LOS ANGELES COMMUNITY COLLEGE DISTRICT
MAY 1st, 2012
ADMISSIONS AND RECORD FINDINGS
PRESENTED BY:
ARNOLD BLANSHARD, CPA/MBA
DIRECTOR, INTERNAL AUDIT
&
HARRY ZIOGAS, MBA
DIRECTOR OF ACCOUNTING
OUTLINE

1. Welcome and Introduction
2. Overview
3. Discussion of Findings
   A. S-11-01: State General Apportionment Funding (Section 424) – Census Reporting
   B. S-11-04: To Be Arranged hours (Section 479)
   C. S-10-02: Students Actively Enrolled (Section 426) – Census Reporting
   D. S-10-05: Enrollment Fees (Section 432) – Discrepancy Between Enrollment Fee Reported in CCFS 323 and CCFS 3112
OUTLINE Cont.

- Implementation of Corrective Action Plan
- Self Audit
- Validation of CAP by District Internal Audit Department
- Contracted District Audit Manual (CDAM) 2012
- General Discussion
- Questions
GENERAL OVERVIEW

What is an audit finding?
Is an error that is identify by the auditor. This finding indicates that you are not doing what is require of you:

What are the causes?
A. Failure to comply with required compliance rules and regulation
B. Human errors
C. System errors
D. Lack of Training
What is Corrective Action Plan?
Is the action noted by management to negate the reoccurrence of findings

To accomplish the CAP management will
A. identify the root cause of the error
B. Develop key processes that are warranted that will ensure that these root causes are addressed
What is a Self Audit?

The process by which management test to ascertain that the corrective action plans are working as intended and that the errors noted by the auditors are corrected.

A self Audit is when management takes the role of an auditor by auditing their processes using the same criteria utilized by the auditors. Self audit must be conducted with objectivity and no form of biasness.
**S-11-01: STATE GENERAL APPORTIONMENT FUNDING (SECTION 424) – CENSUS REPORTING**

**Condition:**
The FTES per the SIS report did not agree with Los Angeles Community College District (the District) supporting documentation.

**Example:**
1. the FTES per the census roster did not agree with the SIS report. The difference was mainly attributed to timing from when the rosters were printed to the census date.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
S-11-04: TO BE ARRANGED HOURS
(SECTION 479)

Condition:
Based on the review of documentation supporting apportionment 63% sampled did not have the required attendance roster.

Example:
1. There appeared to be a lack of procedures to ensure attendance rosters for TBA courses are distributed to the instructors of the class and are returned to Admissions and records when completed.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**S-10-02 : STUDENTS ACTIVELY ENROLLED**  
*(SECTION 426) – CENSUS REPORTING*

**Condition:**  
The Student actively enrolled census report was incorrect.

**Example:** Students who were listed as either no-shows or inactive on the census/exclusion rosters were improperly included in the SIS database that supports the 320 Report.

**What are the root causes?**

Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
S-10-05: ENROLLMENT FEES (SECTION 432) – DISCREPANCY BETWEEN ENROLLMENT FEE REPORTED IN CCFS 323 AND CCFS 311

CONDITION:

The reporting method for enrollment fee revenue for CCFS-311 was not consistent with CCFS-323. There was discrepancy between the enrollment fee revenue reported in both reports.
**S-10-05: ENROLLMENT FEES (SECTION 432) – DISCREPANCY BETWEEN ENROLLMENT FEE REPORTED IN CCFS 323 AND CCFS 311**

**Example:**
Discrepancy between the enrollment fee revenue reported in both reports as follows:

<table>
<thead>
<tr>
<th>Enrollment fee revenue, per CCFS 323</th>
<th>$ 21,949,533</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee revenue per CCFS 311</td>
<td>21,779,955</td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td><strong>$ 169,578</strong></td>
</tr>
</tbody>
</table>

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
CAP: S-11-01: STATE GENERAL
APPORTIONMENT FUNDING (SECTION 424) – CENSUS REPORTING

1. Automate the registration systems to allow for the total process to be paperless. This will be inclusive of the add slip.

2. Enforce the use of electronic roster and totally negates the use of paper roster.

3. The deadline set by the district for the exclusion roster should be enforced.
4. A review should be performed two days after exclusion roster are due.

5. The Admission department should contact the academic department to request all missing exclusion rosters. A three days turn around period should be enforced.

6. Supporting documentation must be maintained and/or notes should be included on the system for any exception.
7. Self audit will be conducted every 30th day after the completion of the report to ensure compliance.

8. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.

9. Employees will be trained and confirmation of the training will be documented
S-11-04: TO BE ARRANGED HOURS (SECTION 479)

1. The Admission and Records office will monitor the receipt of the TBA Rosters, and ensure are submitted on time.

2. Department chairs and faculty teaching TBA classes will be informed about the requirements to complete and return TBA rosters according to procedures outlined by admissions and records.
3. Colleges will improve communication between Admissions & Records Office and the office of the Academic Affairs with regard to record-keeping of TBA attendance records. This will include the Admissions & Records Office conducting a review for late or missing TBA attendance rosters and if needed, respective Department Chairs and Deans will be notified to assist with the collection of the missing rosters.
1. Automate the registration systems to allow for the total process to be paperless. This will be inclusive of the add slip.

2. A reconciliation should be performed to ensure that the information noted on the SIS systems is the same as that noted on the 320 report.

3. A second review should be performed to validate the accuracy of the 320 report as per the SIS systems. The reviewer should date and sign the report to confirm that the 320 report is accurate as per the SIS report.
4. Self audit will be conducted every 30th day after the completion of the report to ensure compliance.

5. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.

6. Employees will be trained and confirmation of the training will be documented.
**CAP: S-10-05: ENROLLMENT FEES (SECTION 432) – DISCREPANCY BETWEEN ENROLLMENT FEE REPORTED IN CCFS 323 AND CCFS 311**

1. The two reports should be complied simultaneously to ensure that the data are the same.
2. A summary report should be generated at the end of every semester rather than waiting till the report is due to the state.
3. A reconciliation should be performed quarterly and yearly to ensure that the data on both report are the same.
4. Self audit will be conducted every quarter to ensure compliance.
5. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
6. Employees will be trained and confirmation of the training will be documented
SELF AUDIT

1. Set the objective of the self audit
2. Select a sample of items
3. Set your attributes that you are testing
4. Go through the process and perform the examination
5. Generate an exception report of the errors noted
6. Set a meeting to discuss these errors
7. Set procedures that will negate the reoccurrence of these errors.
8. Set a time frame to perform the self audit again, this time in a much more closer time frame
9. Trace and trend errors to ensure that the root cause are identified.
Validation of CAP by IAD

1. Semi yearly the District Internal Audit Department (IAD) will perform a validation of the CAP.
2. Sample items will be requested and examined
3. Errors if noted will be communicated to auditee
4. An evaluation will be performed on the control environment to identify any control weaknesses
5. Corrective action will be required from Management

6. A report will be made to the
   I. President of the college,
   II. Chancellor
   III. Executive Senior Staff at the District
   IV. the Finance and Audit committee of the Board of Trustees.

7. Errors will be tracked and trended for training purposes.
Areas in which questions of compliance have arisen are

1. Inclusion in “Salaries of Classroom Instructors” (SCI) of:
   a. Instructional aides’ salaries and benefits.
   b. Proration of salaries and benefits for administrative staff who teach part time.
   c. Instructors’ “reassigned time” for administrative purposes is not included in SCI.
   d. Salaries of “Contract Instructors” and proration of these salaries and benefits for the “Contract Instructors” that teach part time.
2. Exclusion from CEE of:

a. Capital Outlay Expenditures: Equipment – Additional

b. Expenditure of state and federal categorical moneys

c. Expenditure of State Lottery Proceeds

d. Proration of salaries and benefits of staff working on activities outside of the CEE
3. Inclusion in the CEE of:
   a. Local match for categorical programs except those expenditures appropriately reflected in other funds.
   b. Expenditures for Equipment – Replacement
1. LACCD internal fiscal controls should ensure that state apportionment for credit courses is only claimed for student attendance allowed by statute and regulation. Student residence at the time of registration is a major factor for allowing districts to claim state apportionment for credit courses.

2. LACCD must act to ensure that only the attendance of California residents is claimed for State support of credit classes.
3. The residence questionnaire used by LACCD in making residence classifications must require students to certify their answers under oath or penalty of perjury (certified electronically using an electronic signature or a manual signature).

4. Student-athletes in credit courses to determine if residency status has been properly classified. A comparison must be made to the student’s admission application and residence questionnaire to the athlete’s Commission of Athletics Form 1 for applicable information and confirm consistency.
Ensure that a clear description of the course, including the number of TBA hours required, is published in the official general catalog or the addenda AND in the official schedule of classes or addenda thereto.

Specific instructional activities, including those conducted during TBA hours, expected of all students enrolled in the course are included in the official course outline. All enrolled students are informed of these instructional activities and expectations for completion in the class syllabus or other document.

Ensure that the attendance roster supports compliance as it relates to apportionment and attendance record as of census date.
Let discuss any areas of concern
Questions?
Thank You
Asante
Tanke
Gracias
Grazie
Merci
Obrigado
Salamat po
shukran
Efharisto
Xie xie
LOS ANGELES COMMUNITY COLLEGE DISTRICT
MAY 3RD, 2012
CARE & EOPS
AUDIT FINDINGS
PRESENTED BY:
ARNOLD BLANSHARD, CPA/MBA
DIRECTOR, INTERNAL AUDIT, LACCD
&
HARRY ZIOGAS, MBA
DIRECTOR OF ACCOUNTING
OUTLINE

1. Welcome and Introduction
2. Overview
3. Discussion of Findings
   A. S-11-05: Cooperative Agencies Resources for Education (CARE 477)-Student Eligibility.
   B. S-11-06: Extended Opportunity Programs and Services (EOPS) (Section 474)- Counseling and Advisement.
OUTLINE cont.

4. Implementation of Corrective Action Plan
5. Self Audit
6. Validation of CAP by District Internal Audit Department
7. General Discussion
8. Questions
What is an audit finding?
An error that is identified by the auditor. This finding indicates that you are not doing what is required of you:

What are the causes?
A. Failure to comply with required compliance rules and regulation
B. Human errors
C. System errors
D. Lack of Training
What is Corrective Action Plan?

Is the action noted by management to negate the reoccurrence of findings.

To accomplish the CAP management will

A. identify the root cause of the error.

B. Develop key processes that are warranted in ensuring that these
What is a Self Audit?

The process by which management test to ascertain that the corrective action plans are working as intended and that the errors noted by the auditors are corrected.

A self Audit is when management takes the role of an auditor by auditing their processes using the same criteria utilized by the auditors. Self audit must be conducted with objectivity and no form of biasness.
Cooperative Agencies Resources for Education (CARE) (Section 477)-Student Eligibility

Condition:
The EOPS/CARE student application on file did not have adequate documentation to support eligibility.

Example: EOPS/CARE application forms were not signed by EOPS/CARE staff and Student Education Plans were not signed by the counselor.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Inadequate documentation that the campuses had at least three contact sessions with students in the term sampled.

Example: Two EOPS students and two EOPS/CARE students sampled at Mission College did not have adequate documentation that the campus had at least three contact sessions with the student.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
1. District will strengthen controls to ensure that the campus maintains the required documentation in accordance with CDAM and Implementing guidelines.

2. Colleges will ensure that during orientation the counselors are responsible for qualifying or disqualifying students, signing off the necessary paperwork and giving the file to the Director for final review and signature. The Director double checks paperwork before final approval to the EOPS program.
3. Employees will be trained and confirmation of the training will be documented Self audit will be conducted every quarter to ensure compliance.

4. Self audit will be conducted every quarter to ensure compliance.

5. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
1. The District will strengthen controls to ensure that the campus maintains adequate evidence of compliance with student progress monitoring in accordance with CDAM S and Title V Implementing Guidelines.

2. The College will now include additional information into their labels to capture additional details such as phone call follow-ups inclusive of specific dates, and the description of the counseling services will be documented on the file.
3. Employees will be trained and confirmation of the training will be documented. Self audit will be conducted every quarter to ensure compliance.

4. Self audit will be conducted every quarter to ensure compliance.

5. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
SELF AUDIT

1. Set the objective of the self audit
2. Select a sample of items
3. Set your attributes that you are testing
4. Go through the process and perform the examination
5. Generate an exception report of the errors noted
6. Set a meeting to discuss these errors
SELF AUDIT cont.

7. Set procedures that will negate the reoccurrence of these errors.
8. Set a time frame to perform the self audit again, this time in a much closer time frame.
9. Trace and trend errors to ensure that the root cause is identified.
VALIDATION OF CAP BY IAD

1. Semi yearly the District Internal Audit Department (IAD) will perform a validation of the CAP.
2. Sample items will be requested and examined
3. Errors if noted will be communicated to auditee
4. An evaluation will be performed on the control environment to identify any control weaknesses
5. Corrective action will be required from Management

6. A report will be made to the
   I. President of the college,
   II. Chancellor
   III. Executive Senior Staff at the District
   IV. the Finance and Audit committee of the Board of Trustees.

7. Errors will be tracked and trended for training purposes.
Let discuss any areas of concern
Questions?
Thank You
Asante
Tanke
Gracias
Grazie
Merci
Obrigado
Salamat po
shukran
Efharisto
Xie xie
LOS ANGELES COMMUNITY COLLEGE DISTRICT
MAY 3rd 2012
CONCURRENT ENROLLMENT FINDINGS
PRESENTED BY:
ARNOLD BLANSHARD, CPA/MBA
DIRECTOR, INTERNAL AUDIT
&
HARRY ZIOGAS, MBA
DIRECTOR OF ACCOUNTING
1. Welcome and Introduction
2. Overview
3. Discussion of Findings
   A. S-11-02: Section 427—Teacher Minimum Qualifications.
   B. S-11-03: Section 427—Approvals of Students to Attend Courses
   C. S-09-02: Section 427—Course Advertisement
OUTLINE Cont.

d. S–08–05: Section 427–Teacher Supervision.

4. Implementation of Corrective Action Plan

5. Self Audit

6. Validation of CAP by District Internal Audit Department

7. General Discussion

8. Questions
What is an audit finding?
Is an error that is identified by the auditor. This finding indicates that you are not doing what is require of you:

What are the causes?
A. Failure to comply with required compliance rules and regulation
B. Human errors
C. System errors
D. Lack of Training
What is Corrective Action Plan?
Is the action noted by management to negate the reoccurrence of findings

To accomplish the CAP management will

A. identify the root cause of the error
B. Develop key processes that are warranted that will ensure that these root causes are addressed
What is a Self Audit?

The process by which management test to ascertain that the corrective action plans are working as intended and that the errors noted by the auditors are corrected.

A self Audit is when management takes the role of an auditor by auditing their processes using the same criteria utilized by the auditors. Self audit must be conducted with objectivity and no form of biasness.
S-11-02: SECTION 427: MINIMUM QUALIFICATION REQUIREMENT

**Condition:**

Documentation supporting minimum qualification requirements for the course needs to be collected reviewed and confirmed before instructor are allowed to teach.

**Example:**

1. Documentation cannot be located to ensure that instructors met minimum qualifications to teach.

**What are the root causes?**

Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**S-11-03: SECTION 427: APPROVALS OF STUDENTS TO ATTEND COURSES**

**Condition:**

The applications package was incomplete as the required documents were available for review.

**Example:**

1. One K-12 student applications form was not completely filled up and the number of units approved for the semester was not specified.
2. One K-12 student supplemental application form cannot be located.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**S-09-02: SECTION 427- COURSES ADVERTISEMENT**

**Condition:**

Lack of appropriate supporting documentation to substantiate that a class was properly advertised/offered to the public.

**Example:**

1. Sections in several campuses within the District were neither listed in the College schedule of classes nor was the college able to provide documentation that supported that the classes were alternatively posted on the Web site.
2. Courses were advertised solely via electronic media, were only advertised for 15 days which is less than the requirement of “at least 30 continuous days advertisement to public .

What are the root causes?

Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
S-08-05 SECTION 427: TEACHER SUPERVISION

**Condition:**
Conflicting schedules of instructors did create inferences to be drawn that the classes were not conducted under the immediate supervisor and control of a responsible district employee.

**Example:**
1. An instructor taught two classes with overlapping schedule.
2. Documentation was provided to substantial that there were no conflict in the schedule of the instructor.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
1. A policy should be implemented mandating the college to be responsible for obtaining required forms at least two weeks prior to the employees’ assignment start dates.

2. The hiring locations should develop a checklist of required documents and use that checklist to track all required documents submitted by the academic candidate.
3. The District purchases an electronic data repository system that would house all employee new hire documents and Human Resources files.

4. Prescreening will be conducted at the college level to ascertain the qualification of the applicants.

5. District Human Resources will perform a prescreen and validate the prescreen performed by the College to give permission to enter the assignment at SAP.
6. Employees will be trained and confirmation of the training will be documented.

7. Self audit will be conducted every quarter to ensure compliance.

8. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
1. A checklist be developed that will ensure that all required documents are received from the Concurrent Enrollment students is in accordance with regulatory guidelines and policies and procedures.

2. An initial review should be performed on the forms submitted by the applicant during the New Student Mandatory Orientation to ensure that all required signatures and documents have been obtained. Incomplete package should not be accepted from the student.
3. Student should be required to fill out and submit required forms during the New Student Mandatory Orientation which should pre-date the start of class.

4. A systematic control should be implemented that prevents students from enrolling in courses if not all required documents are not completed or have not been properly approved.

5. A second review process should be implemented to ascertain completeness of the required documents and approval.
6. The District purchases an electronic data repository system that would house all employee new hire documents and Human Resources files.

7. Employees will be trained and confirmation of the training will be documented.

8. Self audit will be conducted every quarter to ensure compliance.

9. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
1. The actual printout that is generated from the automatic upload of the courses to the website should be retained as proof that the section added was publicly advertised.

2. All class that are associated with Section 427 must be included in the (A) The college catalog (B) The regular class schedule and (c) An Addenda to the regular class college catalog and the regular class schedule. This is to ascertain compliance that the classes were publicly advertised.
3. Addendum that are printed after the class schedule has been issued and through electronic media must be validated to ascertain that the information is made available to the public at least 30 days before the start of the class.

4. A second review should be performed to aid compliance. The reviewer must date and sign the review documents. This should be performed 40 days before the start of the course.

5. The District purchases an electronic data repository system that would house all documents required.
6. Employees will be trained and confirmation of the training will be documented.

7. Self audit will be conducted every quarter to ensure compliance.

8. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
1. A manual verification be performed when an instructor is assigned a class to confirm that there is no time conflict for the instructor prior to making the assignment in the system.

2. A systematic control should be implemented whereby the system will negate conflicting assignment to be input into the system.

3. Exception reports should be generated to identify instructors with conflicting schedule.

4. The necessary changes warranted should be made to correct conflicting time error.
5. Employees will be trained and confirmation of the training will be documented.

6. Self audit will be conducted every quarter to ensure compliance.

7. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
SELF AUDIT

1. Set the objective of the self audit
2. Select a sample of items
3. Set your attributes that you are testing [Attribute testsheet.pdf]
4. Go through the process and perform the examination
5. Generate an exception report of the errors noted
6. Set a meeting to discuss these errors
7. Set procedures that will negate the reoccurrence of these errors.

8. Set a time frame to perform the self audit again, this time in a much more closer time frame.

9. Trace and trend errors to ensure that the root cause are identified.
VALIDATION OF CAP BY IAD

1. Semi yearly the District Internal Audit Department (IAD) will perform a validation of the CAP.
2. Sample items will be requested and examined
3. Errors if noted will be communicated to auditee
4. An evaluation will be performed on the control environment to identify any control weaknesses
5. Corrective action will be required from Management

6. A report will be made to the
   I. President of the college,
   II. Chancellor
   III. Executive Senior Staff at the District
   IV. the Finance and Audit committee of the Board of Trustees.

7. Errors will be tracked and trended for training purposes.
Let discuss any areas of concern
Questions?
Thank You
Asante
Tanke
Gracias
Grazie
Merci
Obrigado
Salamat po
shukran
Efharisto
Xie xie
LOS ANGELES COMMUNITY COLLEGE DISTRICT

MAY 2ND, 2012

DISABLED STUDENT PROGRAMS & VETERAN SERVICES

AUDIT FINDINGS

PRESENTED BY:

ARNOLD BLANSHARD, CPA/MBA
DIRECTOR, INTERNAL AUDIT, LACCD

&

HARRY ZIOGAS, MBA
DIRECTOR OF ACCOUNTING
OUTLINE

1. Welcome and Introduction
2. Overview
3. Discussion of Findings
   A. S-11-07: Disabled Student Programs and Services (DSPS) (Section 475)-Student Educational Contract.
   B. S-11-08: Disabled Student Programs and Services (DSPS) (Section 475)-Student Eligibility.
   C. S-11-09: Preference for Veterans and Qualified Spouses for Federally Funded Qualified Training Programs (Section 478)-Policies and Procedures.
4. Implementation of Corrective Action Plan

5. Self Audit

6. Validation of CAP by District Internal Audit Department

7. General Discussion

8. Questions
What is an audit finding?
Is an error that is identified by the auditor. This finding indicates that you are not doing what is required of you:

What are the causes?
A. Failure to comply with required compliance rules and regulation
B. Human errors
C. System errors
D. Lack of Training
What is Corrective Action Plan?

Is the action noted by management to negate the reoccurrence of findings.

To accomplish the CAP management will

A. identify the root cause of the error.

B. Develop key processes that are warranted in ensuring that these
What is a Self Audit?

The process by which management test to ascertain that the corrective action plans are working as intended and that the errors noted by the auditors are corrected.

A self Audit is when management takes the role of an auditor by auditing their processes using the same criteria utilized by the auditors. Self audit must be conducted with objectivity and no form of biasness.
Condition: Missing Student Educational Contracts (SEC) from files and lack of specific instructional and educational goals.

Example: Approximately 33% of the students sampled did not have a Student Educational Contract on file and 55% sampled did not contain an outline of specific instructional and educational goals for the disabled students.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Condition:
Student file is missing verification of disability and educational limitation assessment.

Example: Two out of twenty students sampled at City College did not have the verification of disability and education limitation assessment on file.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
S-11-09: Preference for Veterans and Qualified Spouses for Federally Funded Qualified Training Programs (Section 478)- Policies and Procedures

**Condition:**
District policy relating to the Jobs for Veterans Act did not include a mandatory preference for veterans and eligible spouses on its training programs.

**Example:** Current district policy indicates that “LACCD will try to prioritize veterans and eligible spouses, widows and widowers who meet the mandatory priorities.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
1. District will strengthen controls to ensure that Student Educational Contracts are completed for each eligible DSPS student and specific instructional and educational goals are established for each disabled student.

2. Colleges will assure that the SEC form will be completely filled out during the student orientation meeting or the first individual contact. Colleges will continuously monitor all DSP&S student’s files to ensure compliance.
3. Employees will be trained and confirmation of the training will be documented. Self audit will be conducted every quarter to ensure compliance.

4. Self audit will be conducted every quarter to ensure compliance.

5. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
**CAP : S-11-08 : Disabled Student Programs and Services (DSPS) (Section 475)- Student Eligibility.**

1. District will strengthen controls to ensure that the colleges maintain adequate documentation to support compliance with the eligibility requirements of CDAM and the Title V Implementing guidelines.

2. Colleges will revise the check-in procedures at the front desk (intake services) to ensure that all service contracts are recorded and all returning students files will be checked for verification documentation.

3. The Campus Office of Special Services is developing a new Student Educational Contract (SEC) which includes “documentation that services and accommodations are directly related to the student’s educational limitations…”
1. The District will strengthen its existing policies and procedures to mandate priority service to veterans and eligible spouses on DOL-funded training programs.

2. Program materials such as flyers, application forms and catalogs will be revised to convey the entitlement granted to eligible applicants and participants, regarding preference over nonveterans and access to programs, services and providers.
3. Employees will be trained and confirmation of the training will be documented. Self audit will be conducted every quarter to ensure compliance.

4. Self audit will be conducted every quarter to ensure compliance.

5. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
SELF AUDIT

1. Set the objective of the self audit
2. Select a sample of items
3. Set your attributes that you are testing
4. Go through the process and perform the examination
5. Generate an exception report of the errors noted
6. Set a meeting to discuss these errors
SELF AUDIT cont.

7. Set procedures that will negate the reoccurrence of these errors.

8. Set a time frame to perform the self audit again, this time in a much closer time frame.

9. Trace and trend errors to ensure that the root cause is identified.
Validation of CAP by IAD

1. Semi yearly the District Internal Audit Department (IAD) will perform a validation of the CAP.
2. Sample items will be requested and examined
3. Errors if noted will be communicated to auditee
4. An evaluation will be performed on the control environment to identify any control weaknesses
5. Corrective action will be required from Management

6. A report will be made to the
   I. President of the college,
   II. Chancellor
   III. Executive Senior Staff at the District
   IV. the Finance and Audit committee of the Board of Trustees.

7. Errors will be tracked and trended for training purposes.
Let discuss any areas of concern
Questions?
Thank You

Asante
Tanke
Gracias
Grazie
Merci
Obrigado
Salamat po
shukran
Efharisto
Xie xie
OUTLINE

1. Welcome and Introduction
2. Overview
3. Discussion of Findings
   A. F-11-04: Eligibility of Student Participants
   B. F-11-05: Procurement-Procurement Records
   C. F-11-06: Equipment Management- Policies and Procedures (CTE)
   D. F-11-07: Equipment Management- Policies and Procedures (HE)
   E. F-10-09: Allowable Costs and Eligibility of Students Receiving Stipends
OUTLINE

F. F-09-07 : Allowable/Unallowable Cost Principle- Expenditure Charged to the program

G. F-08-10: Payroll Expenditure Charged to the Program.

H. F-08-11: Earmarking-Student Participation Requirement.

I. F-08-12: Procurement, Suspension & Debarment- Support for Price & Cost Analysis

K. F-08-13 : Annual Performance Report
OUTLINE Cont.

4. Implementation of Corrective Action Plan
5. Self Audit
6. Validation of CAP by District Internal Audit Department
7. General Discussion
8. Questions
What is an audit finding?
Is an error that is identify by the auditor. This finding indicates that you are not doing what is require of you:

What are the causes?
A. Failure to comply with required compliance rules and regulation
B. Human errors
C. System errors
D. Lack of Training
What is Corrective Action Plan?
Is the action noted by management to negate the reoccurrence of findings

To accomplish the CAP management will
A. Identify the root cause of the error
B. Develop key processes that are warranted that will ensure that these root causes are addressed
What is a Self Audit?

The process by which management test to ascertain that the corrective action plans are working as intended and that the errors noted by the auditors are corrected.

A self Audit is when management takes the role of an auditor by auditing their processes using the same criteria utilized by the auditors. Self audit must be conducted with objectivity and no form of biasness.
Condition:
Students did not meet the citizenship eligibility requirement.

Example: During testing of eligibility of TRIO participants one student (out of 30 total students sampled) at Los Angeles SouthWest College did not meet the citizenship requirement.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**F-11-05 PROCUREMENT PROCUREMENT RECORDS**

**Condition:**

Written quotes were not provided in accordance to procurement procedures that conform to applicable federal law and regulations.

**Example:** Written quotes were not provided for 1 purchase (of the total 14 no payroll samples) The College provided a copy of the tabulation but there was no copy of the written vendor quotes in files to support tabulation.

**What are the root causes?**

Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Condition:
Inadequate controls over equipment management were noted.

Example: One in five samples selected for equipment inspection was not tagged with CTE tags, there was equipment missing from the equipment listing as required by federal regulations.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
Inadequate controls over equipment management were noted.

**Example:** One in five samples selected for equipment inspection was not tagged with HE tags, and there was equipment missing from the equipment listing as required by federal regulations.

**What are the root causes?**

Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-10-09: Allowable Costs and Eligibility of Students Receiving Stipends

**Condition:**
Incomplete attendance documentation was maintained

**Example:** There were weeks in which a student received a stipend; however, there were no actual records of attendance for those weeks to support the payment.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-09-07: Allowable/Unallowable Cost Principle - Expenditure Charged to the Program

**Condition:**
Unallowable expenditures were paid from the program fund.

**Example:** Payment was made to a vendor for grant writing and technical assistance. Grant Writing is an unallowable expenditure. The Technical assistance expenditure is allowable when directly related to implementation of the program.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**F-08-10: Payroll Expenditure Charged to the Program**

**Condition:**
No certification and/or program timesheet to support time charged to the program.

Salary expenditure after-the-fact confirmation of time and effort; the time sheet were not reviewed, approved and signed off by the immediate supervisor.

**Example:** Time sheet was not provided or Time sheet does not have the required signature and information required.

**What are the root causes?**

Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**F-08-11: Earmarking-Student Participation Requirement**

**Condition:**
Subprogram does not have all the information to ascertain that the program was in compliance with student participation requirement.

**Example:** Student listing was not detailed by the specific classifications that warrant attestation to compliance with the applicable earmarking requirement.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**F-08-12: PROCUREMENT, SUSPENSION & DEBARMENT SUPPORT FOR PRICE & COST ANALYSIS**

**Condition:**
The District policy is not in compliance with the Federal procurement requirement because the district does not require price/cost analysis for purchase orders under $5,000 whereas the Federal procurement requires a price/cost analysis for all purchases.

**Example:** (A) No price/cost analysis was performed. (B) A price/cost analysis was performed but there was no date and signature to validate when this was performed.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
**F-08-13: ANNUAL PERFORMANCE REPORT**

**Condition:**
The information noted on the annual performance report was incorrect.

**Example:** One of the student classification was incorrect as the student was coded as only low-income student when the student was both low-income and potential first-generation college student.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
1. The District will implement stricter controls to ensure that student participants meet the citizenship eligibility requirements.

2. Students who are in the process of receiving citizenship must submit verification enrollment before they are enrolled to the program.

3. Adequate supporting documentation will be maintained to the participants files.
1. The District will enhance current policies, procedures, forms and monitoring controls to ensure that campuses are in compliance with the cost and price analysis requirements.

2. The TRIO programs will secure three written quotes from vendors and the written quotes will be attached to the Cost Analysis Form.

3. Employees will be trained and confirmation of the training will be documented.
1. The District will strengthen policies and procedures to ensure that federal equipment management regulations are followed.

2. Appropriate identification and tracking of physical inventories and reconciliations will be used to promote accurate reporting.

3. A certification will be added to the current equipment listing to indicate that the equipment was physically inspected on the date indicated and the information in the equipment listing is accurate. The said certification will be signed by the person doing the certification as well as the area Dean.
CAP: F-11-06 EQUIPMENT MANAGEMENT
POLICIES AND PROCEDURES (HE)

1. The District will strengthen policies and procedures to ensure that federal equipment management regulations are followed.

2. Appropriate identification and tracking of physical inventories (annually or biannually) & reconciliations will be used to promote accurate reporting.

3. The title V program will create and update a new equipment inventory list that will include the categories “Cost and Condition”.

4. The title V program in collaboration with the College’s administrative services office will reconcile equipment listed as inventory with SAP.
**CAP: F-10-09: Allowable Cost and Eligibility of Student Receiving stipends**

1. Implementation of policies and procedure to ensure that evidence is made and documented to support stipends made to students.

2. Develop a plan calendar for student attendance that will be attributed to the stipend award requests.

3. Develop and implement a sign in sheet that will have all the required information to substantial student attendance.

4. Sign in Sheet must be reviewed by the designated employee for accuracy and must be reference again plan calendar.
**CAP: F-10-09: Allowable Cost and Eligibility of Student Receiving stipends** Cont.

5. Supervisor will perform the final review and sign off before request is submitted to the VP Administrative services for approval of payment.

6. Employees will be trained and confirmation of the training will be documented. Self audit will be conducted every quarter to ensure compliance.

7. Self audit will be conducted every quarter to ensure compliance.

8. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
CAP: F-09-07: Allowable/Unallowable Cost Principle- Expenditure Charged to the Program

1. Implementation of policies and procedure that will include all allowable cost. The P & P must reference Federal Regulation Title 34: Education Part 645.

2. A check list should be develop that identify all possible non unallowable cost. The check list should be reference by employee before requesting purchase and approving expenditures.

3. The request for expenditure should be reviewed and approved by a supervisor/manager.
**CAP: f-09-07: Allowable/Unallowable Cost Principle- Expenditure Charged to the Program**

4. Employees will be trained and confirmation of the training will be documented.

5. Self audit will be conducted every quarter to ensure compliance.

6. If errors are noted, these errors should be tracked and trended for employee evaluation and training purpose.
CAP: F-08-10: Payroll Expenditure Charged to the Program

1. The College implements policies and procedures that require all employees paid with federal funds to complete “Time and Effort Certification” form or a timesheet.

2. Time and Effort Certification forms should be submitted weekly, bi-weekly or monthly depending on employees pay period.

3. The supervisor performs a review of the form to account for accuracy before signing off on the form.

4. The supervisor signature must be noted on the form before forwarded to the payroll department.
5. The payroll department reject all form that is not completed with all the required signature

6. The department maintains a copy of all time and effort certification form sent to the payroll office to ensure that all expenditure is documented.

7. The TRIO Program request SAP Time Screen Snapshots from the Payroll Department to attest that the information inputted in the SAP system reconcile with the hours on time sheet and “Time and Effort Certification” form.
8. All variance should be noted and communicated to the Payroll Department for corrections.

9. Self audit will be conducted every quarter to ensure compliance.

10. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose. Time Effort form.pdf

11. Employees will be trained and confirmation of the training will be documented
**CAP: F-08-11: Earmarking-Student Participation Requirement**

1. Participants should be mandated to provide all the required documents for example: identification, report cards and/or other school documents verifying their age and/or grade. The documents should be maintained in the participants file.

2. Internal policies and procedures are implemented to ensure that evidence is maintained to support participant’s requirements.
CAP: F-08-11: Earmarking-Student Participation Requirement Cont.

3. A form with a check list of all the required documentation. Once the designated employee has reviewed the necessary information for accuracy he/she will then sign the form acknowledging the existence and review of the required documentation.

4. The form and the package will be forwarded to the Supervisor for approval. The Supervisor will validate the information for accuracy and then sign off as approval that the information is complete and accurate.
5. Employees will be trained and confirmation of the training will be documented.

6. Self audit will be conducted every quarter to ensure compliance
CAP: F-08-12: PROCUREMENT, SUSPENSION & DEBARMENT SUPPORT FOR PRICE & COST ANALYSIS

1. Implementation of policies and procedure to ensure that evidence is made and documented to support cost/price analysis for every procurement action.

2. Periodically performs “spot checks” to ensure that cost/price analysis is made and documented in the procurement files.
3. Employees will be trained and confirmation of the training will be documented

4. Self audit will be conducted every quarter to ensure compliance.

5. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
**CAP: F-08-13: ANNUAL PERFORMANCE REPORT**

1. Internal policies and procedures are implemented to ensure that the information noted on the Annual Performance report are correct.

2. A second review be performed to count check the information noted on the APR for accuracy. The second reviewer must sign and date the form to confirm that the review was performed.

3. The District will set its own deadline that will be well in advance of the required dateline.
4. This deadlines will be forwarded to all employees responsible for the Annual Performance Reports. (APR).

5. A calendar that lists deadline dates for reporting will be provided to all employees responsible for the reporting of APR.

6. All data for the report will be collect quarterly and a quarterly report will be generated to allow for timeliness of the final report.
7. Employees will be trained and confirmation of the training will be documented.
8. Self audit will be conducted every quarter to ensure compliance.
9. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
SELF AUDIT

1. Set the objective of the self audit
2. Select a sample of items
3. Set your attributes that you are testing
4. Go through the process and perform the examination
5. Generate an exception report of the errors noted
6. Set a meeting to discuss these errors
SELF AUDIT cont.

7. Set procedures that will negate the reoccurrence of these errors.

8. Set a time frame to perform the self audit again, this time in a much more closer time frame.

9. Trace and trend errors to ensure that the root cause are identified.
1. Semi yearly the District Internal Audit Department (IAD) will perform a validation of the CAP.
2. Sample items will be requested and examined
3. Errors if noted will be communicated to auditee
4. An evaluation will be performed on the control environment to identify any control weaknesses
5. Corrective action will be required from Management

6. A report will be made to the
   i. President of the college,
   ii. Chancellor
   iii. Executive Senior Staff at the District
   iv. the Finance and Audit committee of the Board of Trustees.

7. Errors will be tracked and trended for training purposes.
GENERAL DISCUSS

Let discuss any areas of concern
Questions?
Thank You
Asante
Tanke
Gracias
Grazie
Merci
Obrigado
Salamat po
shukran
Efharisto
Xie xie
LOS ANGELES COMMUNITY COLLEGE
DISTRICT
April 30th, 2012
FINANCIAL AID AUDIT FINDINGS
PRESENTED BY:
Arnold Blanshard, CPA/MBA
Director, Internal Audit, LACCD
&
Harry Ziogas, MBA
Director of Accounting
1. Welcome and Introduction
2. Overview
3. Discussion of Findings
   A. F-11-01: Late Payment of Post withdrawal Disbursements
   B. F-11-02: Incorrect Calculation of Return of Title IV Funds
   C. F-11-03: Late Reporting of Overpayment to National Student Loan Database System (NSLDS)
   D. F-10-01: Late Return of Title IV Funds
   E. F-10-03: Understatement of School Return of Title IV Funds to the Department of Education
   F. F-10-05: Late Notification of Overpayment to Students
   G. F-10-07: Borrower Data Transmission and Reconciliation – Late Reporting to the Department of Education
   H. F-10-08: Incorrect Pell Grant Disbursements
4. Implementation of Corrective Action Plan
5. Self Audit
6. Validation of CAP by District Internal Audit Department
7. General Discussion
8. Questions
General Overview

What is an audit finding?
Is an error that is identified by the auditor. This finding indicates that there was an omission one or several requirements:

What are the causes?
A. Failure to comply with required rules and regulation
B. Human errors
C. System errors
D. Lack of Training
General Overview CONT.

What is Corrective Action Plan?
Is the action noted by management to negate the reoccurrence of findings.

To accomplish the CAP management will
A. identify the root cause of the error.
B. Develop key processes that are warranted in ensuring that these root causes are addressed.
General Overview CONT.

What is a Self Audit?

The process by which management test to ascertain that the corrective action plans are working as intended and that the errors noted by the auditors are corrected.

A self Audit is when management takes the role of an auditor by auditing their processes using the same criteria utilized by the auditors. Self audit must be conducted with objectivity and no form of biasness.
**F-11-01: late Payment of Post Withdrawal**

**Condition:**
Students were not paid within the required time frames. Post withdrawal disbursements are required to be disbursed to students no later than 45 days after the date the District determined that the student withdrew.

**Example:** Disbursements were made after 253 to 266 from determination date Financial Aid actual errors.pdf Financial aid F-11-01 detail.pdf

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-11-02: Incorrect Calculation of Return of Title IV Funds

**Condition:**

The calculation of amount of funds to be returned to the Department of Education was incorrect due to the use of incorrect withdrawal/drop date

**Example:** The calculation of post-withdrawal disbursement was incorrect in 1 of 60 students selected for testing due to the use of incorrect number of days attended. Financial Aid F-11-02 detail.pdf

**What are the root causes?**

Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-11-03: late reporting of overpayment to NSLDS

**Condition:**
Reporting to NSLDS of student overpayment was not done within 45 days from the date the District notified the student.

**Example:** Students overpayment were reported to NSLDS within 92 days from the date the District notified the students.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-10-01: late Return of Title IV Funds

**Condition:**
Unearned Title IV funds were not returned within the required 30 – 45 days time frames.

**Example:** The funds were returned 64 days after the District determined that the student withdrew.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-10-03: Understatement of school Return of title IV funds to the department of education

Condition:
The amounts returned to the Department of Education for students were understated.

Example: Title IV funds returned to the Department of Education was understatement by $333.30

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-10-05: late Notification of Overpayment to Students

Condition:
students were not notified of their overpayments within 30 days from the date the District/college determined that the student withdrew.

Example: Students were notified 116 days from the date the college determined that the students withdrew from the class.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-10-07: Borrower Data Transmission and Reconciliation reported Late to DOE

**Condition:**
Federal Direct Loan disbursements to students were not reported to the Direct Loan Servicing System (DLSS) via the Common Origination and Disbursement (COD) within 30 days from the disbursement.

**Example:** Reports were 35 days, 42 days, 49 days, and 63 days late to the DLSS, from the date of disbursement.

**What are the root causes?**
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
F-10-08: Incorrect Pell Grant Disbursements

Condition:
Pell Grant disbursement to students differs from the computed disbursement based on student’s enrollment status which resulted to an over/under payment.

Example: A Student was overpaid by $750.75 and other student was underpaid by $163.50.

What are the root causes?
Let discuss!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
1. The District’s disbursement delivery system was changed to a bankcard effective Fall 2010-2011. All post withdrawal disbursements no longer require special handling warrants but are instead delivered to the student through a bankcard.

2. A fixed deadline of 35 days will be set by the college to ensure that the disbursement are made within 45 days.

3. A report will be ran on the 34th day to identify all post withdrawal disbursement funds.
CAP: F-11-01: late Payment of Post Withdrawal.  

Cont.

4. The post withdrawal disbursement funds report will be forwarded to the Financial aid manager on the 35th day for approval.
5. Another post withdrawal disbursement report will be generated on the 40th days to validate that all post withdrawal funds have been disbursed.
6. If errors are noted, these errors will be tracked and used for employee evaluation and training purpose.
7. Self audit will be conducted every quarter to ensure compliance.
8. Employees will be trained and confirmation of the training will be documented.
1. The District will automate the return of the school portion of R2T4 beginning Fall 2011 to ensure that funds are returned within the required timeframe.

2. A fixed deadline of 30 days will be set by the college to ensure that the unearned funds are returned within 45 days.

3. A report will be run on the 28th day to identify all unearned funds to be returned.

4. The unearned funds report will be forwarded to the Financial aid manager on the 30th day for approval.
CAP: F-11-02: Incorrect Calculation of Return of Title IV Funds

1. The report for the calculation of amount of funds to be returned to the DOE will include the dropped date which will be referenced again DEC.
2. A review of the report will be performed for accuracy by the supervisor of the College Financial Aid Department. The report will be forwarded to the district Financial Aid Department.
3. The Supervisor of the District Financial Aid Department will validate the information for accuracy before submission to DOE.
4. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
5. Self audit will be conducted every quarter to ensure compliance.
6. Employees will be trained and confirmation of the training will be documented.
CAP: F-11-03: late Reporting of overpayment to NSLDS.

1. The District will set its own deadline that will be well in advance of the required dateline.
2. This deadline will be forwarded to all employees responsible for the reporting of this information to NSLDS.
3. A calendar that lists deadline dates for reporting to NSLDS will be provided to all employees responsible for the reporting of this information to NSLDS.
4. The college Financial Aid Office Supervisor will review the report on the district due date for accuracy.
6. The Supervisor of the District Financial Aid Department will validate the information for accuracy.

7. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.

8. Self audit will be conducted every quarter to ensure compliance.

9. Employees will be trained and confirmation of the training will be documented.
5. Unearned funds will be returned on the 31\textsuperscript{st} day.
6. An other unearned report will be generated on the 36th day to validate that all unearned funds have been returned.
7. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
8. Self audit will be conducted every quarter to ensure compliance.
9. Employees will be trained and confirmation of the training will be documented.
CAP: F-10-03: Understatement of school Return of title IV funds to the department of education.

1. Return to Title IV has centralized and automated the calculation and notification to students of post-withdrawal disbursements under R2T4 for 2011-2012.
2. A review will be performed by the College Financial Aid Supervisor to ensure that the amount are correct before submission to the state.
3. The District Financial Aid supervisor will perform a follow up review of the report after receiving confirmation for the College Financial Aid Manager that the report is accurate.
CAP: F-10-03: Understatement of school Return of title IV funds to the department of education. Cont.

4. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.
5. Self audit will be conducted every quarter to ensure compliance.
6. Employees will be trained and confirmation of the training will be documented.
CAP: F-10-05: late notification of overpayment to Students.

1. Overpayment notifications will be centralized at CFAU.
2. A bi-weekly report will be generated to ascertain overpayment to students who have dropped their classes thereby generating an overpayment.
3. The report will generate a notification e-mail or letter to the students.
4. Notices will be sent by email or mail within two weeks of the determination that the student withdrew.
5. Overpayment reports will be reviewed by Supervisors or designees at the college Financial Aid Office.
CAP: F-10-05: late notification of overpayment to Students Cont.

6. The Supervisor of the District Financial Aid Department will validate the information for accuracy.

7. If errors are noted, these errors will be tracked and trended for employee evaluation and training purpose.

8. Self audit will be conducted every quarter to ensure compliance.

9. Employees will be trained and confirmation of the training will be documented.
CAP: F-10-07: Borrower Data Transmission and Reconciliation reported Late to DOE.

1. The District has automated the disbursement reporting of disbursements to COD effective Fall 2010.
2. CFAU reports disbursements on a weekly basis
3. College staff reviews reports on a weekly basis.
4. Self audit will be conducted every quarter to ensure compliance.
5. Employees will be trained and confirmation of the training will be documented.
CAP: F-10-08: Incorrect Pell Grant Disbursements.

1. The College will reference all disbursement against the computed student enrollment status.
2. The information will be reviewed by a senior employee before forwarded to the supervisor/manager for approval.
3. The supervisor/manager will review the information and approve the information after confirmation that the information is correct.
4. Self audit will be conducted every quarter to ensure compliance.
5. Employees will be trained and confirmation of the training will be documented.
SELF AUDIT

1. Set the objective of the self audit
2. Select a sample of items
3. Set your attributes that you are testing
4. Go through the process and perform the examination
5. Generate an exception report of the errors noted
6. Set a meeting to discuss these errors
7. Set procedures that will negate the reoccurrence of these errors.
8. Set a time frame to perform the self audit again, this time in a much closer time frame
9. Trace and trend errors to ensure that the root cause is identified.
Validation OF CAP by IAD

1. Semi yearly the District Internal Audit Department (IAD) will perform a validation of the CAP.
2. Sample items will be requested and examined
3. Errors if noted will be communicated to auditee
4. An evaluation will be performed on the control environment to identify any control weaknesses
Validation OF CAP by IAD cont.

5. Corrective action will be required from Management
6. A report will be made to the
   I. President of the college,
   II. Chancellor
   III. Executive Senior Staff at the District
   IV. the Finance and Audit committee of the Board of Trustees.
7. Errors will be tracked and trended for training purposes.
GENERAL DISCUSS

Let discuss any areas of concern
Questions?
Thank You
Asante
Tanke
Gracias
Grazie
Merci
Obrigado
Salamat po
shukran
Efharisto
Xie Xie