

COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES

Annual Financial Report June 30, 2021

COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES

(A Joint Powers Entity) OF ORANGE COUNTY HUNTINGTON BEACH, CALIFORNIA

JUNE 30, 2021

GOVERNING BOARD

<u>MEMBER</u>	PARTICIPANT	<u>OFFICE</u>
Brandon Tietze	Anaheim Union High School District	President of the Board
BethAnn Arko	Downey Unified School District	Vice President
Barbara Bass	San Dieguito Union High School District	Member
Sophia Crocker	Simi Valley Unified School District	Member
Joel Garcia	Ramona Unified School District	Member
Norma Gonzales	Washington Unified School District	Member
Bernie Konig	Centinela Valley Union High School District	Member
John Linke	Santa Monica Community College District	Member
Frank Olmos	Los Angeles County Office of Education	Member
Kristin Olson	Long Beach Community College District	Member

ADMINISTRATION

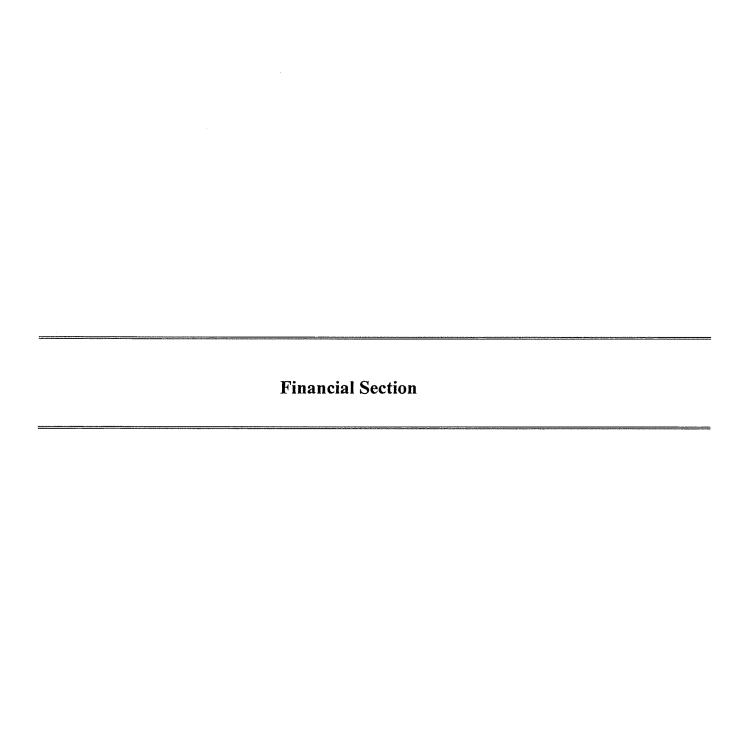
Jonathan Koch Executive Director

ORGANIZATION

Federal and State laws require that all public agencies be able to demonstrate that their employment selection procedures do not discriminate on the basis of sex, age, race, creed, national origin or disability which may be reasonably accommodated. In 1973, the Cooperative Organization for the Development of Employee Selection Procedures was formed to provide school and college districts with essential services in developing and providing selection materials used in testing candidates for district classified employment. Currently, Cooperative Organization for the Development of Employee Selection Procedures serves over four hundred (435) customers.

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Rudolph F. Silva, CPA Lisa D. Silva, CPA

INDEPENDENT AUDITORS' REPORT

Executive Committee Cooperative Organization for the Development of Employee Selection Procedures Huntington Beach, California

Report of the Financial Statements

We have audited the accompanying financial statements of Cooperative Organization for the Development of Employee Selection Procedures (the "Authority") which comprise the statement of net position as of June 30, 2021, and the related statement of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated 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 consolidated financial statements based on our audits. We conducted our audits 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 consolidated 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 evaluation the appropriateness of accounting policies used an 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 respective financial position of Cooperative Organization for the Development of Employee Selection Procedures (the "Authority") which comprise the statement of net position as of June 30, 2021, and the respective changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basis financial statements. Such information, although not part of the basis financial statements, is required by Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operation, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 3, 2022, on our consideration of the Cooperative Organization for the Development of Employee Selection Procedures' 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering Cooperative Organization for the Development of Employee Selection Procedures' internal control over financial reporting and compliance.

SILVA & SILVA CPAS

Selin + Seles

Brea, California May 3, 2022

COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES

(A Joint Powers Entity)

STATEMENT OF NET POSITION

June 30, 2021

ASSETS		
CURRENT ASSETS		
Cash in bank (Note 2)	108,436	
Revolving cash fund	4,000	
Investments (Note 3)	1,352,388	
Receivables - interest	2,089	
Prepaid expenses	34,377	
Total current assets		\$ 1,501,290
CAPITAL ASSETS		
Office equipment	46,132	
Accumulated depreciation	(45,462)	
Total, net capital assets		670
TOTAL ASSETS		1,501,960
DEFERRED OUTFLOWS OF RESOURCES		
Deferred outflows related to pensions		30,939
LIABILITIES		
CURRENT LIABILITIES		
Accrued salaries and benefits	59,832	
Accounts payable	2,876	
Deferred income	60,700	
Total current liabilities		123,408
LONG-TERM LIABILITIES		
Net pension liability		275,896
TOTAL LIABILITIES		399,304
DEFERRED INFLOWS OF RESOURCES		
Deferred inflows related to pensions		271,856
NET POSITION		
Unrestricted		861,739

The accompanying notes are an integral part of these financial statements.

COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES

(A Joint Powers Entity)

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

FOR THE YEAR ENDED JUNE 30, 2021

TOX THE TEAK ENDED JUNE 30, 2021		Percent of Total Income
OPERATING REVENUES		Total Income
Member fees	836,492	83.80%
Other fees and contracts	152,367	15.26%
Other local revenues	9,401	0.94%
Total Revenue	998,260	100.00%
OPERATING EXPENSES		
Salaries and benefits		
Classified salaries	616,553	61.76%
Employee benefits	239,317	23.97%
Total Salaries and Benefits	855,870	85.74%
Other Expenses		
Depreciation	224	0.02%
Insurance	7,086	0.71%
Utilities	5,783	0.58%
Repairs, office lease and maintenance contracts	86,776	8.69%
Office expenses	832	0.08%
Professional services	5,747	0.58%
Staff development	175	0.02%
Dues & memberships	219	0.02%
Marketing	792	0.08%
Interest	916	0.09%
Total Other Expenses	108,550	10.87%
Total Operating Expenses	964,420	96.61%
OPERATING GAIN	33,840	3.39%
NON-OPERATING REVENUES		
Interest Income	13,882	1.39%
CHANGES IN NET POSITION	47,722	4.78%
NET POSITION, BEGINNING OF YEAR	814,017	
NET POSITION, END OF YEAR	\$ 861,739	

The accompanying notes are an integral part of these financial statements.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2021

	2021		
CASH FLOWS FROM OPERATING ACTIVITIES		•	
Add, item not requiring cash- Depreciation	224		
Cash received from members and other income	988,660		
Cash paid to suppliers and employees	(1,012,012)		
Net Cash Provided by Operating Activities	23,128	•	
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income received	15,533		
NET CHANGE IN CASH AND CASH EQUIVALENTS	38,661		
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	1,426,163		
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 1,464,824		
RECONCILIATION OF NET INCOME TO			
Operating gain		\$	33,840
Add, item not requiring cash- Depreciation	224		
Decrease in prepaid expenses	137		
Decrease in deferred outflows of resources	18,406		
Decrease in accrued salaries & benefits	386		
Decrease in accounts payable	(1,859)		
Decrease in deferred revenue	(9,600)		
Increase in deferred inflow of resources	267,524		
Decrease in net pension liability	(285,930)		
			(10,712)
Net Cash Provided by Operating Activities		\$	23,128

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Cooperative Organization for the Development of Employee Selection Procedures (the "Authority") conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants.

Financial Reporting Entity

The Authority has elected to formalize participation by its members through formation of a joint powers authority. Funding for the Authority membership will continue to flow from the individual members' districts. The Authority includes all funds and account groups that are controlled by or dependent on the Authority's Executive Committee for financial reporting purposes. The Authority has considered all potential component units in determining how to define the reporting entity using criteria set forth in generally accepted accounting principles. The Authority determined that there are not potential component units that meet the criteria for inclusion within the reporting entity.

Fund Accounting

The accounts of the Authority are organized on the basis of a fund. The operations of the fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Authority resources are allocated to and accounted for in a fund based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The Authority's accounts are organized into categories, which include one fund type as follows:

Proprietary Fund

The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises.

Basis of Accounting

The Authority uses the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when the related liabilities are incurred. The Authority applies all GASB pronouncements as well as the Financial Accounting Standards Board pronouncements, unless those pronouncements conflict with or contradict GASB pronouncements.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Authority considers all investment instruments purchased with maturity of three months or less to be cash equivalents. The investments are considered cash equivalents as of June 30, 2021. Cash in County is considered to be a cash equivalent.

Capital Assets and Depreciation Methods

Machinery and equipment are stated at cost, less accumulated depreciation computed using accelerated methods. Machinery and equipment are depreciated over five to seven years. Depreciation for the year ended June 30, 2021, amounted to \$224.

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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

The Authority is not subject to income taxes pursuant to Section 115 of the Internal Revenue Code and the corresponding section of the California Revenue and Taxation Code.

Prepaid Expenses

Prepaid expenses represent amounts paid in advance of goods or services.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position also reports deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and so will not be recognized as an expense until then.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

NOTE 2 - CASH

Cash balances held in banks and in revolving funds are fully insured by the National Credit Union Administration.

NOTE 3 - INVESTMENTS

Investments at June 30, 2021, held on behalf of the Authority are presented below:

	Reported Amount	Fair Value
Uncategorized		
Deposits with County Treasurer	\$1,352,388	\$1,352,388

Deposits with County Treasurer

Deposits with county treasurer is an external investment pool sponsored by the County of Orange. School districts and the Authority are required to deposit all receipts and collections of monies with their county treasurer (Education Codes Section 41004). Therefore, the Authority is considered to be an involuntary participant in an external investment pool. County deposits are not required to be categorized. The pool sponsor provided fair value for these deposits. There is no limitation of interest rate risk, credit risk that will adversely affect the fair value of this investment.

NOTE 4 – OPERATING LEASES

The Authority has an operating lease for office space in Huntington Beach, expiring on July 31, 2021, requiring monthly payments of \$2,695.50 through July 31, 2020, and monthly payments of \$2,785.35 beginning on August 1, 2020 through July 31, 2021. Lease will continue on a month-to-month basis after the expiration. Future minimum lease payments as of June 30, 2021, are as follows:

6/30/22 2,785

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

NOTE 4 - OPERATING LEASES (Continued) -

The Authority has an operating lease for a Kyocera Copier, requiring monthly payments of \$65.00, beginning on March 1, 2020 through March 31, 2024. Lease will continue on a month-to month basis after the expiration. Future minimum lease payments as of June 30, 2021, as are follows:

6/30/22	780
6/30/23	780
6/30/24	<u> 585</u>
Total future minimum payments	\$2,145

NOTE 5 - EMPLOYEE RETIREMENT SYSTEM

Qualified employees are covered under a multiple-employer defined benefit pension plan maintained by agencies of the State of California. Classified employees are members of the California Public Employees' Retirement Systems (CalPERS).

The Authority implemented GASB Statements No. 68 and No. 71, for the fiscal year ended June 30, 2021. As a result, the Authority reported its proportionate share of the net pension liabilities, pension expense, and deferred outflows, inflows of resources as follows:

	Proportionate	Proportionate	Proportionate	Proportionate
	Share of Net	Share of	Share of	Share of
 Pension Plan	Pension Liability	Deferred Outflows	Deferred Inflows	Pension Expense
CalPERS	\$ 275,896	\$30,939	\$240,843	<u>\$21,876</u>

Plan Description

The Authority cost-sharing multiple-employer public employee retirement system defined benefit pension plan (the Plan or PERFC) is administered by CalPERS. The plan consists of a miscellaneous risk pool, which is comprised of individual employer miscellaneous plans. Individual employers may sponsor more than one miscellaneous plan. Each individual employer rate plan generally has less than 100 active members. Benefit provisions are established by State statues, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS' annual financial report may be obtained from CalPERS Executive Office, 400 P Street, Sacramento, California 95811, or from their website.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

Benefits Provided

The Plan was established to provide retirement, death, and disability benefits to public agency rate plans with generally less than 100 active members. The benefit provisions for PERF C employees are established by statute. A full description regarding the number of employees covered, benefit provisions, assumptions (for funding, but not accounting purposes) and membership information for the respective rate plan is listed in the respective rate plan's June 30, 2020 Annual Valuation Report (funding valuation).

The CalPERS provisions and benefits in effect at June 30, 2021, are summarized as follows:

Miscellaneous Employer Pool (CalPERS)

Benefit formula
Benefit vesting schedule
Benefit payments
Retirement age
Required employee contribution rate
Required employer contribution rate

2% at 62 5 years of service Monthly for life 62 7.25% 14.322%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on July 1 following notice of change in the rate. Total plan contributions through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Authority is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expresses as percentage of annual payroll. The Authority's contributions to CalPERS for the fiscal year ended June 30, 2021 was \$20,727 and equals 100 percent of the required contribution.

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

<u>Collective Net Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions</u>

As of June 30, 2021, the Authority reported collective net pension liabilities of the CalPERS net pension liability totaling \$275,896. The net pension liability was measured as of June 30, 2021. The Authority's proportion of the net pension liability was based on a projection of the Authority's long-term share of contributions to the pension plan relative to the projected contributions of all participating miscellaneous governmental entities, actuarially determined. As of June 30, 2020, the Authority's proportion was .01453 percent.

For the year ended June 30, 2021, the Agency recognized pension expense of \$21,876. At June 30, 2021, the Authority reported collective deferred outflows of resources and collective deferred inflows of resources related to pensions from the following sources:

		rred Outflows Resources	Deferred Inflows of Resources
Difference between expected and actual experience Net differences between projected and actual earnings on	\$	30,939	\$
plan investments			267,524
Total	<u>\$</u>	30,939	<u>\$ 267,524</u>

Actuarial Methods and Assumptions

Total pension liability for the MEP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2020, and rolling forward the total pension liability to June 30, 2021. The financial reporting actuarial valuation as of June 30, 2020, used the following methods and assumptions, applied to all prior periods included in the measurement:

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Valuation date	June 30, 2020
Measurement date	June 30, 2021
Experience study	July 1, 1997 through June 30, 2015
Actuarial cost method	Entry age normal
Discount rate	7.15%
Investment rate of return	7.15%
Consumer price inflation	2.50%
Wage growth	2.50%

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

Mortality assumptions are based on a mortality table based on CalPERS-specific data. The table includes 15 years of mortality improvements using Society of Actuaries Scale 90% of scale MP 2017. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first ten years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent. The target asset allocation and best estimates of arithmetic real rates of return of each major asset class are summarized in the following table:

		Long-term
	Assumed Asset	Expected Real
Asset Class	Allocation	Rate of Return
Global equity	50%	5.98%
Global fixed income	28%	2.62%
Inflation sensitive	-	1.81%
Private equity	8%	7.23%
Real assets	13%	4.93%
Liquidity	1%	92%

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the Miscellaneous Employer Pool fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the Authority's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

	Net Pension
Discount Rate	Liability
1% decrease (6.15%)	\$ 658,899
Current discount rate (7.15%)	275,896
1% increase (8.15%)	(40,727)

NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2021

NOTE 6 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through May 3, 2022, the date that the financial statements were available for issue and has determined that there are no additional adjustments and/or disclosures required.



Rudolph F. Silva, CPA Lisa D. Silva, CPA

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 GOVERNMENTAL AUDITING STANDARDS

Executive Committee
Cooperative Organization for the
Development of Employee Selection Procedures
Huntington Beach, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Cooperative Organization for the Development of Employee Selection Procedures as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise Cooperative Organization for the Development of Employee Selection Procedures' basic financial statements, and have issued our report thereon dated May 3, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Cooperative Organization for the Development of Employee Selection Procedures' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Cooperative Organization for the Development of Employee Selection Procedures' internal control. Accordingly, we do not express an opinion on the effectiveness of Cooperative Organization for the Development of Employee Selection Procedures' internal control.

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

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 Cooperative Organization for the Development of Employee Selection Procedures' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental 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 performed 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.

SILVA & SILVA CPAS Brea, California

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May 3, 2022