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CITIZENS SUMMARY

Findings in the audit of Jefferson College

Accounting Controls and Procedures

The financial reporting capabilities of the college need improvement. Many reports we requested for our audit had to be created by the college's Information Technology Department. Personnel in the Continuing Education Department do not always issue prenumbered receipt slips and do not account for the numerical sequence of receipt slips. The Student Services Department does not issue prenumbered manual receipt slips for transcript copies and application fees. In addition, no one independent of the receipting process compares amounts receipted to the amounts that should have been charged. The cashier's office maintains a change fund of \$2,200, which may be excessive. The cashier's office and the campus police department do not work together to ensure the numerical sequence and ultimate disposition of tickets issued by the police department are accounted for properly. The cashier's office allows students and employees to cash personal checks despite the availability of an on-campus ATM. The office clerk at the college's Imperial campus does not balance the cash drawer at the front desk on a regular basis.

Fuel Reconciliation

The college does not reconcile fuel logs to fuel billings. The college maintains 3 unlocked bulk fuel tanks on campus, and uses fuel logs showing the date, amount of fuel pumped, and the vehicle for which the fuel was used. However, the college does not compare total gallons pumped, gallons purchased, and gallons on hand.

Rental Fees

The college could not provide supporting documentation for the procedures utilized to determine the rental fees charged for renting college facilities. In addition, the college did not document its review of dorm room rates. The college collected \$735,874 in dorm room rent for the year ended June 30, 2014.

Information Security and Computer Controls

The college does not perform periodic background checks for employees with access to sensitive information. Additionally, the college does not have written documentation showing which students and employees have authorized access to information assets. The college does not require periodic changing of the password for the college's password management application.

College Foundation

The foundation does not perform adequate bank reconciliations and does not always issue checks in numerical order. The foundation did not always comply with the Sunshine Law, even though foundation by-laws require compliance. Open meeting minutes did not record a roll call vote of the Foundation Board to enter into or exit closed sessions, and minutes for closed session meetings are not prepared. The college subsidizes a portion of the operating costs of the foundation by paying the salaries of the foundation's Executive Director of Development and the Development Assistant. The college has not entered into a formal agreement with the foundation

In the areas audited, the overall performance of this entity was **Good**.*

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.

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