



# CITY OF EMERYVILLE EMERYVILLE CHILD DEVELOPMENT CENTER

JUNE 30, 2018

FINANCIAL STATEMENTS

Focused  
on YOU



CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER  
JUNE 30, 2018

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

JUNE 30, 2018

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council  
Emeryville Child Development Center  
City of Emeryville, California

### **Report on Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major governmental fund of the Emeryville Child Development Center (the Center), a special revenue fund of the City of Emeryville, California (the City), as of and for the year ended June 30, 2018, and the notes to the financial statements, which collectively comprise the Center's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

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

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

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

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major governmental fund of the Emeryville Child Development Center, at June 30, 2018, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.





To the Honorable Mayor and Members of the City Council  
Emeryville Child Development Center  
City of Emeryville, California

### ***Other Matters***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

### ***Other Information***

Our audit was made for the purpose of forming an opinion on the financial statements of the Center. The accompanying supplementary information on pages 8 to 33, inclusive, is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary 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 financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In addition, the supplementary information is presented in conformity with the *CDE Audit Guide* issued by the California Department of Education and all other laws, regulations and sub-grant requirements. In our opinion, the accompanying supplementary information is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

As discussed in Note 1, the financial statements present only the activities of the Center and are not intended to present fairly the financial position and results of operations of the City of Emeryville in conformity with accounting principles generally accepted in the United States of America.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2018 on our consideration of the Center'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 solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control over financial reporting and compliance.

Brea, California  
November 16, 2018



## INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH APPLICABLE REQUIREMENTS AND ON INTERNAL CONTROL OVER COMPLIANCE

To the Honorable Mayor and Members of the City Council  
Emeryville Child Development Center  
City of Emeryville, California

### Report on Compliance

We have audited the compliance of the California State Preschool and the Child Adult Food Care Programs (the Programs) of the Emeryville Child Development Center (the Center), with the types of compliance requirements described in the *Audit Guide for Audits of Child Development and Nutrition Programs* issued by the California Department of Education, November 2015, for the year ended June 30, 2018.

### Management's Responsibility

Management is responsible for compliance requirements described in the *Audit Guide for Audits of Child Development and Nutrition Programs* issued by the California Department of Education, November 2015.

### Auditor's Responsibility

Our responsibility is to express opinions on the Center's compliance based on our audit. 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 the *Government Auditing Standards*, issued by the Comptroller General of the United States, and the requirements described in the *Audit Guide for Audits of Child Development and Nutrition Programs* issued by the California Department of Education, November 2015. These standards 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 material effect on the Programs of the Center occurred. An audit includes examining, on a test basis, evidence about the Center'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. However, our audit does not provide a legal determination of the Center's compliance with those requirements.

### Opinion

In our opinion, the Center complied, in all material respects, with the requirements referred to above applicability to the California State Preschool and the Child Adult Food Care Programs for the year ended June 30, 2018.



To the Honorable Mayor and Members of the City Council  
Emeryville Child Development Center  
City of Emeryville, California

### Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the *Audit Guide for Audits of Child Development and Nutrition Programs* and are described in the accompanying summary of findings and questioned costs as items 2018-001 and 2018-002. Our opinion is not modified with respect to these matters.

The Center's responses to the noncompliance findings identified in our audit is described in the accompanying summary of findings and questioned costs. The Center's responses were not subjected to the auditing procedures applied in the audit of compliance and accordingly, we express no opinion on the responses.

### Report on Internal Control Over Compliance

The management of the Center is responsible for establishing and maintaining effective internal control over compliance with the type of compliance requirements referred to above. In planning and performing our audit, we considered the Center's internal control over compliance with the types of requirements that could have a direct and material effect on the California State Preschool and the Child Adult Food Care Programs to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, 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 Center's internal control over compliance.

A *deficiency in internal control* 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 on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that a material noncompliance 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 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. Given these limitations, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify certain deficiencies in internal control over compliance, described in the accompanying summary of findings and questioned costs as items 2018-001 and 2018-002, that we consider to be significant deficiencies.

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 of the *Audit Guide for Audits of Child Development and Nutrition Programs* issued by the California Department of Education, November 2015. Accordingly, this communication is not suitable for any other purpose.

Brea, California  
November 16, 2018

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET  
JUNE 30, 2018

	Governmental Fund	Reclassifications	Statement of Net Position
<b>Assets</b>			
Cash and investments	\$ 161,276	\$ -	\$ 161,276
Accounts receivable	51,169	-	51,169
Interest receivable	295	-	295
Prepaid costs	968	-	968
<b>Total Assets</b>	<b>\$ 213,708</b>	<b>-</b>	<b>213,708</b>
<b>Liabilities and Fund Balance</b>			
<b>Liabilities</b>			
Accounts payable	\$ 24,479	-	24,479
Other liabilities	7,450	-	7,450
<b>Total Liabilities</b>	<b>31,929</b>	<b>-</b>	<b>31,929</b>
<b>Fund Balances</b>			
Fund balances:			
Nonspendable	968	(968)	-
Restricted:			
Child development	180,811	(180,811)	-
<b>Total Fund Balances</b>	<b>181,779</b>	<b>(181,779)</b>	<b>-</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$ 213,708</b>		
<b>Net Position</b>			
Restricted for child development		(181,779)	(181,779)
<b>Total Net Position</b>		<b>\$ (181,779)</b>	<b>\$ 181,779</b>



**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

**STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2018**

	<b>Governmental Fund</b>	<b>Reclassifications</b>	<b>Statement of Activities</b>
<b>Revenues</b>			
Grants:			
State Department of Education	\$ 217,807	\$ -	\$ 217,807
Child Care Food Program	27,548	-	27,548
City of Emeryville General Fund Contribution	906,753	-	906,753
Parent fees:			
Subsidy child	15,557	-	15,557
Full cost child	1,116,139	-	1,116,139
Other revenue and donations	1,508	-	1,508
<b>Total Revenues</b>	<b>2,285,312</b>	<b>-</b>	<b>2,285,312</b>
<b>Expenditures/Expenses</b>			
Certificated personnel salaries	745,946	-	745,946
Classified personnel salaries	63,464	-	63,464
Employee benefits	846,979	-	846,979
Books and supplies	142,152	-	142,152
Services other than operating expenses	323,357	-	323,357
<b>Total Expenditures/Expenses</b>	<b>2,121,898</b>	<b>-</b>	<b>2,121,898</b>
Deficiency of Revenues Under Expenditures	163,414	-	163,414
<b>Fund Balance/Net Position</b>			
Beginning of Year	18,365	-	18,365
<b>End of year</b>	<b>\$ 181,779</b>	<b>\$ -</b>	<b>\$ 181,779</b>

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2018**

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**Note 1: Organization and Summary of Significant Accounting Policies**

**a. The Financial Reporting Entity**

The Emeryville Child Development Center (the Center) is a special revenue fund of the City of Emeryville, California (the City) to provide educational programs and care for children participating in the program. Families of participating children pay a fee for these services which are subsidized by the City and by grants from the California State Department of Education, Office of Child Development.

The City is a municipal corporation and is exempt from federal and state income taxes. Accordingly, a provision for such taxes has not been made in the accompanying financial statements.

The Financial Accounting Standards Board, which determines accounting principles for non-profit organizations, and the Government Accounting Standards Board, which determines accounting principles for governmental organizations, have agreed that organizations should be considered "governmental organizations" if its fund balance reverts to a government upon dissolution. Program operations are partially financed by transfers from the City and upon dissolution, any remaining fund balance would revert to the City, which is a government.

**b. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. The primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment.

**c. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

**NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2018**

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**Note 1: Organization and Summary of Significant Accounting Policies (Continued)**

**d. Assets, Liabilities and Net Position or Equity**

**1. Cash and Investments**

The Center's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

Investments are reported at fair value. The State Treasurer's Investment Pool operates in accordance with appropriate State laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

**2. Receivables and Payables**

All trade receivables are shown net of an allowance for uncollectibles.

**3. Accumulated Unpaid Vacation and Sick Leave**

In the event of termination, an employee is paid for accumulated vacation days up to the equivalent of 50 days of vacation or twice the annual rate of accrual. Employees are entitled to compensation for 60% of accumulated sick leave up to 120 days upon termination. Accumulated unpaid employee vacation and sick leave benefits related to the Center are recognized as a liability of the City of Emeryville and are not reflected in the accompanying financial statements.

**4. Reserve Account**

The Center's California State Preschool program is eligible to retain a portion of unearned grant funds received from the State. The reserve account is subject to terms, conditions and limitations of the grant agreement and is retained by the Center. Reserve account balances, if any, are reported as a reservation of fund balance at year end. During the year ended June 30, 2018, the Center had no reserve account activity nor were reserve account funds held by the Center as of year-end.

**5. Rent Expenses**

The Center is located in a City owned building and was not charged rent.

**6. Other Revenue**

Interest revenue on pooled investment accounts are recorded as other revenue.

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
FOR THE YEAR ENDED JUNE 30, 2018

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**Note 2: Cash and Investments**

Cash and investments reported in the accompanying financial statements consisted of the following:

Cash and investments	<u>\$ 161,276</u>
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The Center's funds are pooled with the City of Emeryville's cash and investments in order to generate optimum interest income. The information required by GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, related to authorized investments, credit risk, etc. is available in the annual report of the City.

**Note 3: Contingency**

The Center's California State Preschool program is still subject to further examination by the grantors and the amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time.

## EMERYVILLE CHILD DEVELOPMENT CENTER

### GENERAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2018

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Name of agency:	Emeryville Child Development Center
Type of agency:	Municipality
Address:	City of Emeryville 1333 Park Avenue Emeryville, CA 94608-3517
Center Program Director:	Pedro Jimenez, Community Services Director
City Finance Director:	Susan Hsieh, Finance Director
Period covered by the audit:	July 1, 2017 through June 30, 2018
Number of days of operation:	246
Scheduled hours of operation:	Child care centers: Opening time 7:30 a.m. Closing time 6:00 p.m. Number of hours open 10.50
Website for City CAFR:	<a href="http://www.ci.emeryville.ca.us">http://www.ci.emeryville.ca.us</a>

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER  
SCHEDULE OF FEDERAL AND STATE AWARDS  
FOR THE YEAR ENDED JUNE 30, 2018

Grantor/Program Title	CFDA Number	Grantor's Number	Award Amount			Expenditures		
			Federal	State	Total	Federal	State	Total
U.S. Department of Agriculture, passed through State of California, Department of Education: Child Nutrition and Food Distribution Division Child and Adult Care Food Program	10.558	01-1903-3A	\$ 27,548	\$ -	\$ 27,548	\$ 27,548	\$ -	\$ 27,548
State of California, Department of Education California State Preschool Program	93.575	CSPP-7008	37,495	180,312	217,807	37,495	180,312	217,807
<b>Total Federal and State Awards</b>			<b>\$ 65,043</b>	<b>\$ 180,312</b>	<b>\$ 245,355</b>	<b>\$ 65,043</b>	<b>\$ 180,312</b>	<b>\$ 245,355</b>

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

**COMBINING STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2018**

	<b>CSPP-7008</b>	<b>Total CDE Contracts</b>
<b>Revenues and Support</b>		
Grants:		
State Department of Education	\$ 217,807	\$ 217,807
Child Care Food Program	27,548	27,548
City of Emeryville General Fund Contribution	906,753	906,753
Parent fees:		
Subsidy child	15,557	15,557
Full cost child	1,116,139	1,116,139
Other revenue and donations	1,508	1,508
<b>Total Revenues and Support</b>	<b>2,285,312</b>	<b>2,285,312</b>
<b>Expenditures</b>		
Certificated personnel salaries	745,946	745,946
Classified personnel salaries	63,464	63,464
Employee benefits	846,979	846,979
Books and supplies	142,152	142,152
Services other than operating expenses	323,357	323,357
<b>Total Expenditures</b>	<b>2,121,898</b>	<b>2,121,898</b>
<b>Changes in Net Position</b>	<b>\$ 163,414</b>	<b>\$ 163,414</b>

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

SCHEDULE OF EXPENDITURES BY STATE CATEGORIES  
FOR THE YEAR ENDED JUNE 30, 2018

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	<u>CSP-7008</u>
<b>Expenditures*</b>	
1000 Certified salaries	\$ 745,946
2000 Classified salaries	63,464
3000 Employee benefits	846,979
4000 Books and supplies	142,152
5000 Services and other operating expenses	<u>323,357</u>
<b>Total Expenditures Claimed for Reimbursement</b>	<u><b>2,121,898</b></u>
<b>Total Expenditures</b>	<u><u><b>\$ 2,121,898</b></u></u>

\* We have examined the claims filed for reimbursement and the original records supporting the transactions recorded under the contracts listed above to an extent considered necessary to assure ourselves that the amounts claimed by the contractor were eligible for reimbursement, reasonable, necessary, and adequately supported, according to governing laws, regulations and contract provisions.



CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

RECONCILIATION OF CDE AND GAAP EXPENSE REPORTING  
FOR THE YEAR ENDED JUNE 30, 2018

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	<u>CSPP-7008</u>
Schedule of Expenditure by State Categories (CDE)	\$ 2,121,898
Adjustment to Reconcile Differences in Reporting:	<u>-</u>
Combining Statement of Activities (GAAP)	<u><u>\$ 2,121,898</u></u>

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

SCHEDULE OF REIMBURSABLE EQUIPMENT EXPENDITURES  
FOR THE YEAR ENDED JUNE 30, 2018

Reimbursable Equipment Expenditures		CSPP-7008
None		\$ -
	Total	\$ -

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

SCHEDULE OF REIMBURSABLE EXPENDITURES FOR RENOVATIONS AND REPAIRS  
FOR THE YEAR ENDED JUNE 30, 2018

<u>Reimbursable Expenditures for Renovations and Repairs</u>		<u>CSPP-7008</u>
None		<u>\$ -</u>
	Total	<u><u>\$ -</u></u>

CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER

SCHEDULE OF REIMBURSABLE ADMINISTRATIVE COSTS  
FOR THE YEAR ENDED JUNE 30, 2018

Reimbursable Administrative Costs	CSPP-7008
Administrative Costs	
Salaries and Benefits	\$ 49,421
Consultant fees	97,500
Services and other operating expenses	8,020
Total	<u>\$ 154,941</u>

CALIFORNIA DEPARTMENT OF EDUCATION  
 AUDITED ATTENDANCE AND FISCAL REPORT FOR  
 CALIFORNIA STATE PRESCHOOL PROGRAMS  
 SAN FRANCISCO PILOT  
 A U D 8501 - SF Page 1 of 9 (11/18)

Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor City of Emeryville

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Three and Four Year Olds Full-time-plus	1,006	61	1,067	1.1800	1,259.06
Three and Four Year Olds Full-time	2,030	0	2,030	1.0000	2,030
Three and Four Year Olds Three-quarters-time	19	0	19	0.7500	14.25
Three and Four Year Olds One-half-time	0	0	0	0.6772	0
Exceptional Needs Full-time-plus	0	0	0	1.4160	0
Exceptional Needs Full-time	93	0	93	1.2000	111.6
Exceptional Needs Three-quarters-time	0	0	0	0.9000	0
Exceptional Needs One-half-time	0	0	0	0.6772	0
Limited and Non-English Proficient Full-time-plus	0	0	0	1.2980	0
Limited and Non-English Proficient Full-time	1,047	0	1,047	1.1000	1,151.7
Limited and Non-English Proficient Three-quarters-time	0	0	0	0.8250	0
Limited and Non-English Proficient One-half-time	0	0	0	0.6772	0

CALIFORNIA DEPARTMENT OF EDUCATION  
AUDITED ATTENDANCE AND FISCAL REPORT FOR  
CALIFORNIA STATE PRESCHOOL PROGRAMS  
SAN FRANCISCO PILOT  
A U D 8501 - SF Page 2 of 9 (11/18)

Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor

City of Emeryville

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
At Risk of Abuse or Neglect Full-time-plus	0	0	0	1.2980	0
At Risk of Abuse or Neglect Full-time	0	0	0	1.1000	0
At Risk of Abuse or Neglect Three-quarters-time	0	0	0	0.8250	0
At Risk of Abuse or Neglect One-half-time	0	0	0	0.6772	0
Severely Disabled Full-time-plus	0	0	0	1.7700	0
Severely Disabled Full-time	0	0	0	1.5000	0
Severely Disabled Three-quarters-time	0	0	0	1.1250	0
Severely Disabled One-half-time	0	0	0	0.6772	0
TOTAL DAYS OF ENROLLMENT	4,195	61	4,256	N/A	4,566.61
DAYS OF OPERATION	246	0	246	N/A	N/A
DAYS OF ATTENDANCE	4,255	-316	3,939	N/A	N/A

☐ NO NON-CERTIFIED CHILDREN Check this box (omit pages 3-5) and continue to Revenue Section on page 6.

CALIFORNIA DEPARTMENT OF EDUCATION  
 AUDITED ATTENDANCE AND FISCAL REPORT FOR  
 CALIFORNIA STATE PRESCHOOL PROGRAMS  
 SAN FRANCISCO PILOT  
 A U D 8501 - SF Page 3 of 9 (11/18)

Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor City of Emeryville

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Toddlers (18 up to 36 months) Full-time-plus	5,084	0	5,084	1.6520	8,398.768
Toddlers (18 up to 36 months) Full-time	0	0	0	1.4000	0
Toddlers (18 up to 36 months) Three-quarters-time	0	0	0	1.0500	0
Toddlers (18 up to 36 months) One-half-time	0	0	0	0.7700	0
Three and Four Year Olds Full-time-plus	7,428	0	7,428	1.1800	8,765.04
Three and Four Year Olds Full-time	0	0	0	1.0000	0
Three and Four Year Olds Three-quarters-time	0	0	0	0.7500	0
Three and Four Year Olds One-half-time	0	0	0	0.6772	0
Exceptional Needs Full-time-plus	0	0	0	1.4160	0
Exceptional Needs Full-time	0	0	0	1.2000	0
Exceptional Needs Three-quarters-time	0	0	0	0.9000	0
Exceptional Needs One-half-time	0	0	0	0.6772	0

Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor City of Emeryville

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Limited and Non-English Proficient Full-time-plus	29	0	29	1.2980	37.642
Limited and Non-English Proficient Full-time	0	0	0	1.1000	0
Limited and Non-English Proficient Three-quarters-time	0	0	0	0.8250	0
Limited and Non-English Proficient One-half-time	0	0	0	0.6772	0
At Risk of Abuse or Neglect Full-time-plus	0	0	0	1.2980	0
At Risk of Abuse or Neglect Full-time	0	0	0	1.1000	0
At Risk of Abuse or Neglect Three-quarters-time	0	0	0	0.8250	0
At Risk of Abuse or Neglect One-half-time	0	0	0	0.6772	0



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Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor

City of Emeryville

23

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Severely Disabled Full-time-plus	0	0	0	1.7700	0
Severely Disabled Full-time	0	0	0	1.5000	0
Severely Disabled Three-quarters-time	0	0	0	1.1250	0
Severely Disabled One-half-time	0	0	0	0.6772	0
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT	12,541	0	12,541	N/A	17,201.45

CALIFORNIA DEPARTMENT OF EDUCATION  
AUDITED ATTENDANCE AND FISCAL REPORT FOR  
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SAN FRANCISCO PILOT  
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Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor City of Emeryville

Section 3 - Revenue	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Income - Child Nutrition Programs	22,089	5,459	27,548
Restricted Income - County Maintenance of Effort (EC Section 8279)	0	0	0
Restricted Income - Other:	0	0	0
<b>Restricted Income - Subtotal</b>	<b>22,089</b>	<b>5,459</b>	<b>27,548</b>
Transfer from Reserve - General	0	0	0
Transfer from Reserve - Professional Development	0	0	0
<b>Transfer from Reserve Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Family Fees for Certified Children	15,557	0	15,557
Interest Earned on Child Development Apportionment Payments	0	0	0
Unrestricted Income: Fees for Non-Certified Children	1,112,904	3,235	1,116,139
Unrestricted Income: Head Start	0	0	0
Unrestricted Income - Other: City of Emeryville Contribution & Other	0	908,261	908,261
<b>Total Revenue</b>	<b>1,150,550</b>	<b>916,955</b>	<b>2,067,505</b>

CALIFORNIA DEPARTMENT OF EDUCATION  
AUDITED ATTENDANCE AND FISCAL REPORT FOR  
CALIFORNIA STATE PRESCHOOL PROGRAMS  
SAN FRANCISCO PILOT  
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Full Name of Contractor

City of Emeryville

Section 4 - Reimbursable Expenses	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit
Direct Payments to Providers (FCH only)	0	0	0
1000 Certificated Salaries	666,272	79,674	745,946
2000 Classified Salaries	293,151	-229,687	63,464
3000 Employee Benefits	705,829	141,150	846,979
4000 Books and Supplies	3,020	139,132	142,152
5000 Services and Other Operating Expenses	431,079	-107,722	323,357
6100/6200 Other Approved Capital Outlay	0	0	0
6400 New Equipment (program-related)	0	0	0
6500 Equipment Replacement (program-related)	0	0	0
Depreciation or Use Allowance	0	0	0
Start-up Expenses (service level exemption)	0	0	0
Budget Impasse Credit	0	0	0
Indirect Costs (Include in Administrative Cost)	0	0	0
Non-Reimbursable (State Use Only)			
<b>Total Reimbursable Expenses</b>	<b>2,099,351</b>	<b>22,547</b>	<b>2,121,898</b>
Total Administrative Cost (included in section 4 above)	154,941	0	154,941

Approved Indirect Cost Rate:

Comments: Vendor submitted AUD 9500 forms for FY17/18. Adjustment reflected on pg. 1 relates to eligible children incorrectly reported as Toddlers. Non-Certified Children, 1,954 reported as Toddlers not adjusted on AUD Form as not audited. Total Non-Cert 14,495

☒ No Supplemental Revenue check this box and omit Page 8.

CALIFORNIA DEPARTMENT OF EDUCATION  
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 SAN FRANCISCO PILOT  
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Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor

City of Emeryville

Section 5 - Supplemental Revenue	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit
Enhancement Funding			
Other:			
Other:			
<b>Total Supplemental Revenue</b>			

Section 6 - Supplemental Expenses	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6000 Equipment/Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-reimbursable Expenses 6100-6500 Non-reimbursable Capital Outlay			
<b>Total Supplemental Expenses</b>			

CALIFORNIA DEPARTMENT OF EDUCATION AUDITED ATTENDANCE AND  
FISCAL REPORT FOR CALIFORNIA STATE PRESCHOOL PROGRAMS  
SAN FRANCISCO PILOT A U D 8501 - SF Page 9 of 9 (11/18)

Fiscal Year Ending

June 30, 2018

Contract Number

CSPP-7008

Vendor Code

217800

Full Name of Contractor City of Emeryville

Section 7 - Summary	Column A Cumulative CDNFS 8501-SF	Column B Audit Adjustments	Column C Cumulative Per Audit
Total Certified Days of Enrollment	4,195	61	4,256
Days of Operation	246	0	246
Days of Attendance	4,255	-316	3,939
Total Non-Certified Days of Enrollment	12,541	0	12,541
Restricted Program Income	22,089	5,459	27,548
Transfer from Reserve	0	0	0
Family Fees for Certified Children	15,557	0	15,557
Interest Earned on Apportionment Payments	0	0	0
Direct Payments to Providers	0	0	0
Start-up Expenses (service level exemption)	0	0	0
Total Reimbursable Expenses	2,099,351	22,547	2,121,898
Total Administrative Cost	154,941	0	154,941

Total Certified Adjusted  
Days of Enrollment

4,566.61

Total Non-Certified  
Adjusted  
Days of Enrollment

17,201.45

Independent Auditor's Assurances on Agency's Compliance with the Contract Funding Terms and Conditions and Program Requirements of the California Department of Education, Early Learning and Care Division (formerly Early Education and Support Division):

Eligibility, enrollment and attendance records are being maintained as required (check YES or NO):

☒ Yes

☐ No

Reimbursable expenses claimed above are eligible for reimbursement, reasonable, necessary, and adequately supported (check YES or NO):

☒ Yes

☐ No

Include any comments in the Comments box on page 7. If necessary, attach additional sheets to explain adjustments.

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER  
CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED  
FOR THE YEAR ENDED JUNE 30, 2018**

	Meals			Federal		State		Cash In	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Lieu	Meal Reimbursement
<b>July 2017</b>									
Breakfast									
Full price/base rate	520	-	520	0.3000	156	0.0000	-	0.0000	-
Reduced price	52	-	52	1.4500	75	0.0000	-	0.0000	-
Free	95	-	95	1.7500	166	0.0000	-	0.0000	-
Lunch									
Full price/base rate	935	-	935	0.3100	290	0.0000	-	0.2325	217
Reduced price	94	-	94	2.8300	266	0.0000	-	0.2325	22
Free	172	-	172	3.2300	556	0.0000	-	0.2325	40
Supplement									
Full price/base rate	776	-	776	0.0800	62	0.0000	-	0.0000	-
Reduced price	78	-	78	0.4400	34	0.0000	-	0.0000	-
Free	142	-	142	0.8800	125	0.0000	-	0.0000	-
					1,730		-		279
<b>August 2017</b>									
Breakfast									
Full price/base rate	554	-	554	0.3000	165	0.0000	-	0.0000	-
Reduced price	55	-	55	1.4500	80	0.0000	-	0.0000	-
Free	102	-	102	1.7500	179	0.0000	-	0.0000	-
Lunch									
Full price/base rate	903	-	903	0.3100	280	0.0000	-	0.2325	209
Reduced price	90	-	90	2.8300	255	0.0000	-	0.2325	21
Free	166	-	166	3.2300	536	0.0000	-	0.2325	39
Supplement									
Full price/base rate	741	-	741	0.0800	59	0.0000	-	0.0000	-
Reduced price	74	-	74	0.4400	33	0.0000	-	0.0000	-
Free	136	-	136	0.8800	120	0.0000	-	0.0000	-
					1,707		-		269

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

	Meals			Federal		State		Cash In	
	Reported	Adjustments *		Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Lieu	Meal Reimbursement
		Adjustments *	Allowed						
September 2017									
Breakfast									
Full price/base rate	-	-	-	0.3000	-	0.0000	-	0.0000	-
Reduced price	-	-	-	1.4500	-	0.0000	-	0.0000	-
Free	-	-	-	1.7500	-	0.0000	-	0.0000	-
Lunch									
Full price/base rate	-	-	-	0.3100	-	0.0000	-	0.2325	-
Reduced price	-	-	-	2.8300	-	0.0000	-	0.2325	-
Free	-	-	-	3.2300	-	0.0000	-	0.2325	-
Supplement									
Full price/base rate	-	-	-	0.0800	-	0.0000	-	0.0000	-
Reduced price	-	-	-	0.4400	-	0.0000	-	0.0000	-
Free	-	-	-	0.8800	-	0.0000	-	0.0000	-
October 2017									
Breakfast									
Full price/base rate	710	-	710	0.3000	212	0.0000	-	0.0000	-
Reduced price	59	-	59	1.4500	86	0.0000	-	0.0000	-
Free	177	-	177	1.7500	310	0.0000	-	0.0000	-
Lunch									
Full price/base rate	1,126	-	1,126	0.3100	349	0.0000	-	0.2325	262
Reduced price	94	-	94	2.8300	266	0.0000	-	0.2325	22
Free	281	-	281	3.2300	908	0.0000	-	0.2325	65
Supplement									
Full price/base rate	978	-	978	0.0800	78	0.0000	-	0.0000	-
Reduced price	81	-	81	0.4400	36	0.0000	-	0.0000	-
Free	244	-	244	0.8800	215	0.0000	-	0.0000	-
					2,460		-		349

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER  
CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED  
FOR THE YEAR ENDED JUNE 30, 2018**

	Meals			Federal		State		Cash In	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Lieu	Meal Reimbursement
<b>November 2017</b>									
Breakfast									
Full price/base rate	593	-	593	0.3000	179	0.0000	-	0.0000	-
Reduced price	49	-	49	1.4500	71	0.0000	-	0.0000	-
Free	148	-	148	1.7500	259	0.0000	-	0.0000	-
Lunch									
Full price/base rate	970	-	970	0.3100	301	0.0000	-	0.2325	226
Reduced price	81	-	81	2.8300	229	0.0000	-	0.2325	19
Free	243	-	243	3.2300	785	0.0000	-	0.2325	56
Supplement									
Full price/base rate	818	-	818	0.0800	65	0.0000	-	0.0000	-
Reduced price	68	-	68	0.4400	30	0.0000	-	0.0000	-
Free	205	-	205	0.8800	180	0.0000	-	0.0000	-
					2,099		-		301
<b>December 2017</b>									
Breakfast									
Full price/base rate	566	-	566	0.3000	170	0.0000	-	0.0000	-
Reduced price	47	-	47	1.4500	68	0.0000	-	0.0000	-
Free	141	-	141	1.7500	247	0.0000	-	0.0000	-
Lunch									
Full price/base rate	914	-	914	0.3100	283	0.0000	-	0.2325	212
Reduced price	76	-	76	2.8300	215	0.0000	-	0.2325	18
Free	228	-	228	3.2300	736	0.0000	-	0.2325	53
Supplement									
Full price/base rate	733	-	733	0.0800	59	0.0000	-	0.0000	-
Reduced price	61	-	61	0.4400	27	0.0000	-	0.0000	-
Free	183	-	183	0.8800	161	0.0000	-	0.0000	-
					1,966		-		283



**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER  
CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED  
FOR THE YEAR ENDED JUNE 30, 2018**

	Meals			Federal		State		Cash In Lieu	Meal Reimbursement
	Reported	Adjustments *		Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement		
			Allowed						
January 2018									
Breakfast									
Full price/base rate	658	-	658	0.3000	196	0.0000	-	0.0000	-
Reduced price	55	-	55	1.4500	80	0.0000	-	0.0000	-
Free	164	-	164	1.7500	287	0.0000	-	0.0000	-
Lunch									
Full price/base rate	1,026	-	1,026	0.3100	318	0.0000	-	0.2325	239
Reduced price	85	-	85	2.8300	241	0.0000	-	0.2325	19
Free	256	-	256	3.2300	827	0.0000	-	0.2325	60
Supplement									
Full price/base rate	884	-	884	0.0800	71	0.0000	-	0.0000	-
Reduced price	74	-	74	0.4400	33	0.0000	-	0.0000	-
Free	221	-	221	0.8800	194	0.0000	-	0.0000	-
					2,247		-		318
February 2018									
Breakfast									
Full price/base rate	622	-	622	0.3000	187	0.0000	-	0.0000	-
Reduced price	52	-	52	1.4500	75	0.0000	-	0.0000	-
Free	155	-	155	1.7500	271	0.0000	-	0.0000	-
Lunch									
Full price/base rate	974	-	974	0.3100	302	0.0000	-	0.2325	227
Reduced price	81	-	81	2.8300	229	0.0000	-	0.2325	19
Free	243	-	243	3.2300	785	0.0000	-	0.2325	56
Supplement									
Full price/base rate	859	-	859	0.0800	69	0.0000	-	0.0000	-
Reduced price	72	-	72	0.4400	32	0.0000	-	0.0000	-
Free	215	-	215	0.8800	189	0.0000	-	0.0000	-
					2,139		-		302

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER  
CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED  
FOR THE YEAR ENDED JUNE 30, 2018**

	Meals		Federal		State		Cash In Lieu	Meal Reimbursement
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	
<b>March 2018</b>								
Breakfast								
Full price/base rate	700	-	700	0.3000	210	0.0000	-	0.0000
Reduced price	58	-	58	1.4500	84	0.0000	-	0.0000
Free	175	-	175	1.7500	306	0.0000	-	0.0000
Lunch								
Full price/base rate	1,162	-	1,162	0.3100	360	0.0000	-	0.2325
Reduced price	97	-	97	2.8300	275	0.0000	-	0.2325
Free	291	-	291	3.2300	940	0.0000	-	0.2325
Supplement								
Full price/base rate	1,041	-	1,041	0.0800	83	0.0000	-	0.0000
Reduced price	87	-	87	0.4400	38	0.0000	-	0.0000
Free	260	-	260	0.8800	229	0.0000	-	0.0000
					2,525			360
<b>April 2018</b>								
Breakfast								
Full price/base rate	676	-	676	0.3000	204	0.0000	-	0.0000
Reduced price	56	-	56	1.4500	81	0.0000	-	0.0000
Free	169	-	169	1.7500	296	0.0000	-	0.0000
Lunch								
Full price/base rate	1,104	-	1,104	0.3100	342	0.0000	-	0.2325
Reduced price	92	-	92	2.8300	260	0.0000	-	0.2325
Free	276	-	276	3.2300	891	0.0000	-	0.2325
Supplement								
Full price/base rate	1,004	-	1,004	0.0800	80	0.0000	-	0.0000
Reduced price	84	-	84	0.4400	37	0.0000	-	0.0000
Free	251	-	251	0.8800	221	0.0000	-	0.0000
					2,412			342

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER  
CENTER BASED PROGRAMS - SUMMARY OF MEALS REPORTED  
FOR THE YEAR ENDED JUNE 30, 2018**

	Meals			Federal		State		Cash In	
	Reported	Adjustments *	Allowed	Statutory Rate	Meal Reimbursement	Statutory Rate	Meal Reimbursement	Lieu	Meal Reimbursement
May 2018									
Breakfast									
Full price/base rate	705	-	705	0.3000	211	0.0000	-	0.0000	-
Reduced price	59	-	59	1.4500	86	0.0000	-	0.0000	-
Free	176	-	176	1.7500	308	0.0000	-	0.0000	-
Lunch									
Full price/base rate	1,118	-	1,118	0.3100	347	0.0000	-	0.2325	260
Reduced price	93	-	93	2.8300	263	0.0000	-	0.2325	22
Free	280	-	280	3.2300	904	0.0000	-	0.2325	65
Supplement									
Full price/base rate	1,008	-	1,008	0.0800	81	0.0000	-	0.0000	-
Reduced price	84	-	84	0.4400	37	0.0000	-	0.0000	-
Free	252	-	252	0.8800	222	0.0000	-	0.0000	-
					2,459		-		347
June 2018									
Breakfast									
Full price/base rate	653	-	653	0.3000	197	0.0000	-	0.0000	-
Reduced price	55	-	55	1.4500	80	0.0000	-	0.0000	-
Free	164	-	164	1.7500	287	0.0000	-	0.0000	-
Lunch									
Full price/base rate	1,067	-	1,067	0.3100	331	0.0000	-	0.2325	248
Reduced price	89	-	89	2.8300	252	0.0000	-	0.2325	21
Free	267	-	267	3.2300	862	0.0000	-	0.2325	62
Supplement									
Full price/base rate	935	-	935	0.0800	74	0.0000	-	0.0000	-
Reduced price	78	-	78	0.4400	34	0.0000	-	0.0000	-
Free	234	-	234	0.8800	206	0.0000	-	0.0000	-
					2,323		-		331
Adjustments					-		-		-
GRAND TOTAL			37,155		24,067		-		3,481

\* The adjustments are due to the resubmitted claims for reimbursement that were changed as a result of the recalculation of the fixed percentage enrollment subsequent to the end of the fiscal year.

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

**SCHEDULE OF CACFP REPORTED, ADJUSTED AND ALLOWED ENROLLMENT  
FOR THE YEAR ENDED JUNE 30, 2018**

<u>Month</u>		<u>Total</u>	<u>Free</u>	<u>Reduced</u>	<u>Based</u>
July	Reported	77	11	6	60
	Allowed	77	11	6	60
August	Reported	77	11	6	60
	Allowed	77	11	6	60
September	Reported	0	0	0	0
	Allowed	0	0	0	0
October	Reported	80	15	5	60
	Allowed	80	15	5	60
November	Reported	80	15	5	60
	Allowed	80	15	5	60
December	Reported	80	15	5	60
	Allowed	80	15	5	60
January	Reported	80	15	5	60
	Allowed	80	15	5	60
February	Reported	80	15	5	60
	Allowed	80	15	5	60
March	Reported	80	15	5	60
	Allowed	80	15	5	60
April	Reported	80	15	5	60
	Allowed	80	15	5	60
May	Reported	80	15	5	60
	Allowed	80	15	5	60
June	Reported	80	15	5	60
	Allowed	80	15	5	60

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

**SUMMARY OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2018**

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**Finding #2018-001: Records Maintenance**

Condition:

In one instance, noted that the most recent Notice of Action (NOA) for one participant terminated services effective 4/28/17; however, the participant was in attendance through August 2017. Per inquiry with Center staff, the notice was generated due to non-payment of fees. The family made the required payment upon receipt of notice and child was never removed from program, but the notice of termination was not voided.

Cause:

Per inquiry with the Center's Assistant Manager, the staff responsible for maintaining these records handles many tasks and this was simply an oversight.

Effect:

The Center was not in compliance with state regulations regarding the documentation to substantiate the enrollment and attendance reported to CDE.

Questioned Costs:

None.

Recommendation:

Routine review of participant files should be performed to ensure proper records are maintained.

Response:

Manager will be attending training to be better aware of the CDE requirements.

**Finding #2018-002: Reporting**

Condition:

The Center incorrectly submitted CDNFS form 9500 instead of CDNFS form 8501 and reported 61 days of attendance for Toddlers (18 up to 6 months). However, eligibility age for the CSPP program is three and four-year olds. Specifically, the Bay area Pilot Program age eligibility is 2.9 years of age. The participants reported as Toddlers are eligible three-year olds.

Cause:

The CDNFS forms submitted to the State are automatically generated by the Child Care Center's attendance tracking system.

Effect:

The Center was not in compliance with program reporting requirements.

Questioned Costs:

None.

Recommendation:

Staff should communicate with system administrators for possible causes for the misreporting.

Response:

Center Manager agreed to contact system administrator.

**CITY OF EMERYVILLE  
EMERYVILLE CHILD DEVELOPMENT CENTER**

**SUMMARY OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2017**

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**No findings noted in fiscal year 2016-2017.**