

Northland Pioneer College

Audit Committee Meeting

MINUTES NOVEMBER 6, 2008 2:00 PM DISTRICT OFFICE

ATTENDEES	Jeanne Swarthout, PhD, - College President (Chair) V. Blaine Hatch - VP for Administrative Services Maderia Ellison (CPA – CO) - Director of Financial Services Neal Ranstrom, (CPA – AZ) - Local Community Member with CPA James Menlove, (CPA – AZ) - Local Government Business Officer Tad Spader - Controller Terrie Shevat – Secretary
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HANDOUTS	1. Agenda; 2. List of prior-year write-offs; 3 Draft – Single Audit Reporting Package 07/08; 4. FY 07/08 Audit Overview – Preliminary; 5. Financial Services – Status Report.
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DISCUSSION

FY07/08 Audit: Tad and Maderia updated committee on prior-year write-offs, financials and potential audit findings.
Write-offs: Tad reviewed list of prior-year write-offs (handout 2), addressing the difference in prior-year clean up from our last Audit Committee meeting on 9/4/08. Current write-offs were justified as erroneous journal entries, billing errors and general miscoding of accounts. Clean up is still necessary for outstanding Accounts Receivables from the old Poise system. Tad noted new internal controls will be in place by December 1, reducing or eliminating repeat errors found in prior-year clean up. Jeanne expressed her appreciation to Tad and Maderia for their time invested and progress made.
Financials: Tad briefly reviewed draft copy of NPC’s Single Audit Reporting Package for the year ended June 30, 2008 (handout 3). Tad noted the single audit is a basic set of financials which the finance team hopes to enhance as we move forward. Maderia asked Neal Ranstrom and James Menlove to submit their comments after further review.
Possible Finding/Management Letter Items: Maderia discussed summary of potential audit findings and recommendations (handout 4). She hopes to have the 07/08 audit issued by December 31.

FY 08/09 Budget: Blaine reported on possible additional state cuts. Additional reductions are expected, but details are unknown. The College is working towards budget adjustments and expenditure reductions. Goal is to remain proactive by anticipating what will happen and taking appropriate action.

New Finance Projects: Maderia discussed new finance projects for the Bookstore, Payroll and Business Office.
Bookstore: NPC is moving towards a complete virtual bookstore or at least some type of hybrid. The current Bookstore Manager position would be reclassified as Coordinator. Maderia recommends we move quickly and begin organizing a committee to review vendor proposals and make recommendations by the end of January, 2009. Jeanne will provide Maderia with a list of faculty/staff to be considered.
Payroll: Payroll is hoping to reach 100% participation in direct deposit for all contracted regular employees. We are exploring the option of payroll cards for employees who are unable to sign up for direct deposit. Electronic paystubs, W2s, timesheets, and leave slips will also be explored and introduced at a later date. Goal is to achieve paperless payroll in one year to 18 months.
Business Office: Maderia is working with IS to set up on-line requisitioning in Jenzabar. Preparations for employees to use electronic requisitions are challenging and still a work in progress, but will ultimately allow us to eliminate paper requisitions. Additional on-going projects for the Business Office include new bank accounts, credit card machines, and electronic deposits. Maderia discussed NPC’s current cell phone policy and suggested we look into paying a stipend to employees required to use cell phones on the job.

Financial Services Monthly Status Reports: Maderia reviewed Financial Services Status Report for September & October 2008 (handout 5) and requested feedback from committee members. Neal stated it would be helpful for committee members to receive electronic handouts approximately three or four days prior to meeting date. Jeanne suggested integrating some of the big ticket items in her monthly newsletter. Blaine suggested posting information on My NPC.

Revised Quarterly Meeting Schedule: Quarterly meetings – 10 A.M. – 1st working Thursday of the following months.
1st quarter meeting – January
2nd quarter meeting – April (end of month)
3rd quarter meeting – September
4th quarter meeting – November

ACTION ITEMS

1. Jeanne to submit list of faculty/staff for consideration on Virtual Bookstore Committee to Maderia.

NEXT MEETING	THURSDAY, JANUARY 29, 2009 - 10:00 A.M. - NPC DISTRICT OFFICE CONFERENCE RM
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APPROVED	November 26, 2008
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