



**Texas Higher Education Coordinating Board
Austin, Texas**

Alvin Community College

**Independent Accountant's Report
On Applying Agreed-Upon Procedures
September 21, 2010**

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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Texas Higher Education Coordinating Board
Austin, TX

We have performed the procedures in the attached Schedule A, which were agreed-to by the Texas Higher Education Coordinating Board (THECB), solely to assist you in evaluating Alvin Community College's (Alvin CC) compliance with the American Recovery and Reinvestment Act (ARRA) grant funding policies and procedures. This agreed-upon procedures engagement was conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of the THECB. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached Schedule A, either for the purpose for which this report has been requested, or for any other purpose.

The agreed-upon procedures and the results are listed in the attached Schedule A.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records of Alvin CC. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of THECB and is not intended to be, and should not be, used by anyone other than those specified parties.

Clifton Gunderson LLP

Austin, Texas
September 21, 2010

Schedule A: Schedule of Agreed-Upon Procedures and Results

Procedure Step 1:

Describe the specific projects or activities the entity supported with THECB ARRA grant funds. State the amount of funds to be spent by category and any performance measures (such as hours worked, etc.) specified in the grant agreement.

Results of Step 1:

Alvin CC used the grant funds to pay for student and faculty computers. Its grant agreement with THECB states that the grant award is worth \$ 131,324. These computers will be used for two computer labs with 45 computers in each lab and 28 instructor computers. Computer lab computers are purchased usually on a three year cycle and instructor computers are purchased on a five year cycle. There were no performance measures (hours worked) associated with this grant.

Procedure Step 2:

List any subawards the grantee has made using THECB ARRA grant funds.

Results of Step 2:

Alvin CC did not make any subawards.

Procedure Step 3:

Fiscal and Programmatic Oversight:

- a. Verify that the entity has written procedures to ensure that it complies with the requirements of the Cash Management Improvement Act (CMIA).
- b. Verify that the entity's financial recordkeeping system provides for the segregation of THECB ARRA grant funds from other sources of funding.
- c. Has THECB provided guidance to the entity regarding the reimbursement of THECB ARRA grant funds? If so, has the entity incorporated this guidance into its written policies and procedures in some fashion?
- d. Determine if the entity has written procedures to ensure compliance with the period of availability of federal funds requirements.
- e. Reconciliations:
 - i. Does the entity have written procedures to ensure that reconciliations of financial status reports to supporting documentation take place?
 - ii. Select two monthly/quarterly account reconciliations.
 - iii. Verify account reconciliations are performed in a timely manner (one week for monthly and two weeks for quarterly) and reconciliations are reviewed and approved.
 - iv. Verify reconciling items are identified, investigated and resolved in a timely manner (one week for monthly and two weeks for quarterly).
 - v. Verify that reports from the accounting system exist to support each balance for these account reconciliations.
 - vi. Verify that financial status reports are supported by documentation that reconciles to the general ledger and monthly reimbursement vouchers.

- f. Comparison of Data:
 - i. Verify whether the entity produces reports, such as comparison of budget to actual, to ensure that THECB ARRA grant funds will be spent within the grant period in accordance with the approved schedule and budget, and provides them to appropriate management for review on a timely basis.
- g. Obtain a copy of the entity's most recent single audit report and:
 - i. Describe any significant or material internal control weaknesses or other findings.
 - ii. Describe what actions entity management asserts it is taking to address those findings.

Results of Step 3: Fiscal and Programmatic Oversight:

- a. Alvin CC has general written procedures for its financial and grant management processes, but they do not directly address the requirements of CMIA. CMIA was enacted to minimize the time between the transfer of funds to the States and the payout for program purposes; to ensure that Federal funds are available when requested; and to assess an interest liability to the Federal Government and/or the States to compensate for the lost value of funds. (<http://www.fms.treas.gov/cmia/questions.html>)
- b. We verified that Alvin CC's financial recordkeeping system provides for the segregation of THECB ARRA grant funds from other sources of funding. Alvin CC has a financial system of record that requires separate tracking numbers for grant funds that allows for separate reporting of grant funds to ensure that the funds are expended in accordance with the time period required and in the amount that was budgeted according to the grand award.
- c. THECB has provided guidance to Alvin CC regarding the reimbursement of THECB ARRA grant funds. This guidance can be found on its website at: www.thecb.state.tx.us/ARRA. Although Alvin CC already had general guidance in its policies and procedures for tasks to be performed when requesting, budgeting, receiving, and expending federal grant monies, it did not specifically refer to or incorporate THECB's guidance. These procedures do indicate that compliance with grant guidelines is mandatory.
- d. Alvin CC has general written procedures for its financial and grant management processes, but they do not directly address the period of availability requirements.
- e. Reconciliations
 - i. Alvin CC did not have specific written procedures to ensure that reconciliations of financial status reports to supporting documentation take place. As a result, we were not able to perform the procedures set out in steps 3. e.ii. through e.v. We noted that the check used to pay for the purchased equipment, listed each invoice number with the individual dates, descriptions, and amounts in the register to which the check was attached (a scanned copy was kept). The amount for the four invoices labeled as "ARRAgrant ComputrHardwr" reconciled to the amount in the general ledger and the reimbursement request.
 - ii. However, in the case of this grant, we verified that documentation to support all expenditures was available and did reconcile, as part of our testing in Step 5.
- f. In the case of this grant, comparisons of budget to actual expenditures were not necessary because all monies were reimbursed in a single lump sum. The \$131,324 grant award announcement was made in October 2009, the money was expensed by Alvin CC in February of 2010, and Alvin CC was reimbursed by THECB in July of 2010.

- g. We obtained a copy of the entity's most recent single audit reporting form. Alvin CC received an unqualified opinion. No significant or material internal control weaknesses were reported.

Procedure Step 4:

Subawards: If the organization has provided subawards to other entities in support of the THECB ARRA grant award:

- a. Determine whether the entity has written procedures to verify the eligibility of sub-recipients.
- b. Determine whether all applicable federal laws and grant terms were included in the sub-award grant contract.
- c. Determine if the entity established written monitoring procedures to cover this tier of responsibilities and compliance.
- d. Test to determine if subaward monitoring has taken place in accordance with those procedures.

Results of Procedure Step 4:

We were unable to perform the procedures described in Step 4 because Alvin CC did not make any subawards.

Procedure Step 5: Testing of purchases of goods or services:

If the entity has made purchases (or goods or services):

- a. Verify whether the entity has written procedures to:
 - i. Ensure compliance with relevant federal and state procurement and contracting laws and regulations.
 - ii. Ensure that activities are allowable.
 - iii. Ensure that costs are allowable.
 - iv. Ensure that the purchases comply with procurement standards for suspension and debarment.
 - v. (If applicable) Ensure that the purchases comply with real property acquisition and relocation assistance requirements.
 - vi. (If applicable) Ensure that the purchases comply with Buy American provisions of the ARRA law.
 - vii. (If applicable) Ensure that vendors are compliant with the provisions of the Davis-Bacon Act.
- b. Select a sample of five expenditure transactions for each category of purchases (by budget line item).
- c. For each budget line item sample, test the following:
 - i. Is the expenditure allowable (as an activity and/or cost) under federal guidelines?
 - ii. Is the expenditure in accordance with grant provisions?
 - iii. Is it recorded in the proper accounting period (the period in which the transaction occurred)?
 - iv. Is it recorded to the correct account and program?
 - v. Is the transaction described in sufficient detail to permit the proper classification?
 - vi. Is documentation maintained to permit the tracing of funds to a level of detail that establishes that the funds have been used in compliance with grant requirements?

- vii. If the expenditure was paid for out of multiple sources of funds, are the sources adequately identified for each fund application?
- viii. If Buy American provisions apply, was the expenditure made in accordance with these provisions?
- ix. Note any exceptions identified during testing.
- d. If the entity has purchased inventory or equipment:
 - i. Verify that the entity has written procedures to ensure that it:
 - 1. Maintains adequate property records (description, acquisition information, cost, estimated useful life, depreciation, location, disposition - condition, sale records, etc.),
 - 2. Safeguards against loss, theft, or damage,
 - 3. Values the items properly, and
 - 4. Keeps items in good working condition through repair and maintenance.
 - ii. Obtain an inventory report for all inventory or equipment purchased with THECB ARRA grant funds.
 - iii. Select 10 items (or the population if less than 10) and verify that the items are located where the inventory report indicates.

Results of Procedure Step 5:

- a. Alvin CC does have written administrative procedures and a policy manual to ensure compliance with federal and state procurement and contracting laws. These procedures do not directly address the allowability of activities and costs, or suspension and debarment. Requirements for real property acquisition and relocation assistance, Buy American provisions, and the Davis-Bacon Act were not applicable to this grant.
- b. Alvin CC made all purchases in a single budget category and only computer equipment was purchased. We verified there was supporting documentation for all computer equipment purchased under this grant.
- c. We found that this expenditure is allowable under federal guidelines, in accordance with grant provisions, and is recorded in the proper accounting period. The journal entry and general ledger support show that the expenditure is recorded to the correct account and program and is described in sufficient detail to permit the proper classification of expenditures. We found that documentation maintained permitted the tracing of funds to a level of detail that established that the funds have been used in compliance with grant requirements Buy America provisions were not applicable to the expenditures of this grant. We did not identify any exceptions in our testing.
- d. Alvin CC does not maintain written procedures for the maintenance of property. We obtained a detailed listing of computers purchased with the ARRA grant funds and randomly selected 10 computers for testing. We toured the Alvin CC Campus and located the 10 computers selected for testing. All assets were located in the listed building and location and asset tags, descriptions and serial numbers were agreed without exception.

Procedure Step 6: Testing of salaries

If the entity has used THECB ARRA grant funds to pay salaries, select a sample of 10 personnel (or the population if less than 10) for two pay periods and verify that these personnel worked sufficient hours to earn the salaries paid for with THECB ARRA grant funds.

Results of Procedure Step 6:

Alvin CC did not expend any grant funds for salaries. Therefore, we were unable to perform the procedures described in Step 6.

Procedure Step 7: Verify monthly performance reports

Test of Monthly Performance Reports:

- a. Select the two most recent monthly performance reports for testing.
- b. Verify that sufficient documentation exists to support the actual hours worked as reported in those performance reports.

Results of Procedure Step 7:

The two most recent monthly reports submitted to THECB indicated no activity, as the grant funds had been expended prior to this time frame. Additionally, no hours worked were intended to be reported for this grant, so we were unable to perform the procedures described in Step 7.

Procedure Step 8: Verify financial reports:

Verify financial reports:

- a. Select the two most recent financial reports to THECB for testing.
- b. Verify that sufficient documentation exists to support the financial results reported and that any discrepancies were identified and corrected appropriately (i.e., verify that the reconciliations described in procedures above occurred as described and were conducted properly).

Results of Procedure Step 8:

The two most recent financial monthly reports submitted to THECB indicated no activity, as the grant funds had been expended prior to this time frame. However, we were able to verify that sufficient documentation existed to support that Alvin CC spent \$131,548.24 for computers as part of our testing in procedures step 5 above.