



***Program Compliance Office
Cal Grant Program Review Report***

2003-04 Award Year

**San Diego Community College Continuing
Education Center
Program Review ID#90502241600**

**5350 University Ave.
San Diego, CA 92105**

Program Review Dates:	July 2005
Auditor:	Anadelia Marquez (916) 526-8035
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AUDITOR'S REPORT

SUMMARY We reviewed San Diego Community College Continuing Education Center's administration of California Student Aid Commission (Commission) programs for the 2003-04 award year.

The institution's records disclosed no significant deficiencies

BACKGROUND Through institution compliance reviews, the administration of Commission programs is evaluated to ensure program integrity with applicable laws, policies, contracts and institutional agreements as they pertain to the following grant programs administered by the Commission:

Cal Grants

B and C

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

A. Institution

- Type of Organization: Public Institution of Higher Education
- Interim President: Jim Smith
- Accrediting Body: Western Association of Schools & Colleges

B. Institutional Persons Contacted

- Gregory Sanchez: Director of Financial Aid
- Michael Ledesma: Accounting Specialist

C. Financial Aid

- Date of Prior Commission Program Review: None
- Branches: None
- Financial Aid Programs: Federal: Direct Education Loan Program, Work Study, Pell, and SEOG
State: Cal Grant B and C
- Financial Aid Consultant: None

AUDITOR'S REPORT (continued)

OBJECTIVES, SCOPE AND METHODOLOGY

The purpose of our review is to provide the Commission with assurance that the institution adequately administered the Commission programs and their compliance with applicable laws, policies, contracts and institutional agreements as they pertain to the grant programs administered by the Commission.

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

- A. General Eligibility
- B. Applicant Eligibility
- C. Fund Disbursement and Refunds
- D. Roster and Reports
- E. File Maintenance and Records Retention
- F. Fiscal Responsibility for Program Funds

The specific objectives of the review were to determine that:

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

The procedures performed in conducting this review included:

- Evaluating the current administrative procedures through interviews and reviews of student records, forms and procedures.
- Evaluating the current payment procedures through interviews and reviews of student records, forms and procedures.
- Reviewing the records and grant payment transactions from 1 student who received a Cal Grant C award within the review period. The program review sample included all students awarded.

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

This report is written using the exception-reporting format, which excludes the positive aspects of the institution's administration of the California grant programs.

AUDITOR'S REPORT (continued)

OBJECTIVES, SCOPE AND METHODOLOGY (continued)	The names and social security numbers of the sample of students reviewed have been excluded from the body of this report and have been replaced by identifying numbers. Attachment A is a listing of the students by name, social security number and grant type.
CONCLUSION	In conclusion, except for the deficiencies cited in the Findings and Required Actions section of this report, the institution administrated the Commission grant programs in accordance with the applicable laws, policies, contracts and institutional agreements as they pertain to the Commissions grant programs.
VIEWS OF RESPONSIBLE OFFICIALS	The review were discussed with agency representatives in an exit conference on November 21, 2005.

November 21, 2005

Charles Wood, Manager
Program Compliance Office

ATTACHMENT A - STUDENT SAMPLE

No.	Student Name	Program	Status