Memorandum

April 18, 2013

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 2012-13

The final 2012-13 Contracted District Audit Manual (CDAM) can be found at http://CDAM. The following is a summary of changes:

Section 150 – Suite number 4554 is added to the mailing address for the Chancellor’s Office hard copy of the audit. There is a new contact at the Department of Social Services

Section 250 – Supplemental Information - Requires auditor to reconcile Education Protection Act expenditures to district accounting records.

Section 310.05 – Overview - Brief description of GASB 62 - capitalized interest must now be included in fixed asset costs for the 2012/13 fiscal year. Restatement of the beginning net asset balance is also required.

Section 327 - Supplemental Information - Requires auditor to include reconciliation of Education Protection Act expenditures to district accounting records in report.

Section 334 - Findings, Questioned Costs, And Recommendations - Added requirement for extrapolation in findings. Added a State compliance finding naming requirement within the report.

Section 400 – Most of the tests in this section already require an extrapolation of any findings within a test sample to the entire population of transactions available for testing. We added reminders within each test where this requirement applies to the findings. Beginning this audit year, if this requirement is not met, audits will be rejected as incomplete until Districts call their audit firms back to finish up this piece of the reporting requirement.
Section 410 – ARRA funds paragraph removed as the ARRA funds have expired

Section 410.04 – Clarification of when to report a compliance finding.

Section 410.09 – New naming requirement for state compliance findings.

Section 410.10 – Proposition 30 (Education Protection Account) introduction and changes overview.

Section 410.11 – Student Representation Fees are required to be presented on the 311 under fund 72.

Section 410.12 – Mandated Block Grants changes introduced.

Section 475.02 - Disabled Student Programs and Services - Guidance on the Chancellor’s Office website was added to the Criteria section.

Section 475.03 – Disabled Student Programs and Services (DSPS) – suggested audit procedures have been added.

Section 476 – Curriculum & Instruction - Removed to make room for the new state funded bond test.

Section 479 – To Be Arranged (TBA) Hours – updated with March 8, 2013 memorandum

Section 490 – Proposition 1D State Bond Funded Projects – new state test

Section 491 – Education Protection Account – new state test

Appendix – An example of the require reconciliation of Education Protection Act expenditures to district accounting records is given.

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
Please contact Tracy Britten at (916) 323-6899 or tbritten@cccco.edu if you have any questions or concerns regarding the manual.