



ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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Annual Fiscal Report  
Reporting Year: 2016-2017  
Final Submission  
04/02/2018

American Samoa Community College  
P.O. Box 2609  
Pago Pago, American Samoa 96799

General Information

2.	Confirm or enter the name of the District/System or Corporate/Parent Organization: American Samoa Community College	
3.	a. Name of College Chief Business Officer (CBO)	Emey Silafau
	b. Title of College CBO	Chief Financial Officer
	c. Phone number of College CBO	(684) 699-9155 ext. 308
	d. E-mail of College CBO	e.silafau@amsamoa.edu
	e. Name of District/System/Parent Company CBO	N/A
	f. Title of District/System/Parent Company CBO	N/A
	g. Phone Number of District/System/Parent Company CBO	N/A
	h. E-mail of District/System/Parent Company CBO	N/A

DISTRICT/SYSTEM DATA (including single college organizations)

Stability of Revenue

		FY 16/17	FY 15/16	FY 14/15
4.	a. Annual General Fund revenues from all sources (Operating Revenues, CCC Fund 10)	\$ 7,895,652	\$ 8,441,753	\$ 8,450,558
	b. Revenue from other sources (non-general fund)	\$ 4,717,129	\$ 5,916,114	\$ 7,390,005
5.	Net Beginning Balance (Using same fund as included in question 4)	\$ -1,396,157	\$ -1,295,671	\$ 1,835,643

Expenditures/Transfer

		FY 16/17	FY 15/16	FY 14/15
6.	a. Total annual general fund expenditures (Operating Expenditures matching the same fund as included in question 4)	\$ 8,173,339	\$ 7,384,706	\$ 7,331,737
	b. Salaries and benefits (General Fund)	\$ 5,805,574	\$ 5,579,528	\$ 5,594,642
	c. Other expenditures/outgo (difference between 6a and 6b)	\$ 2,367,765	\$ 1,805,178	\$ 1,737,095

Liabilities

		FY 16/17	FY 15/16	FY 14/15
7.	Did the institution borrow funds for cash flow purposes?	No	No	No

		FY 16/17	FY 15/16	FY 14/15
8.	Total Local Borrowing			
	a. Short Term Borrowing (TRANS, etc)	\$ 0	\$ 0	\$ 0
	b. Long Term Borrowing (COPs, Capital Leases, other long term borrowing):	\$ 0	\$ 0	\$ 0
9.		FY 16/17	FY 15/16	FY 14/15
	a. Did the institution issue long-term debt instruments during the fiscal year noted?	No	No	No
	b. What type(s)	N/A	N/A	N/A
	c. Total amount	\$ 0	\$ 0	\$ 0
10.	Debt Service Payments (General Fund/Operations)	FY 16/17	FY 15/16	FY 14/15
		\$ 0	\$ 0	\$ 0

### Other Post Employment

		FY 16/17	FY 15/16	FY 14/15
11.	a. Actuarial Accrued Liability (AAL) for OPEB:	\$ 0	\$ 0	\$ 0
	b. Unfunded Actuarial Accrued Liability (UAAL) for OPEB:	\$ 0	\$ 0	\$ 0
	c. Funded Ratio (Actuarial Value of plan Assets/AAL)	0 %	0 %	0 %
	d. UAAL as Percentage of Covered Payroll	0 %	0 %	0 %
	e. Annual Required Contribution (ARC)	\$ 0	\$ 0	\$ 0
	f. Amount of annual contribution to ARC	\$ 0	\$ 0	\$ 0
12.	Date of most recent OPEB Actuarial Report (mm/dd/yyyy): N/A			
13.	a. Has an irrevocable trust been established for OPEB liabilities? No			
		FY 16/17	FY 15/16	FY 14/15
	b. Deposit into Irrevocable OPEB Reserve/Trust	\$ 0	\$ 0	\$ 0
	c. Deposit into non-irrevocable Reserve specifically for OPEB	\$ 0	\$ 0	\$ 0

### Cash Position

		FY 16/17	FY 15/16	FY 14/15
14.	Cash Balance (Unencumbered cash): Unrestricted General Fund	\$ 1,207,509	\$ 1,874,317	\$ 1,189,880
15.		FY 16/17	FY 15/16	FY 14/15
	Does the institution prepare cash flow projections during the year?	Yes	Yes	Yes

### Annual Audit Information

		FY 16/17	FY 15/16	FY 14/15
16.	Date annual audit report for fiscal year was electronically submitted to accjc.org, along with the institution's response to any audit exceptions:	03/29/18	03/24/17	03/30/16

Summarize Material Weaknesses and Significant Deficiencies from annual audit report:	
17.	<p><b>FY 16/17</b></p> <p>Summary of 2 Findings (1) Special Test and Provisions: Auditors noted that the verification process for the Financial Aid Office was not completed correctly. Of the 1,117 students receiving financial aid, the auditors tested 157 students file of which 105 were flagged for verification process and 23 of those student's verification process was not completed correctly. (2) Activities Allowed - Student Records: The Auditors noted that the College Financial Aid Office did not use all the days in the Spring semester to calculate R2T4 correctly. It should have been 116 days and not 109 days. By the Financial Aid Department not using the full semester days the award could be calculated incorrectly.</p> <p><b>FY 15/16</b></p> <p>Summary of 3 Findings: (1) Special Tests and Provisions: Auditors noted that the Financial Aid Department had 4 example of items related to the verification process that was conducted incompletely: a) One student used prior year verification form instead of current year, b) One student had no V6 form, c) One student had no tax return form , d) One student verification form and tax form did not match the iSIR (2)Activities allowed - Under Award: Auditors noted that The College under awarded two students tested one by \$100 and the other by \$591. (3) Activities Allowed - Student Record: Auditors noted The College Financial Aid Counselors did not reflect or update the student records to show proper enrollment status.</p> <p><b>FY 14/15</b></p> <p>Summary of 3 Findings: (1) Special Tests and Provisions: Auditors noted that of the 1,290 students receiving financial aid, they tested 85 students for the verification process and 19 of these student's submitted incomplete verification Forms. (2)Special Tests &amp; Provisions: Auditors noted that of the 1,290 students receiving financial aid, they tested 85 students for the verification process and 3 of these student's showed discrepancies in documents collected that were not corrected. (3) Special Tests and Provisions: Auditors noted that of the 1,290 students receiving financial aid, the school indicated to auditors that only 7 had withdrawn from the College after being awarded their financial aid. Of these 7, 2 were tested and both of them had incorrect R2T4 calculation and the college paid money back to the Department that should not have been paid back.</p>

**Other Information**

		FY 16/17	FY 15/16	FY 14/15
18.	a. Budgeted Full Time Equivalent Students (FTES)(Annual Target):	1,053	1,181	1,214
	b. Actual Full Time Equivalent Students (FTES):	916	1,009	1,030
	c. Funded FTES:	916	1,009	1,030
		FY 16/17	FY 15/16	FY 14/15
19.	Report the % of total tuition/fees received from federal financial aid programs (Title IV, HEA), if applicable:	72 %	87 %	78 %
20.	a. During the reporting period, did the institution settle any contracts with employee bargaining units?	No		
	b. Did any negotiations remain open?	No		
	c. Describe significant fiscal impacts:	N/A		
21.	a. Federal Financial Aid programs in which the College participates (check all that apply):	Pell FSEOG FWS		
	b. Changes in Federal Financial Aid Program Participation:			
	Programs that have been DELETED:	None		
	Programs that have been ADDED:	None		
22.	College Data: USDE official cohort Student Loan Default Rate (FSLD) (3 year rate)	Cohort Year 14/15	Cohort Year 13/14	Cohort Year 12/13
		0 %	0 %	0 %
23.	Were there any executive or senior administration leadership changes at the institution during the fiscal year?	Yes		
	Please describe the leadership change(s)			

Dr. Mikaele Etuale resigned as Vice President of Administration & Finance during the month of July 2017.

The data included in this report are certified as a complete and accurate representation of the reporting institution.

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