Memorandum

Date: June 8, 2012

TO: Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers
Admissions Officers and Registrars
Contract District Auditors

FROM: Frederick E. Harris, Assistant Vice Chancellor
College Finance and Facilities Planning

SUBJECT: Contracted District Audit Manual for 2011-12

There are some new and expanded state compliance requirements contained in the updated 2011-12 Contracted District Audit Manual (CDAM), which can be found at http://CDAM. The following summarizes these changes:

SUMMARY OF 2011-12 CDAM CHANGES

- **Additions**
  - Section 476 – Curriculum and Instruction

- **Splitting of one section into two**
  - Section 437 – Student Fees – Instruction and Other Materials
  - Section 438 – Student Fees – Health Fees and Use of Health Fee Funds

- **Removals**
  - Section 473 - Economic and Workforce Development
  - Section 478 - Preference for Veterans and Qualified Spouses for Federally Funded Qualified Training Programs
  - Section 432 – Enrollment Fee
• **Combining of two sections into one**
  
  **Section 474** – now combines Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)
  
  **Section 410** – now combines old section 420 - Required State Compliance Tests into section 410 as .09

• **Revisions**
  
  **Section 421** – Salaries of Classroom Instructors (50 Percent Law)
  
  **Section 424** – State General Apportionment Funding System
  
  **Section 475** – Disabled Student Programs and Services (DSPS)
  
  **Section 327** – Supplemental Information
  
  **Section 130** – Arrangement for Audit
  
  **Section 150** – Distribution of Audit Reports
  
  **Section 180** – Audit Assistance and Publications
  
  **Section 230** – Audit Standards
  
  **Section 410** – Overview
  
  **Section 423** – Apportionment for Instructional Service Agreements/Contracts

• **Edits**

Edits were made to various sections to correct or delete dates, footnotes, information, names, numbers, references, tables, and webpage links to reflect current information. Also, emphasis was added to highlight some key information.

**CONTACTS**

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