



***Program Compliance Office  
California Student Opportunity & Access Program  
Review Report***

***2003-04 Award Year***

**South County Gilroy Consortium  
Program Review ID#60500000016**

**750 West 10th Street  
Gilroy, CA 95020**

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<b>Program Review Date:</b>	March 2005
<b>Auditor:</b>	Anadelia Marquez (916) 526-8035
<b>Report Approved by:</b>	Charles Wood, Manager Program Compliance Office (916) 526-8912

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## AUDITOR'S REPORT

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**SUMMARY** We reviewed South County Gilroy Consortium's administration of California Student Aid Commission (Commission) California Student Opportunity & Access Program (Cal-SOAP) for the 2003-04 award year.

The consortium's records disclosed no material exceptions.

**BACKGROUND** Through consortium compliance reviews, the administration of the Cal-SOAP program is evaluated to ensure program integrity with applicable laws, policies, contracts and consortium agreements.

The following information, obtained from the consortium and Commission database, is provided as background on the consortium:

A. Consortium

- Type of Organization: Private, Non-profit
- Project Director: Erin Gemar
- Board Chairperson: Edwin Diaz
- Fiscal Agent: Gilroy Unified School District
- Membership:
  - Anzar High School
  - Gilroy High School
  - Live Oak High School
  - MACSA El Portal Leadership Academy
  - Mount Madonna High School
  - Ascencion Solorsano Middle School
  - Britton Middle School
  - Martin Murphy
  - South Valley Middle School
  - Aromas School
  - San Juan School
  - Eliot Elementary
  - Las Animas Elementary
  - National University
  - UC Santa Cruz
  - CSU Monterey Bay
  - Economic & Social Opportunities
  - Gavilan Community College District
  - Gilroy Hispanic Chamber of Commerce
  - Gilroy Unified School District
  - Morgan Hill Unified School District
  - San Benito High School District

B. Consortium Persons Contacted

- Erin Gemar Project Director
- Edwin Diaz Board Chairperson
- Keiko Mizuno Fiscal Agent
- Brigitte Donner Accounting

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## AUDITOR'S REPORT (continued)

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### BACKGROUND (continued)

#### C. Project Information

- Date of Prior Commission Program Review: None
- Size of Student population in the service area: 12,500
- Number of Students Served
  - General: 12,500
  - Intensive: 10,000
- Cal-SOAP Programs:
  - Educational Career Unit
  - Parent Workshop
  - Bilingual Newsletter
  - Making High School Count
  - The Four Year
  - Making the College Search Count
  - On the Spot Admissions Drive
  - Senior Semiar: College/Financial Aid Application
  - College Tours
  - Transfer Making It Happen
  - I'm Going To College
  - Tutor Intern Training
  - Default Prevention
  - Afterschool Homework Centers
  - Academic Preparation Classes
  - Summer Academy

### OBJECTIVES, SCOPE AND METHODOLOGY

The purpose of our review is to provide the Commission with assurance that the consortium adequately administered the Cal-SOAP program and that they are in compliance with applicable laws, policies, contracts and consortium agreements.

The review focused on, but was not limited to, the following areas:

- A. General Eligibility
- B. Program Eligibility
- C. Administrative and Accounting Controls

The specific objectives of the review were to determine that:

- Administration systems have adequate controls to ensure that Cal-SOAP funds received by the consortium are secure.
- Administration systems have adequate controls to ensure that Cal-SOAP payments are accurate, legal and proper.
- Accounting requirements are being followed.

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**AUDITOR'S REPORT (continued)**

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**OBJECTIVES,  
SCOPE AND  
METHODOLOGY  
(continued)**

The procedures performed in conducting this review included:

- Evaluation of the current administrative procedures through interviews and reviews of records, forms and procedures.
- Evaluation of the current payment procedures through interviews and reviews of records, forms and procedures.
- Review of the records and payment transactions from a sample of 2 Cal-SOAP student tutors within the review period. The program review sample was judgmentally selected from the total population of 35 tutors.
- Review of the records and payment transactions from a sample of Cal-SOAP expenditures within the review period.

The review scope was limited to planning and performing procedures to obtain reasonable assurance that Cal-SOAP funds were administered according to the applicable laws, policies, contracts and consortium agreements. Accordingly, transactions were examined on a test basis to determine whether Cal-SOAP funds were expended in an eligible manner. The auditor considered the consortium's management controls only to the extent necessary to plan the review.

**CONCLUSION**

In conclusion, the consortium administrated the Commission Cal-SOAP program in accordance with the applicable laws, policies, contracts and consortium agreements as they pertain to the Commissions Cal-SOAP program.

**VIEWS OF  
RESPONSIBLE  
OFFICIALS**

The review was discussed with agency representatives in an exit conference held on March 17, 2005.

March 17, 2005

Charles Wood, Manager  
Program Compliance Office

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## OBSERVATION AND RECOMMENDATION

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OBSERVATION AND RECOMMENDATION: The following observation and recommendation is based upon our review of the institution's policies and procedures and the condition of the institution's records.

**OBSERVATION: Enhance Policy and Procedures**

It was observed that there were policy and procedures to govern the administration of the Cal-SOAP. However, these policy and procedures did not detail the daily operation of the Consortium.

**RECOMMENDATION:**

It is recommended that the South County Gilroy Consortium enhance their policy and procedures by detailing the daily operation in order to meet any additional needs or requirements of the program.