

**NORTHERN NEW MEXICO COLLEGE
FEDERAL AWARD FINDINGS & QUESTIONED COSTS**

FISCAL YEAR ENDED JUNE 30, 2019

CORRECTIVE ACTION PLAN - As of September 20, 2018

AUDIT FINDING #	Management's Corrective Action Plan	Audit Report Page Number(s)	Employee / Person Responsible	Timeline & Estimated Completion Date	STATUS
2013-001	Bank Reconciliations - Timeliness & Review Process	57 to 59	Ricky Bejarano, VP Fin & Admin	No later than March 31, 2018	Complete. As of December 2017, the bank reconciliation process had been developed, documented and fully implemented. All major accounts had been reconciled by that time. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2013 – 003 Capital Assets – Physical Inventory Certification and Safeguarding	The College will begin a physical inventory and verification of capital assets in April 2018 in order to present the certified inventory to the auditors when the FYE 2018 financial audit begins	60 to 61	Ricky Bejarano, VP Fin & Admin	April 2018	Complete as of July 20, 2018 FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2015 – 001 Travel and Per Diem	By no later than fiscal year-end (June 30, 2018), the College will conduct training in the New Mexico Per Diem and Mileage Act along with any appertaining regulations and the College policies and procedures. The training will be conducted for all College employees.	133	Ricky Bejarano, Vice President Finance and Administration, Cheryl James, Grants Manager, and Ivan Lopez Hurtado Provost	June 30, 2018	Training of all staff continues. Review has been completed and corrections are in process. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 002 Potential Fraud, Forgery, Embezzlement, Larcey and Noncompliance	By March 31, 2018, the College will post and advertise two positions – (1) Controller; and, (2) Accountant (this accountant must be a CPA or, at a minimum a CGFM (regardless, the position will require governmental accounting experience, preferably in the higher education field). By June 30, 2019, the College will implement the recommendations cited in the second forensic audit report.	63 to 67	Ricky Bejarano, VP Fin & Admin	June 30, 2019	Complete as of July 20, 2018 FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

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2016 – 004 Insufficient Security of Accounting Records/Backup of Electronic Documents	By December 31, 2018, the College will develop and implement policies and procedures for accounting document security and retention. Also by December 31, 2018, the College will determine how to maximize the Banner System to facilitate security and retention of accounting documentation.	70 to 71	Ricky Bejarano, Vice President Finance and Administration and Jimi Montoya, Director of Information Technology	June 30, 2019	The IT Director is currently consumed with with the upgrade of the Banner System to Banner 9. Banner 9 has been implemented and training will be conducted before fiscal year-end. Once this has been completed, this finding will be prioritized and addressed. No change as of July 20, 2018. Banner 9 upgrade still in process. Upgrade will occur September 14, 2018. SEPTEMBER 2018 - UPDATE - Banner 9 was successfully implemented. IT Department currently working out small issues as they occur. No major issues have been reported.
2016-006 Insufficient Security of Accounting Records/Backup of Electronic Documents	By June 30, 2019, the College will determine how to convert utilization of hard copy documentation to electronic means which will require that various processes and procedures be reengineered from paper to electronic media.	75 to 77	Ricky Bejarano, VP Fin & Admin; Jimi Montoya, Director of Information Technology	June 30, 2018	Due to the Banner 9 upgrade, work has not yet begun. Upgrade to Banner 9 will occur September 14, 2018. SEPTEMBER 2018 - UPDATE - Now that Banner 9 has been implemented, work on this finding will begin.
2016 – 007 Financial Close and Reporting	Training – by December 31, 2018, training will be provided to all Banner users. Accounting staff will receive more extensive training. Effective immediately, Management will ensure the cessation of the practice of delaying fiscal period close. Fiscal period close will be effected within 45 days from the end of the period.	78 to 80	Ricky Bejarano, VP Fin & Admin	December 31, 2018	It is still planned that the fiscal year ended 6/30/2018 close will be accomplished within 45 days from the end of the fiscal year. No barriers or obstacles are anticipated. On track to complete this goal within the 45 days. July 20, 2018, all processing of 2018 accounts payable has ceased. Accruals are in process. The close was accomplished on August 15, 2018. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 009 Lack of Internal Controls over Cash Disbursements and Transfers Process	By the time of fieldwork, the College had already implemented appropriated procedures to address this material weakness. The next step is that the College will formalize the current process through policy and procedures no later June 30, 2018.	84	Ricky Bejarano, VP Fin & Admin	June 30, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

2016 – 010 College and Foundation Lack of Internal Controls over Journal Entries	By no later than June 30, 2018, the College will reformat and implement the new journal entry form in an acceptable double-entry accounting format. Also by no later than June 30, 2018, the College will issue updated policies and procedures for journal entries that clearly delineate the process for journal entries from creation, to review, approval and final posting.	85 to 87	Ricky Bejarano, VP Fin & Admin	June 30, 2018	New Journal Entry Template was implemented effective July 1, 2018. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
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2016 – 017 Outdated Policies and Procedures	The College will continue the process of review, revision and reissue of all policies and procedures as currently promulgated. Completion of the projected is targeted for December 31, 2019.	105	Ricky Bejarano, VP Fin & Admin	December 31, 2019	The College has already begun the effort of policy and procedure revision. A task force will be established that will include members from various areas of the College. Target date is still 12/31/2019. The Grants Manager is currently reviewing all of NNMC's policies and procedures and will work with administration to update with new federal requirements per the Uniform Guidance. The Grant Manager provided a Mandatory Uniform Guidance Training was provided to 48 staff and faculty. The Grants Manager is also planning on additional Grant department training modules to complement these changes. The Grant Manager is specifically addressing policy revisions to strengthen these areas: procurement, travel, time and effort reporting, suspension and disbarment, subrecipient monitoring, capital assets and inventory. In addition, the Grant Manager has started developing a specific 'Grants Management' Policy and Procedural handbook for the college. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 019 Lack of Established Practices for the Identification, Mitigation and Monitoring of Risks	By no later than June 30, 2018, the College will implement the practice of risk identification as it pertains to the College as a whole and financial reporting.	89 to 90	Dr. Rick J. Bailey Jr., President and Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	In Process. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 025 Reconciliation of Student Accounts Receivable	By June 30, 2018, the College will establish written procedures for reconciliation of student accounts receivable. The procedures will be implemented immediately.	108	Jessica Holguin, Student Accounts Receivable Supervisor and Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Substantially complete as of June 30, 2018. Accounts older than 5 years are in the process of analytical review. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

2016 – 026 Assigned Permissions in Banner	The College will contract for a security review of the Banner system that specifically focusses on system access. The contractor will also be required to provide written policies and procedures that will be implemented by the College. The review and implementation of policies and procedures are targeted to be completed by June 30, 2018.	92 to 93	Ricky Bejarano, Vice President Finance and Administration and Jimi Montoya, Director of Information Technology	June 30, 2018	Estimates for the security analysis have been received. The implementation of this project has been delayed due to the implementation of Banner 9. Banner 9 upgrade will be conducted September 14, 2018. SEPTEMBER 2018 UPDATE - Now that Banner 9 Upgrade has been completed, work on this finding will proceed.
2016 – 027 Information Technology	A 60KVA Cummins Generator has been ordered. The Generator should arrive and be installed by March 31, 2018.	94 to 95	Ricky Bejarano, Vice President Finance and Administration and Jimi Montoya, Director of Information Technology	March 31, 2018	Completed. The generator was installed by June 1, 2018. It has been tested and is operational. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

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2016 – 032 Lack of Complete Policies and Procedures	By December 31, 2018, the College will network with other colleges and universities in the State of New Mexico to obtain guidance in regard to best practices used to create policies and procedures to ensure grant compliance.	126	Cheryl James, Grants Manager and Ricky Bejarano, Vice President Finance and Administration	December 31, 2018	Please see finding 2016 – 017 Outdated Policies and Procedures above.
2017 – 001 Lack of Internal Control over Payroll Reporting	The College's IT Department will work with its Banner contractor to ensure that time is recorded accurately and that inappropriate defaults are removed from the system. This will be remedied by March 31, 2018.	96	Jimi Montoya, Director of IT, Donna Castro, HR Director and Ricky Bejarano, Vice President Finance and Administration	March 31, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 013 Controls over Equipment and Real Property Management	By June 30, 2018, the College will develop and implement policies and procedures to ensure accountability for all equipment and real property.	129 to 130	Cheryl James, Grants Manager and Ricky Bejarajo, Vice President Finance and Administration	June 30, 2018	The capital assets inventory has been completed and Board of Regents-certified. Procedures were recorded and will be formulated into policy. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 014 Controls over Payroll Reporting	The College has begun to address this issue and implemented procedures for recording and reporting time charged to multiple programs, projects and/or funds. The procedures were implemented the latter part of calendar year ended December 31, 2018 and to date, all indications are that for the current year, time allocated has been correct. At fiscal year-end June 30, 2018, the College will reconcile time allocated to multiple programs, projects, and/or funds to ensure that the procedures implemented are effective.	131 to 132	Cheryl James, Grants Manager and Ricky Bejarajo, Vice President Finance and Administration	December 31, 2018	The Grants Manager is also working closely with the HR Director and the VP of Finance and Administration on the Time and Effort reporting policy and process for the college per the guidelines presented in the Uniform Guidance. Federal grant reconciliations for personnel and associated fringe will be reconciled by the Grant Manger with the assistance of the HR Director on a bi-annual basis. Currently, the Grants Manager is working on the period 7.1.17 - 12.31.17. Appropriate policies and procedures will be revised accordingly and additional grant management trainings will be developed and provided by the Grant Manager & Grants Dept. staff. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

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2017 – 015 Controls over Procurement, Suspension and Debarment	By June 30, 2018, the College will develop procedures to ensure that federal and state procurement statutes and regulations are followed. This includes evaluating vendors to ensure that debarment and suspension has not occurred. Training will also be conducted for staff involved in the procurement and accounts receivable process.	133 to 134	Cheryl James, Grants Manager and Ricky Bejarajo, Vice President Finance and Administration	June 30, 2018	Specific to Federal awards – The VP of Finance & Administration, the Grant Manager, and the Grant Writer have all taken the NM State procurement course 101, as well as the RFP trainings. The Grant Manager is dedicated to ensuring that the Grant's office is the 'gateway to procurement' for all Federal and State awards. The Grant Manager now reviews all grant funded purchase requests for allowability, allowability, reasonableness and that all required supporting documentation is provided per Federal and State procurement standards, including those that govern debarment and suspension of vendors. FYE 2018 AUDIT HAS BEGUN -
2013 – 002 Foundation - Bank Reconciliations – Timeliness and Review Process	The College will continue to contract as necessary to ensure that bank reconciliations are kept up to date. By the end of the April 2018, the College plans to have hired a Controller and an additional accountant (preferably a CPA or CGFM). Following a brief transitional period, the College will resume all Foundation accounting duties (including bank reconciliations) utilizing both the Controller and the new Accountant.	97 to 98	Ricky Bejarano, Vice President Finance and Administration	April 2018	Bank statement reconciliations are in the process of year-end review and completion. Contractor continues work on the Foundation's overall accounting. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2013 – 007 Disaster Recover Plan and Password Policies	The College will create a cloud-based infrastructure for disaster recovery. Because the College is in the process of implementing Banner 9, the College has decided to test only parts of the Business Continuity Plan and, once Banner 9 is fully implemented, to conduct full testing. The College's goal is to complete full testing by fiscal year-end or June 30, 2018.	99 to 100	Ricky Bejarano, Vice President Finance and Administration and Jimi Montoya, Director of Information Technology	June 30, 2018	The full implementation of Banner 9 will occur September 14, 2018. After this, full testing can be completed. SEPTEMBER 2018 UPDATE - Now that Banner 9 implementation has been completed, work will proceed toward resolution of this finding.
2016 – 001 College and Foundation— Late Audit Report	The College is diligently preparing for fiscal year ended 2018 audit and plans a timely submission.	62	Ricky Bejarano, Vice President Finance and Administration	November 1, 2018	NNMC Board of Regents selected REDW to complete the audit and we anticipate a timely audit completion. It has been emphasized to staff that timely audit completion is a top priority. SEPTEMBER 2018 - UPDATE Unfortunately, audit will not be completed on time. The Office of the State Auditor has been informed.

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2016 – 005 Procurement Code Violations	The College will continue to segregate duties as appropriate and as it is able with current staffing levels. This is ongoing and began prior to audit fieldwork. By the end of the April 2018, the College plans to have hired a Controller and a higher-level accountant (preferably a CPA or CGFM). By no later than June 30, 2018, Management, including the newly hired Controller and Accountant, will establish and implement a written remediation plan to implement all Auditor recommendations in order to achieve appropriate segregation of duties. The plan will be implemented as immediately as appropriate.	72 to 74	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	On May 29, 2018 the NNMC Board of Regents adopted the appertaining regulations to the NM State Procurement Code. (The College had already been subject to the Procurement Code but not the appertaining regulations.) Adoption of the regulations brings the College in line with the requirements of State Agencies and diminishes abiguity around college-issued policies around issues that are already addressed by the State Procurement Code and appertaining regulations combined. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 003 Insufficient Attention and Accountability over Accounting and Internal Controls	The College will advertise for a Controller and Accountant (CPA or CGFM with extensive government accounting experience and, preferably, experience with colleges and universities. We plan to fill the position no later than May 30, 2018 so that both are in place prior to year-end.	68 -69	Ricky Bejarano, Vice President Finance and Administration	May 30, 2018	Please see response above to Finding 2016-005
2016 – 008 Lack of Internal Controls over Cash Receipts Process	A formal policy and procedures will be established and implemented for cash receipts no later than June 30, 2018.	81 to 83	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 011 New Mexico State Constitution Violation—Board Member Vacancy	The College will continue to encourage the appointment and confirmation of Regents when vacancies arise.	85 to 87	Board of Regents	November 2017	All Regent positions are currently filled. SEPTEMBER 2018 - UPDATE - Regent Rhodes has resigned due to relocation. The Board of Regents President, Mr. Kevin Powers, is working with the Governor's Office in an attempt to fill the position.
2016 – 012 Transfers, Disposals, and Tracking of Inventory Items less than \$5,000	The College will establish and implement a policy and procedures for tracking certain items with values less than \$5,000. The target date for this implementation is December 31, 2018.	88	Ricky Bejarano, Vice President Finance and Administration	December 31, 2018	Progress continues. The College believes it will be able to meet the 12/31/2018 deadline. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

2016 – 013 Public Money Act Violation—Deposits Not Made Within 24 Hours	The College will develop and implement a policy and procedures that clearly delineate cash receipts handling from the time of receipt by the College employee through the time of deposit and, ultimately, posting of the deposit in Banner. The policy and procedures must be in place no later than June 30, 2018.	103	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
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2016 – 014 Noncompliance with and Inadequate Controls over the Governmental Conduct Act	The College will continue to conduct trainings of the Governmental Conduct Act during convocation and other college-wide trainings or conferences. By no later than July 1, 2018, the College will implement required forms to facilitate compliance with the Financial Disclosures Act.	137 to 138	Ricky Bejarano, Vice President Finance and Administration	July 1, 2018	Trainings have been held during convocation. More trainings are planned. This will be an ongoing effort in order to ensure that all employees are trained and compliant with the Act. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 016 Inadequate Controls over Annual Leave	By no later than December 31, 2018, the College will ensure that leave is tracked within the Banner System, which is the College’s book of record. This may require assistance from the College’s Banner contractor, Ellucian, to ensure that the system is configured correctly to allow for the tracking within Banner. In addition, all Banner users must be adequately trained to ensure that tracking is within Banner.	104	Jimi Montoya, IT Director, Donna Castro, HR Director and Ricky Bejarano, Vice President Finance and Administration	December 31, 2018	In process with good progress having been made. All indications are that the goal and deadline will be met. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 021 Review and Clean-up of Clearing and Suspense Accounts and Accounts Payable	The College will hire a Controller and higher- level accountant by April 30, 2018. By June 30, 2018, the College will establish and implement procedures for the analysis and required correction of account balances and the clearing of suspense	91	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Clearing Account has been cleared and Suspense Account is in the process of analysis and clearing as of June 30, 2018. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 023 Underreported Payroll Tax Liabilities and ERB/RHCA Reconciliations	The College will develop and implement written internal controls to eliminate errors in payroll reporting. The College also will arrange training in payroll and required reporting to help to prevent errors in the future.	106	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	In progress and on track for timely completion. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

2016 – 024 Unused Credit Card Machines and Unrelated Monthly Fee	The College will establish a written procedure that ensures the review and analysis of all bank charges during the bank reconciliation process. The procedures will be established immediately.	107	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 028 Tracking of Banner Feeds to Ensure Feeds are Not Suspended/Deleted	Training with regard to tracking of feeds in the Banner system will be provided to employees by December 31, 2018.	109	Ricky Bejarano, Vice President Finance and Administration and Jimi Montoya, Director of Information Technology	December 31, 2018	Training is planned in conjunction with the Banner 9 upgrade training. Progress is on track for deadline completion. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
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2016 – 029 Compliance Violation—Anti- Donation Clause of the New Mexico Constitution	By no later than June 30, 2018, management will promulgate existing policies and procedures pertaining to cash disbursements, receivables, the Anti-Donation Clause of the New Mexico Constitution, and any other relevant materials to ensure that employees are aware of potential situations and actions that could cause violations.	139 to 140	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Training was held during convocation. The training will be repeated to ensure that employees are both aware of the anti-donation clause of the constitution and that compliance is ensured. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2016 – 030 Special Tests and Provisions	A reconciliation plan will be established and implemented by June 30, 2018. The College will change and implement the policy to align with the USDE's timely enrollment reporting requirements by no later than June 30, 2018. The monitoring of changes for unofficial withdraws process has been implemented. The process was implemented in February of 2018.	121 to 125	Jacob Pacheco, Title IV Director and Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

<p>2017 – 002 Foundation—Pledge Revenues, Pledge Receivables, and In- Kind Transactions</p>	<p>By June 30, 2018, the Foundation will implement procedures in order to create a process that records the information from the Foundation’s subsidiary schedule into the College’s book of record. This process will include the reconciliation between the Foundation’s sub-ledger and College’s book of record in effect booking Pledges into Banner. Future Procedures considered include the following steps: 1. Pledge is made by donor 2. To the extent possible, a formal pledge instrument will always be used and signed by donor and Foundation 3. In absence of signed Pledge Forms, emails will be used as supporting documents 4. Foundation will treat these pledges as receivables 5. Foundation will continue with procedure of subsidiary tracking but will add the following: 6. Journal Entry will be requested of the Business office OR a Direct Entry will be made, pending future trainings and authorizations 7. College will set up a Pledge Receivables account in Banner 8. Foundation Net Position will in the future include Pledge Receivables 9. Training on Direct Entries is pending the implementation of Banner v9.</p>	<p>98</p>	<p>Terry Mulert, Foundation Executive Director, Ricky Bejarano, Vice President Finance and Administration</p>	<p>June 30, 2018</p>	<p>The Foundation Director resigned effective May 25, 2018 so there has been a bit of delay in completion. However, we have contracted with a firm for assistance and ensure we are on track for completion. SEPTEMBER 2018 - UPDATE - Interviews for the Director position will be conducted 9-21-18.</p>
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2017 – 003 Account Coding and Lack of Documentation	By the end of the April 2018, the College will hire a Controller and a higher-level accountant (preferably a CPA or CGFM). General Ledger maintenance will be a major responsibility of these positions. Policies and procedures, along with training, will be developed and implemented by June 30, 2018.	110	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	In process. New Comptroller is currently in the process of addressing this finding. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 004 Athletics—Sporting Events Internal Control	By June 30, 2018, the College will develop and implement policies and procedures to ensure that gate receipts are properly accounted for and properly recorded. Also by June 30, 2018, a process to reconcile ticket sales to cash also will be developed and implemented.	111	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Progress continues. It is planned to assign a business office employee to the athletic events on a part-time basis during sporting events to ensure compliance and accurate recording of revenues and safeguarding of assets.
2017 – 005 Controls over Credit Cards	By June 30, 2018, the College will develop and implement procedures to ensure that all purchases are supported by adequate documentation.	112	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	At the June Board of Regents meeting, the Regents gave approval for the implementation of a procurement card system for the college. This system will be implemented by mid-August 2018. This will alleviate most problems experienced with the current, inadequate credit-card system. The implementation has been delayed due to time constraints and other priorities. It is planned that full implementation will occur by September 30, 2018. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 006 Controls over Inventory	The College will schedule a third party to observe inventory for the fiscal year ending June 30, 2018.	113	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 007 Foundation—Travel and Per Diem	By June 30, 2018, the Foundation Director and the Vice President of Finance and Administration will together review the Mileage and Per Diem Act as well as the College policies and procedures to ensure 100% compliance.	114 to 115	Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	In process. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 008 Foundation— Untimely Deposits	By June 30, 2018, the Foundation and the College will develop and implement policies and procedures specific to Foundation receipts.	116	Terry Mulert, Foundation Executive Director, Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	In process. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS

2017 – 009 Foundation—Lack of Reliable Supporting Documentation	By no later than June 30, 2018, the Foundation will develop procedures to ensure that sufficient documentation is maintained that will enable the Foundation to retrieve information pertaining to student records, student financial need, and scholarship award amounts with ease of minimal effort.	117	Terry Mulert, Foundation Executive Director	June 30, 2018	In progress. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
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2017 – 010 Foundation— Administrative Fee Reduction	By June 30, 2018, the Foundation will develop procedures to ensure that the administrative fee is clear and applied accurately and consistently.	118	Terry Mulert, Foundation Executive Director	June 30, 2018	In progress. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 011 Foundation—Board Minutes	By June 30, 2018, the Foundation Director will work with the Foundation board to begin utilizing a standard template for its Board Minutes beginning with the next meeting. The meeting agendas will include Old Business and New Business Sections. The following standardized “action” format will be implemented: Motion, Second, Pass <<Board Member 1>>/<<Board Member 2>>: <<Description of Action>> ... and will include the following actions: Call to Order Roll Call Approval of Agenda Approval of Minutes Approval of Financial Report All other Action Items Motion to Adjourn	119	Terry Mulert, Foundation Executive Director, and Foundation Board	June 30, 2018	In progress. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 012 Cash Management	By June 30, 2018, the College will develop and implement policies and procedures for the recording of drawdowns and train relevant staff in the new policies and procedures.		Ricky Bejarano, Vice President Finance and Administration	June 30, 2018	Completed. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS
2017 – 016 Controls over Subrecipient Monitoring	By June 30, 2018, the College will promulgate information with regard to subrecipient monitoring and the College’s responsibilities and obligations.		Cheryl James, Grants Manager and Ricky Bejarajo, Vice President Finance and Administration	June 30, 2018	The College currently does not have sub-recipient grantees. FYE 2018 AUDIT HAS BEGUN - CURRENTLY UNDER AUDIT - NO CHANGE IN STATUS