

Northland Pioneer College

Audit Committee Meeting

MINUTES JANUARY 29, 2009 10:00 AM DISTRICT OFFICE

ATTENDEES	V. Blaine Hatch - VP for Administrative Services Maderia Ellison (CPA – CO) - Director of Financial Services Neal Ranstrom, (CPA – AZ) - Local Community Member with CPA Tad Spader - Controller Terrie Shevat – Secretary
ABSENT	Jeanne Swarthout, Phd, - College President (Chair) James Menlove, (CPA – AZ) - Local Government Business Officer
HANDOUTS	1. Agenda; 2 Budget Development Calendar FY 09/10; 3 Financial Services – Status Report.
DISCUSSION	

FY 07/08: The June 2008 audit was submitted to the Department of Education on December 18, 2008 and has been posted on the State of Arizona, Office of the Auditor General website. Maderia extended her appreciation to Tad for his hard work and interaction with the auditors. The June 2009 audit is scheduled to begin in September with a December 31 submission target. Finance is making progress with correcting audit findings and Management Letter issues. Tad discussed two findings: Internal control over the reconciliation of bank accounts, and the submission of Time and Effort Reports through grant reporting. Tad is working to bring bank reconciliations current and expects to be in compliance by the end of next week.

FY 09/10 Budget: Maderia discussed the Budget Development Calendar for Fiscal Year 09/10 (handout 2), which was presented to the District Governing Board on January 20, 2009. Blaine reviewed the latest state proposals on budget cuts, reporting that actual numbers for additional reductions are still unknown. The College has issued budget development documents and is working towards budget targets for FY 09/10 to include a 15% budget reduction for the majority of budget line items with some line items targeted at a higher level.

Finance Projects: Maderia discussed on-going finance projects.

Assessment of Jenzabar: Jenzabar Assessment services are designed to assist Northland Pioneer College in reviewing the current state of our operations and compare them with the best practices and full usage of the Jenzabar software. NPC was able to meet with an assessor for two days to discuss the General Ledger, Cashier, Student Billing, HR and Payroll modules.

Bookstore: The Bookstore Review team has identified two vendors and scheduled presentations for each. Team members are positive about the change and hope to make a recommendation by early February. Maderia hopes to implement the virtual bookstore by Fall 2009.

Payroll: On-line paystubs remain a priority with only a few issues to address. Maderia would like to initiate on-line paystubs by the next pay cycle, February 15.

Business Office: Finance is pursuing options for students to make payments on line. New bank accounts were opened for all Campus and Centers, allowing the Business Office to reconcile by individual site, saving time in the reconciliation process. Seven new Electronic Deposit Service (EDS) machines were ordered and will be installed at most all Campus and Center locations within the next two weeks. The new EDS machines will allow cashiers to deposit checks without leaving their station. Tad continues to work with IS to set up on-line requisitioning in Jenzabar.

Financial Services Monthly Status Report: Maderia submitted the Financial Services Status Report for November & December 2008 (handout 5) via e-mail to members on January 23. Members reviewed the report before the start of today's meeting.

Other: To increase funding, Neal suggested the College pursue fundraising and increase business relations (partnerships).

ACTION ITEMS

1. Maderia to look into the option of faxing from an NPC computer, bypassing the fax machine.

NEXT MEETING THURSDAY, APRIL 30, 2009 - 10:00 A.M. - NPC DISTRICT OFFICE CONFERENCE RM

APPROVED February 11, 2009

