

Northland Pioneer College Audit Committee Meeting

MINUTES

JULY 1, 2014

10:00 AM

PDC – TAWA CENTER

ATTENDEES	Jeanne Swarthout, PhD, - College President (Chair) V. Blaine Hatch - VP for Administrative Services Neal Ranstrom, (CPA – AZ) - Local Community Member with CPA Maderia Ellison (CPA – CO) - Director of Financial Services John Bremer – Controller Terrie Shevat – Secretary
ELECTRONIC HANDOUTS	1. Agenda; 2. NPC Collections Process; 3. NPC Student AR Balances & Collection Activity as of 3/12/2014
ABSENT	James Menlove, (CPA – AZ) - Local Government Business Officer

DISCUSSION

FY1213 Audit

Field work in progress: The NPC audit is in progress. The Audit Entrance Meeting was held in in May with Mr. Hatch and Dr. Swarthout in attendance. Maderia is targeting an October 31 completion date to allow Finance to move forward with early submission of the CAFR.

Audit completion date – October 31st (tentative): The completion target date for the FY1213 Audit is tentatively set for October 31, 2014. Maderia explained the completion date is dependent on the NATC audit and the new Foundation audit being completed by late September or mid-October.

NATC Audit

Field work starts July 9: Auditors plan to be on site for three days beginning July 9th to conduct field work.

Engagement letter to be signed July 9: Mark Vest, Chairman of the NATC Board, will sign the Audit Engagement letter on July 9th.

Audit completion date – August 29: Maderia expects to have a written report completed by the end of August or sooner. The NATC audit completion date is set for August 29.

NPC Friends and Family audit

New Executive Director – Betsy Ann Wilson: Maderia announced Betsy Ann Wilson as the new Executive Director for NPC Friends and Family.

Name change – in progress; for FY1314 will still be NPC Foundation: The new name for the Foundation is NPC Friends and Family; however, the FY1314 audit report will reflect the NPC Foundation name. Dr. Swarthout asked when in the audit cycle can we submit the name change. Maderia stated we can submit any time since we are passed June 30. Dr. Swarthout discussed a decision made by the Foundation Board to close all old bank accounts and open all new bank accounts. Maderia will reach out to Betsy Ann Wilson and confer with Blaine and Dr. Swarthout as they need assistance.

Engagement letter for audit & other accounting services received: NPC received four engagement letters from the auditing firm previously used by The Foundation for audit work and other accounting services. Maderia will meet with Betsy Ann Wilson in the next few weeks to finalize details and firm up dates to meet the September deadline.

Field work – TBD: The start date for auditors to conduct field work is to be determined.

Audit completion date – TBD: The audit completion date is to be determined.

CAFR status

Assignments disbursed; 1/3 of statistical section completed for historical years: Maderia will send out reminders to NPC employees and departments who received assignments to submit data for Phase 1 of the CAFR Statistical due by July 31. Most of the financial components related to revenues and expenses are complete. NPC's preliminary deadline for the prior 9 of 10 years is July 31. Maderia reported the process is moving along well.

Will use AZ State Auditors to compile CAFR (estimate cost \$2,200): Maderia will use State Auditors to compile all data as opposed to completing in house. Maderia felt this will alleviate burden and provide some consistency with the single audit.

Completion date – October 23rd: The deadline to submit data to the State Auditors for their review is October 23.

Submit to GFOA – mid November: Submission to GFOA in mid-November.

Accounts Receivable/Collections – Update

John Bremer updated committee members on the NPC accounts receivable and collections process (handout 2). John discussed the NPC student AR balances and collection activity as of March 12, 2014 (handout 3).

Shared Governance – New procedure

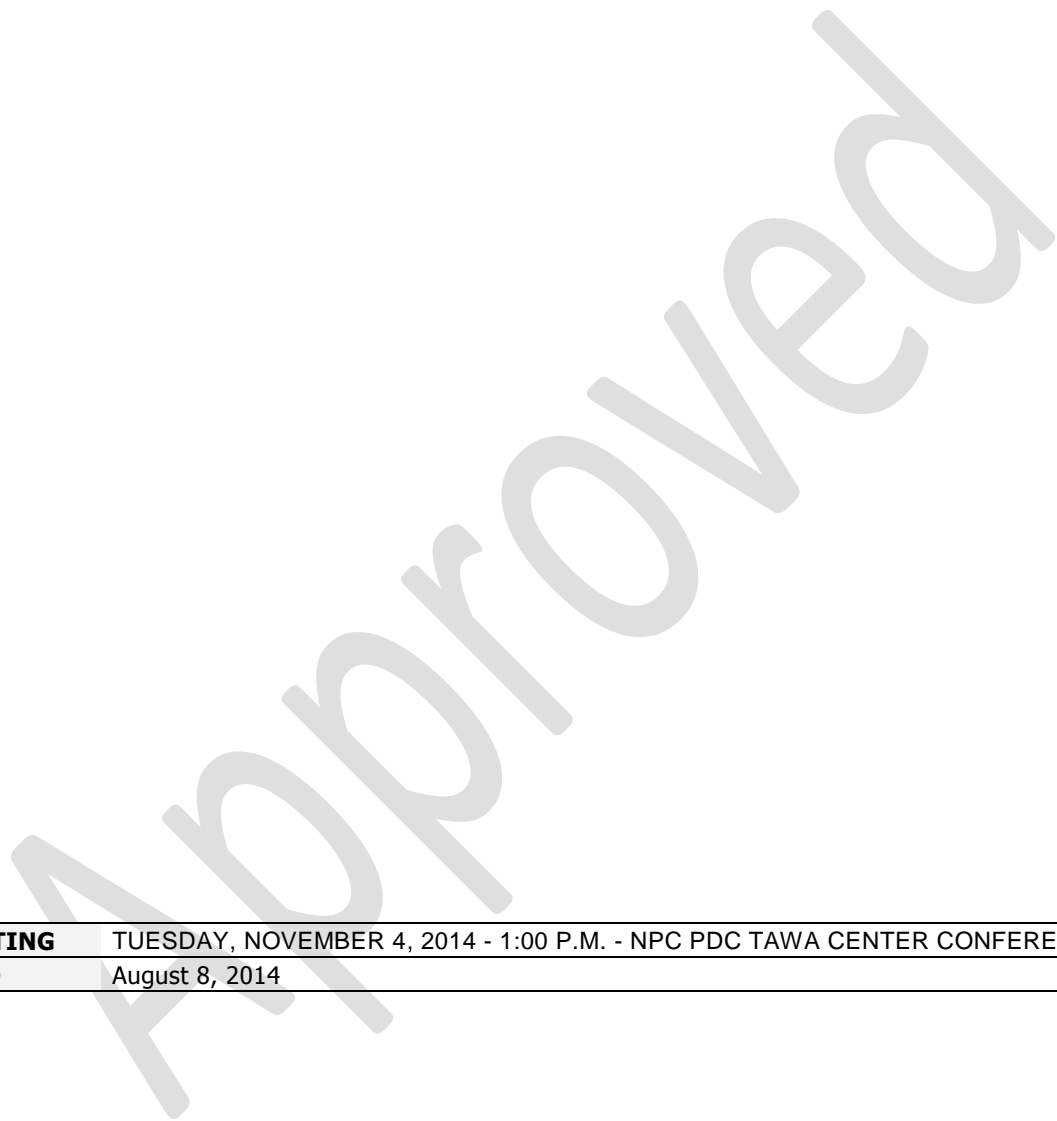
Blaine briefly discussed the new Shared Governance procedure. Maderia will send out the Review of Shared Governance Procedure 2124 presented to the District Governing Board to Audit Committee members.

Other Issues

Blaine remarked on a recent cyber-security issue involving a crypto virus. The College liability insurance recommended forensics involvement. No fault was found with NPC's processes and no breach occurred or data compromised. NPC did not submit a ransom payment. Blaine stated the college is in good shape and will remain vigilant.

Meeting Schedule: Members will meet three times a year on the first Tuesday of the following months:

- 1st tri-annual meeting – February**
- 2nd tri-annual meeting – June**
- 3rd tri-annual meeting – November**



NEXT MEETING	TUESDAY, NOVEMBER 4, 2014 - 1:00 P.M. - NPC PDC TAWA CENTER CONFERENCE RM
APPROVED	August 8, 2014
