

Memo

To: Presidents, System Administrators, Continuing Education Deans, Registrars

From: J. Todd Parker, Interim Director
Program Audits

Date: 08/25/99

Subject: Computerized Audit Programs

For the last several years, the Education Program Auditors have utilized several computerized audit programs as a part of the annual program audit process. These programs (CC.IA) have been made available to all of the colleges through periodic software releases in order to enhance each college's internal auditing capability. This arrangement has proven very satisfactory and has been mutually beneficial to both the colleges and the System Office. Recently, the System Office has received several questions as to how these programs should be used by the colleges.

Each college should determine its own internal procedures for the use of this software and for internal access by college personnel. Some programs affect only continuing education, some affect only curriculum, and others affect both program areas. It is highly recommended that colleges run these programs each semester on a regular basis to identify and correct problems before they become audit issues. Typically, colleges who routinely run these reports have a much lower incidence of reporting errors that end up being cited as audit exceptions. When colleges run the reports and make corrections, it is required that a copy of the report and documentation of any resulting adjustments be maintained and available for review during the audit.

Any questions concerning application of these programs as they relate to the audit should be directed to the auditor assigned to your college. Any technical questions concerning the actual running of the reports should be addressed to either Gloria Jones (curriculum) or Rick Bundy (continuing education) in the Information Services section of the System Office.

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