



North Carolina Community College Distance Learning Conference Fall 2011

AUDIT SERVICES UPDATE

North Carolina Community College System Office

Raleigh, NC

October 3, 2011

9:30am – 10:30am

Hope • Opportunity • Jobs



AUDIT SERVICES UPDATE FY 2011-2012

PRESENTERS

Elizabeth C. Self

Executive Director of Audit Services

Amanda Tolar, Auditor

Wake Technical Community College



MISSION

The mission of Audit Services is to ensure the accountability and credibility of the North Carolina Community College System in a consultative and proactive manner by providing assistance to college staff with the implementation of pending and current laws, policies, procedures, guidelines, and reporting requirements.



Audit Services Organizational Chart



North Carolina Community College System
Dr. R. Scott Ralls, President
Kennon D. Briggs, Executive VP and Chief of Staff
Elizabeth Self, Executive Director, Audit Services

REFERENCES

- North Carolina General Statutes
- Title 23 North Carolina Administrative Code
 - NCCCS Numbered Memoranda
- College
 - Policies and Procedures
 - Catalog and Publications

Audit Services Update

CC 11-022 Program Audit Guidelines for Fiscal Year 2011-2012





CC11-022 Program Audit Guidelines for Fiscal Year 2011-2012

This numbered memorandum gives a brief overview of the rationale behind the changes to the audit review process as well as the process used when making the changes. It is a prelude to the "Elements of an Audit" and CC11-025 Program Audit Procedures FY 2011-2012.

The highlights are noted below:

- Purpose of annual program audit is "to ensure that college programs and related fiscal operations comply with State Law, State regulations, State Board policies, and System Office guidance." *General Statute 115D-5(m)*
- "...critical purpose of program audits to validate program/course approvals and student attendance records/FTE reporting."



CC11-022 Program Audit Guidelines for Fiscal Year 2011-2012

CC11-022 (Continued)

- Draft of Program Audit Guidelines [Procedures] reviewed by Policy Committee of State Board in July 2011
- August 19, 2011, State Board approved 2011-2012 Program Audit Guidelines [Procedures]



Program Audit Procedures FY 2011-2012

Removal of redundant reviews conducted by other System Office staff such as performance measures, personnel policies, etc.



Program Audit Procedures FY 2011-2012

Curriculum and Continuing Education

Review:

- Focus on review of class attendance records for hours reported for budget/FTE and program/course approvals, as appropriate



Program Audit Procedures FY 2011-2012

Audit Procedures – Pre-Audit and During Audit:

- Auditor contacts President to set dates of audit and sends pre-audit list and class samples; audit review begins at this time
- Entrance Conference limited to brief meeting with President or designee, as needed/desired
- Auditor on campus on various dates to pick up records; visit classes; return required audit review documentation with issues noted; and return for responses



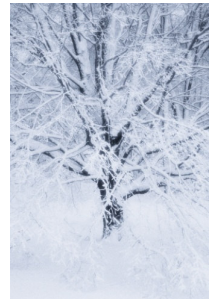
Program Audit Procedures FY 2011-2012

Audit Procedures – Post Audit:

- Exit Conference limited to a meeting prior to departing campus on day of college staff responses or a phone conversation with President to briefly discuss potential findings
- Preliminary Audit Report mailed to College President after review by Executive Director of Audit Services (and Executive Vice President)
- College has 30 days to respond in writing and provide additional documentation, as needed

CC11-001 Inclement Weather Policies

- Revises CC00-030 and combines other inclement weather numbered memos
- Addresses:
 - Census Dates – several options
 - Rescheduling Classes and Make Up Assignments
 - Instructor Pay – for hourly instructors, hours paid should at least equal the class hours reported.





Audit Services Update

FTE Values – [FY 2011-2012 figures]

Curriculum **\$5,034.52**

Occupational Extension **\$4,677.50**

Basic Skills **\$5,476.13**

Individual cost for Occupational
Extension course taken more
than twice in a five-year period
(Divisor 688) **\$6.80**



Ed2Go Requirements

- Instructor signature
- Receipt of Student Payment
- Census Date
- Roster showing student entry dates
- Ed2Go Stats to Validate



Captive/Co-opted Classes

- Courses and programs must have prior State Board approval
- Hours must be reported as contact hour classes not membership hour classes

Issues Noted in Previous Year's Audit Reviews

The internet classes noted met the definition of non-traditional delivery method classes, but were reported as non-regularly scheduled classes utilizing contact hours. Documentation of actual time in class attendance was not available to support the contact hours reported for the students.

Reference:

23 NCAC 02D .0324(b)(c) *Reporting of Student Hours in Membership for Continuing Education Classes*

Issues Noted in Previous Year's Audit Reviews

Students enrolled in Ed2Go classes participated in the **Ed2Go orientation** prior to the beginning date of the class and completed their first assignment after the traditional 10% point noted on the class attendance record.

References:

23 NCAC 02D .0324 *Reporting of Student Hours in Membership for Continuing Education*

CC04-109 Clarification of Reporting and Documenting Student Membership Hours for Distance Education Courses and Course Orientation



Issues Noted in Previous Year's Audit Reviews

Students were reported for more hours, either contact or membership, than the total hours for which the instructor was paid. No payment for instruction was made or “gratis” instruction for the student hours reported for budget/FTE.

Reference:

23 NCAC 02D .0326 *Budget FTE Funding*

Issues Noted in Previous Year's Audit Reviews

Per documentation provided for the non-traditional classes reviewed, students were reported for budget/FTE that were not in class membership at the 10 percent point of the class; students completed activities prior to start date of class, but not prior to or at the 10% point of the class; or hours were reported as contact hours without documentation to support hours reported.

References:

23 NCAC 02D .0324 *Reporting of Student Hours in Membership for Continuing Education*

23 NCAC 02D .0323 *Reporting of Student Hours in Membership for Curriculum*

CC04-109 *Clarification of Reporting and Documenting Student Membership Hours for Distance Education Courses and Course Orientation*



Issues Noted in Previous Year's Audit Reviews

In a review of curriculum distance education courses, there was no clarity regarding determination of the census date.

Reference:

23 NCAC 02D .0323(e)(2) *Reporting of Student Hours in Membership for Curriculum Classes*

WHO IS YOUR AUDITOR?

- Assignments are set at the beginning of the year, but may be changed. Check Audit Services website for your assigned auditor.
- For Auditor Contact Information and Colleges Assigned to the Auditor, see -
http://nccommunitycolleges.edu/Program_Audit_Services/Auditor_Assigned_Colleges%202011-2012.htm
- From the web page above, select the link “Alphabetical Listing by College.”

2011-2012 Auditor Assignments

College	Auditor	College	Auditor	College	Auditor
Alamance CC	Terry McCauley	Central Carolina CC	Amanda Tolar	Forsyth Technical CC	Connie McKinney
Asheville-Buncombe Technical CC	Connie McKinney	Central Piedmont CC	Anne Miller	Gaston College	Connie McKinney
Beaufort County CC	TBA	Cleveland CC	Connie McKinney	Guilford Technical CC	Anne Miller
Bladen CC	Terry McCauley	Coastal Carolina CC	TBA	Halifax CC	TBA
Blue Ridge CC	Connie McKinney	College of The Albemarle	Amanda Tolar	Haywood CC	Connie McKinney
Brunswick CC	Terry McCauley	Craven CC	Amanda Tolar	Isothermal CC	Connie McKinney
Caldwell CC & TI	Anne Miller	Davidson County CC	Anne Miller	James Sprunt CC	Amanda Tolar
Cape Fear CC	Amanda Tolar	Durham Technical CC	Anne Miller	Johnston CC	Amanda Tolar
Carteret CC	TBA	Edgecombe CC	Terry McCauley	Lenoir CC	TBA
Catawba Valley CC	Anne Miller	Fayetteville Technical CC	Amanda Tolar	Martin CC	Terry McCauley

2011-2012 Auditor Assignments

College	Auditor	College	Auditor	College	Auditor
Mayland CC	Anne Miller	Robeson CC	TBA	Vance-Granville CC	Amanda Tolar
McDowell Technical CC	Connie McKinney	Rockingham CC	Anne Miller	Wake Technical CC	Terry McCauley
Mitchell CC	Amanda Tolar	Rowan-Cabarrus CC	Anne Miller	Wayne CC	Terry McCauley
Montgomery CC	Terry McCauley	Sampson CC	Terry McCauley	Western Piedmont CC	Anne Miller
Nash CC	TBA	Sandhills CC	Amanda Tolar	Wilkes CC	Terry McCauley
Pamlico CC	TBA	South Piedmont CC	Connie McKinney	Wilson CC	TBA
Piedmont CC	Amanda Tolar	Southeastern CC	TBA		
Pitt CC	Amanda Tolar	Southwestern CC	Connie McKinney		TBA= To Be Announced
Randolph CC	Terry McCauley	Stanly CC	Anne Miller		
Richmond CC	Amanda Tolar	Surry CC	Connie McKinney		
Roanoke-Chowan CC	Terry McCauley	Tri-County CC	Anne Miller		Assignments as of 9/26/11



Audit Services Update

Questions

Hypothetical Situations

Useful Web Sites

- Audit Services**
http://www.nccommunitycolleges.edu/Program_Audit_Services/index.html
- System Office Numbered Memos**
http://www.nccommunitycolleges.edu/Numbered_Memos/index.html
- North Carolina Administrative Code**
<http://reports.oah.state.nc.us/ncac.asp> (Title 23)
- North Carolina General Statutes**
<http://www.ncga.state.nc.us/gascripts/Statutes/Statutes.asp>