student's behalf.

Federal Financial Assistance Programs

The College participates in various federally funded programs. Federal programs are audited in accordance with the Single Audit Act Amendments of 1996, Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *OMB Compliance Supplement*.

Income Taxes

The College is considered an activity of the Commonwealth of Pennsylvania and is tax-exempt. Accordingly, no provision for income taxes has been made in the accompanying financial statements. The PHCC Foundation is an exempt organization under Section 501(c)(3) of the Internal Revenue Code.

Component Unit Accounting Policies

- *Financial Statement Presentation* - The discrete financial statement presentation of the Foundation follows the FASB ASU 2016-14, Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities, which was adopted in the current year. Under the ASU, the Foundation is required to report information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions and net assets without donor restrictions.
- *Contributions* - Contributions are accounted for following FASB ASC 958-310, Accounting for Contributions Received and Contributions Made. In accordance with the FASB ASC 958-310, contributions received are recorded as with donor restrictions or without donor restrictions, depending on the existence or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are classified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions.
- *Investments* - Investments are accounted for following FASB ASC 320-10 Accounting for Certain Investments Held by Not-for-Profit Organizations. Under FASB ASC 320-10, investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net position in the Statement of Activities.
- *Support to College* - The Foundation provided scholarships and other support to the College of \$43,802 and \$84,951 in fiscal years 2020 and 2019, respectively.

Pension Plan

The College follows GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*. For cost-sharing plans, a cost-sharing employer that does not have a special funding situation is required to recognize a liability for its proportionate share of the net pension liability (of all employers for benefits provided through the pension plan) – the collective net pension liability. A cost-sharing employer is required to recognize pension expense and report deferred outflows of resources and deferred inflows of resources related to pensions for its proportionate shares of collective pension expense and collective deferred outflows of resources and deferred inflows of resources related to pensions.

Pending Changes in Accounting Principles

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The College is required to adopt Statement No. 84 for its fiscal year 2021 financial statements.

In June 2017, the GASB issued Statement No. 87, *Leases*. The College is required to adopt Statement No. 87 for its fiscal year 2022 financial statements.

In June 2018, the GASB issued Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*. The College is required to adopt Statement No. 89 for its fiscal year 2022 financial statements.

In August 2018, the GASB issued Statement No. 90, *Majority Equity Interests – an Amendment of GASB Statements No. 14 and No. 61*. The College is required to adopt Statement No. 90 for its fiscal year 2021 financial statements.

In May 2019, the GASB issued Statement No. 91, *Conduit Debt Obligations*. The College is required to adopt Statement No. 91 for its fiscal year 2023 financial statements.

In January 2020, the GASB issued Statement No. 92, *Omnibus 2020*. The College is required to adopt Statement No. 92 for its fiscal year 2022 financial statements.

In March 2020, the GASB issued Statement No. 93, *Replacement of Interbank Offered Rates*. The College is required to adopt Statement No. 93 for its fiscal year 2022 financial statements.

In March 2020, the GASB issued Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The College is required to adopt Statement No. 94 for its fiscal year 2023 financial statements.

In May 2020, the GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. The College is required to adopt Statement No. 96 for its fiscal year 2023 financial statements.

In June 2020, the GASB issued Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*. The College is required to adopt Statement No. 97 for its fiscal year 2022 financial statements.

The College has not completed the various analysis required to estimate the financial statement impact of these new pronouncements.

NOTE 3 CASH, CASH EQUIVALENTS AND SHORT-TERM AND LONG-TERM INVESTMENTS

Cash and investments as of June 30, 2020 and 2019, are classified in the accompanying financial statements as follows:

	College		Foundation*	
	2020	2019	2020	2019
Statement of net position:				
Cash and investments	\$ 5,772,078	\$ 5,375,085	\$ 638,844	\$ 621,817
Restricted cash and investments	---	---	757,369	734,788
	<u>\$ 5,772,078</u>	<u>\$ 5,375,085</u>	<u>\$1,396,213</u>	<u>\$1,356,605</u>

Cash and investments as of June 30, 2020 and 2019, consist of the following:

	College		Foundation*	
	2020	2019	2020	2019
Statement of net position:				
Deposits with financial institutions	\$ 5,772,078	\$ 5,375,085	\$ 123,978	\$ 131,111
Investments	---	---	1,272,235	1,225,494
	<u>\$ 5,772,078</u>	<u>\$ 5,375,085</u>	<u>\$1,396,213</u>	<u>\$1,356,605</u>

Fair Value of Financial Instruments

The College Foundation applies GAAP to fair value measurements of financial assets that are recognized or disclosed at fair value in the financial statements on a recurring basis. GAAP established a fair value hierarchy that prioritized the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements).

The College Foundation investments are presented in the financial statements at fair market value, which is determined based on “Quoted Prices in Active Markets for Identical Assets (Level 1).”

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity date of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Organization has no policy in regards to managing interest rate risk.

Concentration of Credit Risk

The Organization does not have a policy on the amount that can be invested in any one issuer. The College does not hold investments at June 30, 2020, in any one issuer that represent five percent (5%) or more of the College’s total investments.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Organization has no formal policy in regards to managing custodial credit risk.

Organization investments at June 30, 2020, by the following investment types were uncollateralized, which includes deposits collateralized by securities held by the pledging financial institution or by its trust department or agent, but not in the Organization's name:

	<u>College</u>	<u>Foundation</u>
Deposits with financial institutions	\$ 5,506,081	\$ 1,272,235
US Treasury Obligation	<u>---</u>	<u>---</u>
	<u>\$ 5,506,081</u>	<u>\$ 1,272,235</u>

NOTE 4 CAPITAL ASSETS

The following is a summary of the capital asset categories for fiscal year 2020:

	<u>Balance June 30, 2019</u>	<u>(Transfers)/ Additions</u>	<u>Retirements</u>	<u>Balance June 30, 2020</u>
Equipment	\$ 4,673,431	\$ 216,336	\$ (227,022)	\$ 4,662,745
Computer software	240,166	---	---	240,166
Leasehold improvements	14,806,358	---	---	14,806,358
Construction-in-progress	<u>18,298</u>	<u>(18,298)</u>	<u>---</u>	<u>---</u>
Total Cost	<u>19,738,253</u>	<u>198,038</u>	<u>(227,022)</u>	<u>19,709,269</u>
Less Accumulated Depreciation:				
Equipment	(4,074,721)	(196,337)	227,022	(4,044,036)
Computer software	(237,593)	(2,522)	---	(240,115)
Leasehold improvements	<u>(5,864,525)</u>	<u>(795,629)</u>	<u>---</u>	<u>(6,660,154)</u>
Total Accumulated Depreciation	<u>(10,176,839)</u>	<u>(994,488)</u>	<u>227,022</u>	<u>(10,944,305)</u>
Net Capital Assets	<u>\$ 9,561,414</u>	<u>\$ (796,450)</u>	<u>\$ ---</u>	<u>\$ 8,764,964</u>

NOTE 5 LEASE COMMITMENTS

Capital Leases

The College leases equipment under agreements classified as capital leases. The cost for such property amounted to \$719,441 and \$734,313 and the accumulated amortization amounted to \$504,984 and \$495,704 at June 30, 2020 and 2019, respectively. Amortization expense amount to \$167,089 and \$183,578 for fiscal years 2020 and 2019, respectfully.

Leases that expire for real property are anticipated to be renewed or replaced by other leases. During the term of the equipment lease, the College will evaluate the cost/benefit of continuing the lease versus exercising the purchase and other options contained therein.

The following is a summary of the capital leases as of June 30, 2020:

	<u>Balance @ 6/30/19</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance @ 6/30/20</u>	<u>Amount Due In One Year</u>
Capital Lease Obligations	\$ <u>238,260</u>	\$ <u>148,921</u>	\$ <u>(171,914)</u>	\$ <u>215,267</u>	\$ <u>135,932</u>

Future Minimum Capital Lease Payments

The following is a schedule of future minimum capital lease as of June 30, 2020:

Year Ending June 30:	<u>Principal</u>	<u>Interest</u>
2021	\$ 135,933	\$ 4,169
2022	40,899	1,688
2023	<u>38,435</u>	<u>597</u>
Total Future Minimum Lease Payments	\$ <u>215,267</u>	\$ <u>6,454</u>

Interest rates on substantially all leases ranged from 2.00% to 6.88%.

Operating Leases

The College leases offices and classrooms under operating leases. The lease term for the Main Campus is for twenty (20) years with one five (5) year renewal term at the option of the College. The annual rent for the main campus facility is \$330,000. The lease term for the Ebersburg Education Center is for five (5) years. As of April 1, 2020, this lease entered into an option term with an annual rent of \$244,577. The lease term for the Huntingdon site is for ten (10) years with one five (5) year renewal at the option of the College; the annual rent is \$32,254. The lease term for the Somerset site is five (5) years with an annual rent of \$49,152. The lease term for the Blair site is for ten (10) years with an annual rent of \$206,424 for the first five (5) years and an annual rent of \$225,192 for the last five (5) years. The lease term for the Central Park site is three (3) years with an annual rent of \$30,000.

Total lease expense incurred under all operating leases for fiscal years ending June 30, 2020 and 2019 amounted to \$938,476 and \$971,097, respectively.

Future Minimum Operating Lease Payments

The following is a schedule of future minimum operating lease payments as of June 30, 2020:

Year Ending June 30:	<u>Operating</u>
2021	\$ 865,409
2022	873,292
2023	833,522
2024	588,945
2025	588,945
Thereafter	<u>1,164,934</u>
Total Future Minimum Lease Payments	<u>\$ 4,915,047</u>

NOTE 6 LONG-TERM OBLIGATIONS

The following is a description of the long-term obligations as reported in the financial statements at June 30, 2020 and 2019:

	<u>Balance</u> <u>June 30, 2019</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>June 30, 2020</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
General Oblig. Notes Series of 2017	\$ <u>2,024,422</u>	\$ <u>---</u>	\$ <u>(250,124)</u>	\$ <u>1,774,298</u>	\$ <u>257,881</u>
	\$ <u>2,024,422</u>	\$ <u>---</u>	\$ <u>(250,124)</u>	\$ <u>1,774,298</u>	\$ <u>257,881</u>

General Obligations Note, Series of 2017

During fiscal year 2018, the State Public Building Authority issued a loan to the College to a maximum amount of \$2,500,000 to finance the Blair Center expansion project.

The College has an obligation to pay the required debt service on the Commonwealth of Pennsylvania State Public School Building Authority, Series of 2017, which is due quarterly through June 15, 2027, at an interest rate of 2.75%. The principal of the general obligation note is subject to prepayment at any time, in whole or part, plus accrued interest up to the date of the prepayment, at the option of the College.

Debt Maturity

An analysis of debt service requirements to maturity on these obligations is as follows:

Debt Service Payment Dates	Principal Requirements	Interest Requirements	Total Debt Service Requirements
2017 Series – General Obligation Notes <u>Years Ending June 30:</u>			
2021	\$ 257,881	\$ 45,495	\$ 303,376
2022	265,046	38,330	303,376
2023	272,411	30,965	303,376
2024	279,917	23,459	303,376
2025	162,759	12,431	175,190
Thereafter	<u>536,284</u>	<u>---</u>	<u>536,284</u>
	<u>\$ 1,774,298</u>	<u>\$ 150,680</u>	<u>\$ 1,924,978</u>

NOTE 7 LINE OF CREDIT

The College maintains a \$2,200,000 secured revolving line of credit agreement with a financial institution. The line is secured by the College's public funds and accounts receivable. There are no amounts outstanding on the line of credit at June 30, 2020. The line is due on demand and bears interest at the Wall Street Journal prime rate. The interest rate at June 30, 2020, was 5.50%. The current agreement expires on December 6, 2020.

NOTE 8 DEFINED CONTRIBUTION PENSION PLAN

The College has a qualified defined contribution pension plan available to all full time employees who are eligible. For June 30, 2020 and 2019, the College contributed ten percent (10%) for administrators and faculty and 8% for support staff of the employees' eligible wages. The College contributions to the plan amounted to \$516,757 and \$533,200 for fiscal years ending June 30, 2020 and 2019, respectively.

The College does not provide any other post-retirement benefit (OPEB) other than pension benefits; therefore GASB 45 does not apply.

NOTE 9 DEFINED BENEFIT PENSION PLAN – SERS

Summary of Significant Accounting Policies

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Pennsylvania State Employees' Retirement System (SERS) and additions to/deductions from SERS fiduciary net position have been determined on the same basis as they are reported by SERS. For this purpose, benefit payments, including refunds of employee contributions, are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

General Information about the Pension Plan

Plan description

SERS is the administrator of a cost-sharing multi-employer defined benefit pension plan established by the Commonwealth of Pennsylvania to provide pension benefits for employees of state government and certain independent agencies. Membership in SERS is mandatory for most state employees. Certain other employees are not required to become members, but are given the option to participate.

Benefits provided

SERS provides retirement, disability, and death benefits. Member retirement benefits are determined by taking years of credited service, multiplied by final average salary, multiplied by two percent (2%), multiplied by class of service multiplier.

Contributions

Section 5507 of the State Employees' Retirement Code (SERC), requires the Commonwealth and other employers whose employees are SERS members to make contributions to the fund on behalf of all active members and annuitants necessary to fund the liabilities and provide the annuity reserves required to pay benefits. SERS funding policy, as set by the board, provides for periodic active member contributions at statutory rates. The SERS funding policy also provides for periodic employer contributions at actuarially determined rates based on SERS funding valuation, expressed as a percentage of annual retirement covered payroll, such that they, along with employee contributions and an actuarially determined rate of investment return, are adequate to accumulate assets to pay benefits when due. However, Act 2010-120 imposes rate increase collars (limits on annual rate increases) on employer contributions. The collar was 4.5% and will remain at that rate until no longer needed.

The College's contractually required contribution rate for fiscal year ended June 30, 2020 and 2019, was 37.40% and 34.73%, respectively. Total contributions to the pension plan from the College were \$20,707 and \$24,572 for the years ended June 30, 2020 and 2019, respectively.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the College reported a liability of \$154,649 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by actuarial valuation as of that date. The allocation percentage assigned to each employer was based on a projected contribution method. Additional details of the methodology can be found in SERS financial statements. At December 31, 2019, the College's proportion was 0.0009 percent, which was a 0.0003 percent decrease from its proportion measured as of December 31, 2018.

For the year ended June 30, 2020, the College recognized pension gain of \$(60,847). At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 1,928	\$ 1,048
Changes in assumptions	5,961	---
Net difference between projected and actual investment earnings	---	11,030
Changes in proportions	3,894	143,278
Difference between employer contributions and proportionate share of contributions	6,295	367
Contributions subsequent to the measurement date	3,437	---
	<u>\$ 21,515</u>	<u>\$ 155,723</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2020	\$ (47,603)
2021	(45,929)
2022	(22,286)
2023	(18,526)
2024	(3,301)

Actuarial assumptions

The following methods and assumptions were used in the December 31, 2019 actuarial valuations. These methods and assumptions were applied to all periods included in the measurement:

- Actuarial cost method..... Entry Age
- Investment return 7.125%, net of expenses including inflation
- Projected salary increases ... Average of 5.60%, with a range of 3.70%-8.90%
- Asset valuation method Fair Market Value
- Inflation 2.60%
- Mortality rates..... Projected RP-2000 Mortality Tables adjusted for actual plan experience and future improvement
- Cost of living adjustment Ad hoc

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of December 31, 2019, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Private Equity	16%	7.25%
Global Public Equity	48%	5.15%
Real Estate	12%	5.26%
Multi-Strategy	10%	4.44%
Fixed Income	11%	1.26%
Cash	3%	---
	100%	

Discount rate

The discount rate used to measure the total pension liability was 7.125% in 2019 from 7.25% in 2018, respectively. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from participating employers will be made at actuarially determined rates as set by statute. Based on those assumptions, SERS fiduciary net position was projected to be available to make all projected future benefit payments of current active and non-active SERS members. Therefore, the long-term expected rate of return on SERS investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the College's proportionate share of the net pension liability to changes in the discount rate

The following presents the 2019 net pension liability for the College's proportionate share, calculated using the discount rate of 7.125%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.125%) or one percentage-point higher (8.125%) than the current rate:

	1% Decrease 6.125%	Current Discount Rate 7.125%	1% Increase 8.125%
2019	\$ 196,507	\$ 154,649	\$ 118,814

The following presents the 2018, 2017 and 2016 net pension liability for the College's proportionate share, calculated using the discount rate of 7.25%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.25%) or one percentage-point higher (8.25%) than the current rate:

	1% Decrease 6.25%	Current Discount Rate 7.25%	1% Increase 8.25%
2018	\$ 311,470	\$ 253,657	\$ 204,114
2017	313,776	247,202	190,173
2016	547,982	442,797	352,721

The following presents the 2015, 2014 and 2013 net pension liability for the College's proportionate share, calculated using the discount rate of 7.50%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.50%) or one percentage-point higher (8.50%) than the current rate:

	1% Decrease 6.50%	Current Discount Rate 7.50%	1% Increase 8.50%
2015	\$ 494,577	\$ 398,150	\$ 315,469
2014	611,063	472,223	362,475
2013	563,650	439,035	323,060

Pension plan fiduciary net position

Detailed information about SERS' fiduciary net position is available in SERS separately issued financial statements which can be obtained from SERS management at www.sers.pa.gov.

NOTE 10 DEFINED BENEFIT PENSION PLAN – PSERS

PSERS is a governmental cost-sharing multiple-employer defined benefit pension plan that provides retirement benefits to public school employees of the Commonwealth of Pennsylvania. The members eligible to participate in the System include all full-time public school employees, part-time hourly public school employees who render at least five hundred (500) hours of service in the school year, and part-time per diem public school employees who render at least eighty (80) days of service in the school year in any of the reporting entities in Pennsylvania.

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Public School Employees' Retirement System (PSERS) and additions to/deductions from PSERS's fiduciary net position have been determined on the same basis as they are reported by PSERS. For this purpose, benefit payments, including refunds of employee contributions, are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

At December 31, 2019, the College's proportion was 0.0003 percent, which resulted in an insignificant net pension liability and is therefore not recorded in the College's financial statements.

NOTE 11 COMMITMENTS AND CONTINGENCIES

Litigation

The nature of the educational industry is such that, in the normal course of operations, the College is exposed to various risks of loss related to torts, alleged negligence, acts of discrimination; breach of contract; labor disputes; disagreements arising from the interpretation of laws or regulations; and an occasional dispute or grievance. While some of these claims may be for substantial amounts, they are not unusual in the ordinary course of providing educational services in a higher educational system. Management is of the opinion that any outcome resulting from these actions would not have a material effect on the College's financial position.

Collective Bargaining Agreements

The College entered into two separate collective bargaining agreements with the Pennsylvania Highlands Community College PA Federation of Teachers with one agreement covering Faculty and the other agreement covering Supporting Staff employees. These agreements outline wages, hours and other terms and conditions of employment for Faculty and Support Staff positions. In addition, these agreements detail the definition of seniority, grievance procedures as well as employee benefits such as medical, life and disability insurance, paid time off and retirement benefits.

The term of the Faculty agreement is five (5) years for the period July 1, 2017 through June 30, 2022. The term of the Support Staff agreement is four (4) years for the period July 1, 2019 through June 30, 2023.

Bookstore Management Agreement

The College contracted with a management service company to maintain inventory for the bookstore and facilitate the operations of the bookstore on a daily basis. Under the terms of the contract the College is to be paid an annual commission of no less than \$40,000. The commissions are to be paid based on 8.25% of all gross revenues up to \$1,000,000, then 8.75% of all gross revenues between \$1,000,000 to \$1,250,000, and then 9.25% of all gross revenues in over \$1,250,000.

COVID-19

In January 2020, the World Health Organization declared COVID-19 to constitute a “Public Health Emergency of International Concern.” On March 19, 2020, Governor Wolf ordered all non-life sustaining businesses to close their businesses to slow the spread of COVID-19 in the Commonwealth of Pennsylvania. As a result, all classes were conducted online through the end of the spring semester. Additionally, all locations were closed and only essential staff were allowed at any facility.

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, a \$2.2 trillion economic stimulus bill was signed into law a result of the economic fallout of the COVID-19 pandemic. The College was awarded \$880,286 of funding under the Education Stabilization Fund, of which at least 50% or \$440,143, was required to be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. The other 50%, or \$440,143 of funding under the Education Stabilization Fund, is to be used for the expansion of remote learning programs and enhancement of technology to support remote learning programs.

Given the uncertainty of the situation and related financial impact to the College’s funding sources, the long-term impact on the Organization cannot be reasonably estimated at this time.

NOTE 12 SUBSEQUENT EVENTS

Capital Lease

The State Public Building Authority issued a revolving loan to the College to a maximum amount of \$134,797 to finance the purchase of network and computer lab equipment upgrades on July 1, 2020. As of October 8, 2020, \$134,797 has been drawn on this loan.

Subsequent events have been evaluated for Pennsylvania Highlands Community College through October 8, 2020, and for Pennsylvania Highlands Community College Foundation through September 18, 2020, which is the date that financial statements were available to be issued.

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
SCHEDULE OF THE COLLEGE'S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
SERS PENSION PLAN
LAST 10 FISCAL YEARS*

	2020	2019	2018	2017	2016	2015	2014
College's proportion of the net pension liability (asset)	0.0009%	0.0012%	0.0014%	0.0023%	0.0022%	0.0032%	0.0032%
College's proportionate share of the net pension liability (asset)	\$ 154,649	\$ 253,657	\$ 247,202	\$ 442,797	\$ 398,150	\$ 472,223	\$ 439,035
College's covered-employee payroll	\$ 55,362	\$ 70,753	\$ 87,264	\$ 131,416	\$ 128,839	\$ 182,226	\$ 61,788
College's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	279.34%	358.51%	283.28%	336.94%	309.03%	259.14%	710.55%
Plan fiduciary net position as a percentage of the total pension liability	63.10%	56.40%	63.00%	57.80%	58.90%	64.80%	66.72%

Note: The net pension liability was determined by actuarial valuations as of December 31, 2019, 2018, 2017, 2016, 2015, 2014 and 2013. The years presented in this schedule are all of the years in which information is available.

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
SCHEDULE OF COLLEGE CONTRIBUTIONS
SERS PENSION PLAN
LAST 10 FISCAL YEARS

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 20,707	\$ 24,572	\$ 35,818	\$ 35,257	\$ 28,113	\$ 18,994	\$ 9,465
Contributions in relation to the contractually required contribution	<u>(20,707)</u>	<u>(24,572)</u>	<u>(35,818)</u>	<u>(35,257)</u>	<u>(28,113)</u>	<u>(18,994)</u>	<u>(9,465)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered-employee payroll	\$ 55,362	\$ 70,753	\$ 87,264	\$ 131,416	\$ 128,839	\$ 182,226	\$ 61,788
Contributions as a percentage of covered-employee payroll	37.40%	34.73%	41.05%	26.83%	21.82%	10.42%	15.32%

Note: The years presented in this schedule are all of the years in which information is available.

See Independent Auditor's Report
and Accompanying Notes to Financial Statements

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
SCHEDULE OF EXPENSES BY FUNCTIONAL CLASSIFICATION - PRIMARY INSTITUTION
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

FUNCTIONAL CLASSIFICATION	2020								
	Salaries and Wages	Fringe Benefits	Supplies, Equip, and Repairs	Professional & Purchased Services	Utilities	Advertising	Leases and Depreciation	Other Expense	Total
Instruction	\$ 2,641,990	\$ 911,055	\$ 58,332	\$ 11,017	\$ -	\$ -	\$ -	\$ 8,228	\$ 3,630,622
Academic support	956,646	468,955	752,708	37,300	-	-	-	63,322	2,278,931
Student services	1,409,072	726,355	67,007	143,311	-	-	-	109,380	2,455,125
Institutional support	915,519	422,857	55,023	319,213	-	272,069	-	284,562	2,269,243
Operations and maintenance of facility	390,140	164,410	81,104	36,261	191,222	-	938,478	40,823	1,842,438
Provision for uncollectible accounts	-	-	-	-	-	-	-	37,462	37,462
Depreciation and amortization	-	-	-	-	-	-	994,492	-	994,492
Total Operating Expenses	\$ 6,313,367	\$ 2,693,632	\$ 1,014,174	\$ 547,102	\$ 191,222	\$ 272,069	\$ 1,932,970	\$ 543,777	\$ 13,508,313

FUNCTIONAL CLASSIFICATION	2019								
	Salaries and Wages	Fringe Benefits	Supplies, Equip, and Repairs	Professional & Purchased Services	Utilities	Advertising	Leases and Depreciation	Other Expense	Total
Instruction	\$ 2,674,146	\$ 999,920	\$ 85,336	\$ 45,468	\$ -	\$ -	\$ -	\$ 10,297	\$ 3,815,167
Academic support	948,906	448,093	611,803	4,400	-	-	-	72,786	2,085,988
Student services	1,284,045	626,011	120,764	56,878	-	-	-	160,290	2,247,988
Institutional support	999,539	457,445	45,067	238,152	-	295,420	-	278,234	2,313,857
Operations and maintenance of facility	397,969	168,530	95,216	26,027	229,529	-	971,102	49,764	1,938,137
Provision for uncollectible accounts	-	-	-	-	-	-	-	82,021	82,021
Depreciation and amortization	-	-	-	-	-	-	978,887	-	978,887
Total Operating Expenses	\$ 6,304,605	\$ 2,699,999	\$ 958,186	\$ 370,925	\$ 229,529	\$ 295,420	\$ 1,949,989	\$ 653,392	\$ 13,462,045

See Independent Auditor's Report

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2020
 (Page 1 of 2)

Federal CFDA Number	Federal Grantor/Pass-through Grantor/Program or Cluster Title	Grant Period	Grant/Contract Number	Program or Award Amount	Total Received For the Year	Accrued or (Deferred) Revenue at 6/30/19	Revenue Recognized	Federal Expenditures	Accrued or (Deferred) Revenue at 6/30/20
U.S. DEPARTMENT OF EDUCATION									
Student Financial Assistance Cluster:									
84.268	Federal Direct Student Loan	7/18-6/19	P268K194857	\$ 3,208,772	\$ 222,824	\$ -	\$ 222,824	\$ 222,824	\$ -
84.268	Federal Direct Student Loan	7/19-6/20	P268K194857	3,280,772	3,021,608	-	3,021,608	3,021,608	-
84.063	Federal Pell Grant (PELL)	7/18-6/19	P063P184857	2,798,431	171,455	-	171,455	171,455	-
84.063	Federal Pell Grant (PELL)	7/19-6/20	P063P194857	2,510,431	2,295,398	-	2,295,398	2,295,398	-
84.033	Federal Work Study (FWS)	7/18-6/19	P033A188511	34,644	26,337	-	26,337	26,337	-
84.033	Federal Work Study (FWS)	7/19-6/20	P033A198511	35,000	3,888	-	3,888	3,888	-
84.007	Federal Supplemental Educational Opportunity Grant (FSEOG)	7/18-6/19	P007S188511	70,000	7,522	-	7,522	7,522	-
84.007	Federal Supplemental Educational Opportunity Grant (FSEOG)	7/19-6/20	P007S198511	70,000	56,128	-	56,128	56,128	-
Total Student Financial Assistance Cluster					5,805,160	-	5,805,160	5,805,160	-
84.425E	COVID-19 - Higher Education Emergency Relief Fund (Student Emergency)	5/20-4/21	P425E203380	440,143	225,629	-	225,629	225,629	-
Passed through Pennsylvania Department of Education: Career and Technical Education - Basic Grants to States (Perkins IV)									
84.048		7/19-6/20	381-20-0001	145,206	145,454	12,348	145,206	145,206	12,100
Total U.S. Department of Education					6,176,243	12,348	6,175,995	6,175,995	12,100
VETERANS BENEFITS ADMINISTRATION									
64.116	Vocational Rehabilitation for Disabled Veterans	7/18-6/19			3,496	-	3,496	3,496	-
64.027	Post 9/11 Veterans Educational Assistance	7/18-6/19			92,035	347	91,688	91,688	-
Total Veterans Benefits Administration					95,531	347	95,184	95,184	-
U.S. DEPARTMENT OF LABOR AND INDUSTRY									
Passed through Pennsylvania Department of Labor and Industry: Office of Vocational Rehabilitation									
84.126A	Letter of Understanding	7/19-6/20			17,844	-	17,844	17,844	-
17.245	Trade Adjustment	7/19-6/20		92,491	92,491	-	92,491	92,491	-
Total U.S. Department of Labor and Industry					110,335	-	110,335	110,335	-

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED JUNE 30, 2020
 (Page 2 of 2)

Federal Grantor/Pass-through Grantor/Program or Cluster Title <u>CORPORATION FOR NATIONAL AND COMMUNITY SERVICE</u>	Federal CFDA Number	Grant Period	Grant/Contract Number	Program or Award Amount	Total Received For the Year	Accrued or (Deferred) Revenue at 6/30/19	Revenue Recognized	Federal Expenditures	Accrued or (Deferred) Revenue at 6/30/20
AmeriCorps	94.006	7/19-6/20			9,783	-	9,783	9,783	-
Total Corporation for National and Community Service					9,783	-	9,783	9,783	-
<u>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</u>									
Passed through the PA Department of Human Services KEYS Grant	93.558	7/19-6/20		92,710	102,665	34,108	92,710	92,710	24,153
Total U.S. Department of Health and Human Services					102,665	34,108	92,710	92,710	24,153
<u>U.S. DEPARTMENT OF AGRICULTURE</u>									
Passed through the PA Department of Human Services KEYS Grant	10.561	7/19-6/20		23,780	29,800	12,215	23,780	23,780	6,195
Total U.S. Department of Agriculture					29,800	12,215	23,780	23,780	6,195
Total Expenditures of Federal Awards					\$ 6,524,357	\$ 59,018	\$ 6,507,787	\$ 6,507,787	\$ 42,448

NOTE: Pennsylvania Highlands Community College did not provide federal funds to subrecipients during the year ended June 30, 2020.

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2020

NOTE 1 GENERAL INFORMATION/BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards presents the activities of the federal financial assistance programs of the Pennsylvania Highlands Community College (the College). Financial award received directly from federal agencies, as well as financial assistance passed through other government agencies or nonprofit organizations, are included in the schedule.

NOTE 2 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Pennsylvania Highlands Community College and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general purpose financial statements.

NOTE 3 ADMINISTRATIVE EXPENSES

The expenditures in the accompanying Schedule of Expenditures of Federal Awards include an allocation of administrative expenses. Those allocations are based upon amounts permitted under each individual financial assistance program. For the year ended June 30, 2020, Pennsylvania Highlands Community College did not elect to use the ten percent (10%) de minimus indirect cost rate as allowed in the Uniform Guidance, section 414.

NOTE 4 AMOUNTS PASSED TO SUBRECIPIENTS

Pennsylvania Highlands Community College did not provide federal awards to subrecipients during the year ended June 30, 2020.

**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**

To the Board of Trustees
Pennsylvania Highlands Community College
Johnstown, Pennsylvania

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the discretely presented component unit of the Pennsylvania Highlands Community College as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Pennsylvania Highlands Community College's basic financial statements, and have issued our report thereon dated October 8, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Pennsylvania Highlands Community College's internal control over financial reporting (internal control) to determine the 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 Pennsylvania Highlands Community College's internal control. Accordingly, we do not express an opinion on the effectiveness of the Pennsylvania Highlands Community College'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 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.

Our consideration of internal control 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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Pennsylvania Highlands Community College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants 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*.

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 entity's internal control or on compliance. This report is an integral part of an audit in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Wessel & Company". The signature is written in a cursive, flowing style.

WESSEL & COMPANY
Certified Public Accountants

October 8, 2020

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Trustees
Pennsylvania Highlands Community College
Johnstown, Pennsylvania

Report on Compliance for Each Major Federal Program

We have audited Pennsylvania Highlands Community College's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Pennsylvania Highlands Community College's major federal programs for the year ended June 30, 2020. Pennsylvania Highlands Community College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Pennsylvania Highlands Community College's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Pennsylvania Highlands Community College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on Pennsylvania Highlands Community College's compliance.

Opinion on Each Major Federal Program

In our opinion, Pennsylvania Highlands Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2020.

Report on Internal Control over Compliance

Management of the Pennsylvania Highlands Community College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Pennsylvania Highlands Community College's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



WESSEL & COMPANY
Certified Public Accountants

October 8, 2020

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2020

Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _____ Yes X No
- Significant deficiency(ies) identified? _____ Yes X None reported

Noncompliance material to financial statements noted?

_____ Yes X No

Federal Awards

Internal control over major federal programs:

- Material weakness(es) identified? _____ Yes X No
- Significant deficiency(ies) identified? _____ Yes X None reported

Type of auditor's report issued on compliance for major federal programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

_____ Yes X No

Identification of major federal programs:

CFDA Number(s)

84.063, 84.033, 84.007, 84.268
84.425E

Name of Federal Program or Cluster

Student Financial Aid Cluster
COVID-19 - Higher Education Emergency Relief Fund (Student Emergency)

Dollar threshold used to distinguish
between Type A and Type B
programs:

\$750,000

Auditee qualified as low-risk auditee?

X Yes No

FINDINGS – FINANCIAL STATEMENT AUDIT

NONE

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

NONE

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

JUNE 30, 2019

NONE

PENNSYLVANIA HIGHLANDS COMMUNITY COLLEGE

CORRECTIVE ACTION PLAN

June 30, 2020

NONE NECESSARY