



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

***2002-03 Award Year***

**San Diego & Imperial Counties Consortium  
Program Review ID#60400200006**

**2351 Cardinal Lane, Bldg K  
San Diego, CA 92123-3743**

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**Program Review Date:** 6/21/2004 – 6/25/04

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## AUDITOR'S REPORT

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### SUMMARY

We reviewed San Diego and Imperial Counties Consortium's (Consortium) administration of California Student Aid Commission (Commission) California Student Opportunity & Access Program (Cal-SOAP) for the 2002-03 award year.

The Consortium's records disclosed the following:

- Cal-SOAP Furniture Not Identified as State Property
- Actual In-Kind Match Amounts Were Not Properly Documented
- Cal-SOAP Funds Were Not Reconciled
- Travel Reimbursements Exceed the Cal-SOAP Agreement Allowances
- Expenses Charged Incorrectly
- EDFUND Default Prevention Grant Not Fully Expended

### 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: Linda Doughty
- Board Chairperson: Joyce Suber
- Fiscal Agent: University of California, San Diego
- Membership/Board: Attachment B

#### B. Persons Contacted

- Linda Doughty: Project Director
- Charlena McElveen: Auditor, UCSD Audit & Management Advisory Services
- Debra Pink: Cal-SOAP Fiscal Manager
- Joyce Suber: Consortium Board Chairperson

#### C. Project Information

- Date of Prior Commission Program Review: June 17, 1997
- Contractual Agreements: Poway Unified School District  
San Diego Unified School District  
Sweetwater Unified School District
- Size of Student population in the service area: 22,517
- Number of Students Served  
General: 12,010  
Intensive: 10,507

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## AUDITOR'S REPORT (continued)

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### C. Project Information (continued)

- Program Activities: Academic Tutoring  
Application Workshops  
Brothers and Sisters Going to Work It Out  
Cal-SOAP College Fair  
Cash for College/College Sunday  
College Making It Happen  
College Peer Advising  
Educational Sunday  
Enrollment Follow-up  
Home Visits  
I'm Going to College  
Math Academy-Parent Workshop  
National College Fair  
Parent Conferences  
Residential Program - AVID/Cal-SOAP/  
SDSU  
Staff Training-Students and Staff  
Test Preparation Classes and Workshops  
Transfer: Making It Happen

### 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.

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.

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## AUDITOR'S REPORT (continued)

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

- Review of the records and payment transactions from a sample of 15 Cal-SOAP student tutors within the review period. The program review sample was judgmentally selected from the total population of 150 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.

This report is written using the exception-reporting format, which excludes the positive aspects of the consortium's administration of the Cal-SOAP program.

The names and social security numbers of the sample of student tutors 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

**CONCLUSION**

In conclusion, except for the issues described in the Findings and Required Actions section of this report, 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 June 25, 2004.

June 25, 2004

Charles Wood, Manager  
Program Compliance Office

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## FINDINGS AND REQUIRED ACTIONS

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A. GENERAL  
ELIGIBILITY:

**FINDING: Cal-SOAP Furniture Not Identified as State Property**

A review of the consortium's accounting documentation, the Equipment Inventory Report, and discussions with consortium staff revealed that the purchase of modular furniture was not properly identified as State property.

**DISCUSSION:**

According to the Cal-SOAP Agreement, "Equipment by definition under this agreement includes major and minor equipment as specified and identified in the California State Administrative Manual sections 8600-8672. Equipment items to be purchased using state funds under the terms of this agreement shall be identified with an appropriate identification tag and the brand name, cost, date of purchase, identification/serial number, etc., listed on an Equipment Inventory Report. This report must be provided to the State Contract Manager and updated whenever additional equipment is purchased or equipment is disposed of in accordance with procedures established by the State Contract Manager. No equipment budget line will be established with a dollar value of less than \$50".

A review of the consortium's purchase orders revealed that modular furniture was purchased during the 2002-03 award year. However, an examination of the modular furniture and a coat rack revealed that the Consortium failed to properly identify the equipment as State property and report it to the Commission as required.

*University Response*

The University agrees that modular furniture purchased with Cal-SOAP funds were not properly identified as State property. Cal-SOAP indicated that tagging of the furniture was difficult due to the number of pieces involved and the inability to track each individual piece to a single unit identification tag.

*Cal-SOAP Corrective Action*

As suggested by CSAC, Cal-SOAP will tag one section of each modular unit and maintain a manual log of the remaining pieces associated with that particular tag identification number. The consortium is required to properly report and obtain an identification tag for the modular furniture. Additionally, the consortium must ensure all equipment purchased with Cal-SOAP funds over \$50 is properly reported and identified.

**REFERENCES:**

Cal-SOAP Agreement, G-O2-006  
Cal-SOAP Procedures Manual, Subject: Fiscal-Inventory

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## FINDINGS AND REQUIRED ACTIONS (continued)

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### REQUIRED ACTION:

The consortium's action is deemed acceptable; therefore, no further action is required.

### CONSORTIUM RESPONSE:

All modular furniture purchased with funds from the California Student Aid Commission has been identified as State property, tagged, logged, and reported to the Commission in accordance with the terms and conditions of the Cal-SOAP Agreement and the California State Administrative Manual sections 8600-8672.

In addition, Cal-SOAP management has ensured that all State equipment including equipment located at the Cal-SOAP Imperial Valley offices have been tagged as State property.

### B. PROGRAM ELIGIBILITY:

### FINDING: Actual In-Kind Match Amounts Were Not Properly Documented

A review of the Consortium's in-kind match documentation revealed that not all respective institutions had detailed documentation of the in-kind contribution amounts.

### DISCUSSION:

State law requires a matching contribution of local resources for each Cal-SOAP project at a 1:1 ratio. The goal, however, is for the projects to attain a 1:1.5 ratio. Each consortium, through its Project Director, is expected to systematically account for the receipt and expenditure of matching funds provided by supporting institutions. The expenditure of matching funds constitutes an integral part of each project's operation and its fiscal reporting to the Commission. "In-Kind" funds, which are not included in a project's expenditure budget, are to be accounted for in a reasonable manner and reported to the Commission.

Although attempts were made by the Governing Board's Treasurer to have its members complete the quarterly Form B's for the program match, inconsistencies were found as follows:

- 1) CSU San Marcos reported \$4,265 on their Form A but failed to provide a completed Form B that discloses the final match amount.
- 2) San Diego City College who reported \$6,500 in contributions, only reported match for the 1<sup>st</sup> quarter in the amount of \$2,066. It is unclear whether this college had match for the second through the fourth quarters.

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## FINDINGS AND REQUIRED ACTIONS (continued)

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- 3) The site visit to San Diego Unified School District revealed that the match documentation could have been more detailed than what was reported on Form B.

Currently, some supporting institutions are not fully calculating and documenting their in-kind contributions for which they are reporting to the Consortium. The members did not realize in what detail they needed to provide and document the actual amounts, therefore, the Consortium does not know the actual in-kind ratio.

### *University Response*

UCSD is aware that Cal-SOAP has experienced ongoing concerns with consortium members not properly reporting the in-kind matching and/or completing the Form B's as indicated in Audit and Management Advisory Services (AMAS) Final Audit Reports No. 2002-81 and 2004-77.

### *Cal-SOAP Corrective Action*

AMAS continues to recommend that Cal-SOAP work with consortium members in the proper preparation and submission of Form B's. In addition, Cal-SOAP will follow up with the consortium members cited above to ensure resolution of all issues involving the match requirements as indicated.

### **REFERENCES:**

California Education Code, Section 69564  
Cal-SOAP Program Operations Handbook, 12/6/96, Section 4, pages 22 & 24  
Cal-SOAP Program Operations Handbook, 10/01, Section 2, pages 2 – 4

### **REQUIRED ACTION:**

In a 1997 Cal-SOAP program review, the consortium was cited for not maintaining match documentation; therefore, this issue is considered a repeat finding. It is imperative that Cal-SOAP personnel follow-up with its members to ensure that the members supply the required actual match figures.

### **CONSORTIUM RESPONSE:**

The Cal-SOAP Director and Board Treasurer have developed a better mechanism for tracking effort committed by teachers and counselors, administrative time and other in-kind services provided by the San Diego Unified School District as well as other consortium members. In addition the Cal-SOAP Director and Board Treasurer have directed oversight to ensure that Form B's are received on a timely basis from all consortium members. E-mail reminders will be sent on a weekly basis and the Director and Board Treasurer will alert the Cal-SOAP Executive Board when members are non-compliant.

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## FINDINGS AND REQUIRED ACTIONS (continued)

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### AUDITOR REPLY:

The consortium's action is deemed acceptable.

### C. ADMINISTRATIVE AND ACCOUNTING CONTROLS:

#### **FINDING 1: Cal-SOAP Funds Were Not Reconciled**

A review of the Consortium's fiscal documents revealed that 2002-03 Cal-SOAP funds were not reconciled.

#### **DISCUSSION:**

The Commission expects projects to maintain adequate fiscal and managerial controls to ensure proper expenditures of state appropriations. No state-appropriated funds may be carried over from one fiscal year to the next. Any unused funds at the end of the fiscal year must be returned to the Commission.

A reconciliation of the 2002-03 Budget Report-Final Report, the UCSD cost center 18571A and Operating Ledger disclosed unexpended funds.

#### *University Response*

UCSD agrees that the Cal-SOAP Fund (cost center) for Fiscal Year 2002-03 was not reconciled to accurately reflect expenses incurred as requested in the CSAC Reimbursement Reports, and that Cal-SOAP continued to incur costs through May 2004 on the 2002-03 Agreement, which terminated June 30, 2003.

#### *Cal-SOAP Corrective Action*

Audit & Management Advisory Services (AMAS) and the Office of Post Award Financial Services (OPAFS) will work with Cal-SOAP to produce a reconciliation of the CSAC Agreement for the period July 1, 2002 through June 30, 2003. This will include a review and transfer of expenses inappropriately charged to Project year 2003 or Project 2004 and vice versa. Upon completion of the reconciliation, Operating Ledger Detail reports and EXCEL spreadsheets will be generated and forwarded to CSAC in support of the reconciliation. If applicable, any unexpended balance will be returned to CSAC at that time.

#### **REFERENCES:**

Cal-SOAP Operations Handbook, 12/96, Section 4, pages 24-25

Cal-SOAP Operations Handbook, 10/01, Section 4

Cal-SOAP Compliance Review Guidance, November 30, 2001, page 6

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## FINDINGS AND REQUIRED ACTIONS (continued)

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### REQUIRED ACTION:

The Consortium submitted their reconciliation on November 8, 2004 and it disclosed unexpended funds in the amount of **\$11,041.00**, which **must** be returned to the Commission. Please submit payment as directed in the general repayment instructions located at the conclusion of this report. Additionally, the Consortium must submit the procedures that will be implemented to ensure that all reimbursements requested are expended during the appropriate fiscal/contract year and any unexpended Cal-SOAP funds are returned to the Commission.

### CONSORTIUM RESPONSE:

As indicated under *Required* Action, UCSD submitted a reconciliation of the UCSD Fund (cost center) 18571A on November 8, 2004, which disclosed an unexpended balance of \$11,041. UCSD Disbursements Office issued check number 41321033 in the Amount of \$11,041 dated March 23, 2005 representing the unexpended balance on the Cal-SOAP Agreement. The check was mailed on March 24, 2005 by UCSD Office of Post Award Financial Services (OPAFS) in accordance with instructions contained in Attachment, *General Payment Instructions*.

Cal-SOAP management has implemented internal procedures for management of Cal-SOAP funds which includes awareness that all funds must be fully expended within 90 days of the Cal-SOAP Agreement end date and that all unexpended fund must be returned to CSAC. In addition; all billing claims must be reconciled prior to submission to CSAC for payment.

### AUDITOR REPLY:

The consortium's action is deemed acceptable.

#### C. ADMINISTRATIVE AND ACCOUNTING CONTROLS:

#### **FINDING 2: Travel Reimbursements Exceed the Cal-SOAP Agreement Allowances**

A review of travel reimbursement policies and claims revealed that Cal-SOAP travel mileage was reimbursed at higher rates than the allowances in the Cal-SOAP Agreement.

#### **DISCUSSION:**

The Travel and Per Diem Schedule rates per the Cal-SOAP Agreement are as follows:

- lodging up to \$84.00 plus tax, with receipt (lodging costs that exceed \$84 require advance approval by the State Contract Manager);
- incidentals, up to \$6.00

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## FINDINGS AND REQUIRED ACTIONS (continued)

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- mileage, .34 cents per mile;
- breakfast, up to \$6.00;
- lunch, up to \$10.00; and
- dinner, up to \$18.00.

### **Time Frames-Less Than 24-Hour**

For continuous travel of less than 24 hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

Breakfast: Leave at or before 0600 (6:00am)  
Return at or after 0900 (9:00 am)

Lunch: **No reimbursement allowed**

Dinner: Leave at or before 1600 (4:00 pm)  
Return at or after 1900 (7:00 pm)

In comparing the above approved rates and the Consortium rates the following discrepancies were noted:

- Mileage Reimbursement Allowance Exceeds State Rate – per Cal-SOAP Agreement, mileage reimbursement rate is \$.34. However, per the Consortium’s “Private Automobile Mileage Voucher” form, mileage is reimbursed at \$.36, which exceeds the State rate
- According to the “Travel/Host Expense Voucher” form for event No. 270248, lunch and dinner reimbursements in the amount of \$14.01 and \$28.71, respectively, were charged that exceeds the allowable State amounts.
- According to the “Travel/Host Expense Voucher” form for event No. 251586, a lunch and dinner reimbursement of \$33.32 was charged on May 12th. The allowable State reimbursement for lunch and dinner would be \$28.00 (\$10.00 for lunch and \$18.00 for dinner). In addition a breakfast, lunch, and dinner reimbursement in the amount of \$50.00 were charged on May 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup>. The allowable State reimbursement for breakfast, lunch, and dinner would be \$34.00 (\$6.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner).

### *University Response*

UCSD agrees that in the instance cited, the appropriate reimbursement ceilings were exceeded. The University of California Travel Policy is established under Business and Finance Bulletin, G-28, Policy Regulations Governing Travel.

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## FINDINGS AND REQUIRED ACTIONS (continued)

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Section III, Part A, Scope read as follows:

“...The terms set forth in an extramural funding agreement govern only when such terms are more restrictive than University travel regulations. Campuses and Laboratories also may adopt more restrictive procedures, if desired. In addition, the terms of a collective bargaining shall govern when such terms do not conform to the provisions of this Bulletin.”

### *Cal-SOAP Corrective Action*

In consultation with UCSD Human Resources for matters related to collective bargaining agreements, Cal-SOAP will establish internal policies and procedures to conform with the established mileage and subsistence rates set by the State's Department of Personnel Administration-California Code of Regulations, Title II, Division I, Chapter 3, Sub Chapter 1, Article 2, DPA rule 599.619 (meals, and lodging) and DPA rule 599.631 (mileage).

### **REFERENCES:**

Cal-SOAP Agreement, G-O2-006  
University of California Travel Policy, Business and Finance Bulletin, G-28

### **REQUIRED ACTION:**

In the response, please provide a copy of the internal policies and procedures that will be implemented to comply with Cal-SOAP Agreement travel rates.

### **CONSORTIUM RESPONSE:**

Cal-SOAP management has implemented internal procedures related to Cal-SOAP travel compliance. Prepares of travel expense vouchers (TEV) must comply with the established mileage and subsistence rates set in accordance with the State's Department of Personnel Administration (DPA) regulatory requirements, as contained in each current Cal-SOAP Agreement. When applicable, where expenses exceed the established State rates, travelers may be reimbursed from other non-State and non-Federal fund sources. See *Attachment B*.

### **AUDITOR REPLY:**

The consortium's action is deemed acceptable.

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## FINDINGS AND REQUIRED ACTIONS (continued)

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C. ADMINISTRATIVE  
AND ACCOUNTING  
CONTROLS:

**FINDING 3: Expenses Charged Incorrectly**

A review of the Consortium's general ledgers revealed incorrect charging of expenses.

**DISCUSSION:**

The expenditure budget for a Cal-SOAP project shows proposed expenditures by state funds, matching funds, and total funds according to project functions and basic operations.

A preliminary budget for a year is included in a Consortium's reapplication for funding, with the approval of the reapplication being based in part on the budget. This program budget reflects the anticipated costs of carrying out expected levels of services and activities for the year. As there may be reasons for making changes in the budget during the early months of the fiscal year, a final budget is not called for until October 1st.

Once the Commission approves this final budget, it may be changed only by special arrangements with Commission staff. The Commission expects projects to maintain adequate fiscal and managerial controls to ensure proper expenditures of funds. Each consortium's project director will report at least quarterly to its fiscal agent on the status of the project's budget. This information will be transmitted, on a regular basis, to representatives of the Consortium and to the Commission.

An examination of the Consortium's fiscal documents disclosed the following prior year expenses were posted to current award year incorrectly:

A review of Purchase Order 10225883 revealed that the services rendered were for the 2001-02 award year. However, payment in the amount of \$42,003.00 was posted in the 2002-03 award year.

*University Response*

The Cal-SOAP Fund Manager recognized this error in April 2004, when she realized that the San Diego Unified School District was not invoicing the Cal-SOAP program in a timely manner for counselor related salary expenses. At that time, the Fund Manager contacted the District to request submission of the invoice, and issued an encumbrance under Purchase Order No. 10234668 in the amount of \$54,100. The San Diego Unified School District submitted the invoice in May 2004, which was forwarded to UCSD Disbursement for payment June 15, 2004.

*Cal-SOAP Corrective Action*

Cal-SOAP has established the month of April as the deadline submission period for the San Diego Unified School District to request reimbursement for

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**FINDINGS AND REQUIRED ACTIONS (continued)**

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counselor related salary expenses. A follow up will be conducted with the School District at that time to ensure that invoicing is submitted and paid within the CSAC award period.

**REFERENCES:**

Cal-SOAP Agreement (G-02-006)  
Cal-SOAP Compliance Review Guidance, 11/30/01, Appendix C-Instructions for Reimbursement-Budget Report

**REQUIRED ACTION:**

No ineligible funds will be assessed. However, the Consortium must submit written procedures that will ensure that only expenses related to the program will be included in the Consortium reimbursement requests and that prior or future year expenses are not included in the current year Cal-SOAP program budget.

**CONSORTIUM RESPONSE:**

Cal-SOAP management has provided the oversight necessary to ensure that all funds are expended within 90 days of the project year end date. Cal-SOAP has established the month of April within each current project year as the deadline date for submission of reimbursement requests from consortium members.

Cal-SOAP management has implemented procedures for management of Cal-SOAP funds which includes awareness that all funds must be fully expended within 90 days of the Cal-SOAP Agreement end date.

**AUDITOR REPLY:**

The consortium's action is deemed acceptable.

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## DEFAULT PREVENTION GRANT FINDINGS AND REQUIRED ACTIONS

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EDFUND  
DEFAULT  
PREVENTION  
GRANT:

**FINDING: EDFUND Default Prevention Grant Not Fully Expended**

At the end of the contract period, October 1, 2002 through September 30, 2003, the project had an unexpended balance of \$828.39.

**DISCUSSION:**

A review of the 2002-03 EDFUND Default Prevention Grant Award disclosed unexpended funds of **\$828.39** (EDFUND Grant award of \$40,000 less expenditures of \$39,171.61).

**REFERENCES:**

EDFUND Contract # 3373-02-013  
EDFUND policies for eligibility in the Default Prevention Grant Program

**REQUIRED ACTION:**

The Consortium must return the unexpended Default Prevention Grant funds of **\$828.39** to EDFUND. Please submit payment as directed in the general repayment instructions located at the conclusion of this report. A copy of the repayment must be submitted to the Commission in response to this report.

**CONSORTIUM RESPONSE:**

UCSD Disbursements Office issued check number 41321047 dated March 23, 2005 in the amount of \$828.39 representing the unexpended EDFUND balance. The check was mailed on March, 24, 2005 by UCSD Office of Post Award Financial Services (OPAFS) in accordance with instructions contained in Attachment, *General Payment Instructions*. Cal-SOAP management has noted for future reference that all unexpended EDFUND balances must be returned to the EDFUND program.

**AUDITOR REPLY:**

The consortium's action is deemed acceptable.

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## OBSERVATIONS AND RECOMMENDATIONS

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OBSERVATIONS AND RECOMMENDATIONS: **The following are observations and recommendations based upon our review of the consortium's policies and procedures and the condition of the consortium's records.**

### **OBSERVATION 1: Food and Water Provided**

A food purchase in the amount of \$46.00 for new Consortium members, a reimbursement for a student employee food purchase of \$15.32 and water purchased for the Cal-SOAP offices are unallowable since it does not meet the goals and objectives of the Cal-SOAP program and it does not relate directly to services provided to students.

### **RECOMMENDATION:**

The intent of the program is to increase the availability of information on the existence of postsecondary education and to raise the achievement levels of Cal-SOAP eligible students. With the limited amount of Cal-SOAP funds the purchase of food for Cal-SOAP functions that is not directly related to student activities is questionable.

### **UNIVERSITY RESPONSE:**

Cal-SOAP understood that food is an allowable cost for activities and events involving student participation and inadvertently included food purchases for other Cal-SOAP activities. The Fund Manager is now informed that costs for food items are allowable only if the purchases are directly related to events and activities for students served under the Cal-SOAP program.

### **CAL-SOAP CORRECTIVE ACTION:**

Cal-SOAP will establish internal policies and procedures to conform to the State's Department of Personnel Administration (DPA) regulatory requirements for allowable consumable food and drink costs directly charged to the Cal-SOAP program.

### **CONSORTIUM RESPONSE:**

Cal-SOAP management has implemented internal policy to conform to the State's Department of Personnel Administration (DPA) regulatory requirements for allowable consumable food and drink costs. Food and drink costs for activities and events are allowable only when such cost directly benefit Cal-SOAP student participants.

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**OBSERVATIONS AND RECOMMENDATIONS (continued)**

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**OBSERVATION 2: Purchase of Book**

Travel/Host Expense Voucher for Event No. 251586 indicates that the traveler purchased a book in the amount of \$10.00 and was reimbursed using Cal-SOAP funds. However, there is no description or identification indicating the type of book or its purpose.

**RECOMMENDATION:**

The intent of the Cal-SOAP program is to increase the availability of information on the existence of postsecondary education and to raise the achievement levels of Cal-SOAP eligible students. With the limited amount of Cal-SOAP funds the purchase of materials for Consortium staff is not directly related to student activities is questionable.

**UNIVERSITY RESPONSE:**

According to the Cal-SOAP traveler, the book was purchased from the conference keynote speaker and was related to the American College Testing (ACT) Program conference. The book was not located in the Cal-SOAP office. The traveler will check personal belongings and return the book to the office.

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**ATTACHMENT A - STUDENT SAMPLE**

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	<b>Name</b>	<b>Title</b>
1	Amber Ruddock	Tutor
2	Kristen Dunphy	Tutor
3	Robert Tostado	Tutor
4	Brenda Gonzalez	Tutor
5	Nicole Chung	Tutor
6	Emily Wear	Tutor
7	Robby Jomenez	Tutor
8	Connie Kim	Tutor
9	Melissa Valdez	Tutor

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**ATTACHMENT B – CONSORTIUM GOVERNING BOARD**

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<b>Name/Board Position</b>	<b>Institution</b>
Linda Doughty	Cal-SOAP San Diego Office Director
Joyce Suber, Chair	SDCOE/AVID
Stan Swilling, Vice Chair	Wahupa, Educational Talent Search
Denise Whisenhunt, Secretary	SD Community College District, Associate Dean
Earl Wiens, Treasurer	Sweetwater District, Director, Student Support Services
Mae Brown	UCSD, Office of Admissions & Relations with Schools
Gloria Carmona ( <i>Imperial County</i> )	Borderlink Project
Gus Chavez	SDSU. EOP/Ethnic Affairs
Steve Coover	Grossmont Union High School
Darla Wilson	Palomar College, Dean, Counseling Relations with Schools
Mary Heath	Poway Unified School District, Learning Support Services
Cherine Heckman	Cal State University San Marcos, Director of Admissions
Dale Hudson	Point Loma Nazarene, Associate Director of Outreach
Adela Jacobson	San Diego Mesa College, EOPS and Student Support Services Director
Judy Lewis Logue	USD, Director of Financial Aid Services
Rosalie O. Lopez ( <i>Imperial County</i> )	Imperial Valley College
Sandy Lyon	Cuyamaca College, EOPS
Jan Moberly	MiraCosta College, Coordinator, School Relations/Diversity Outreach
Rosa Elena Moreno ( <i>Imperial County</i> )	Cal-SOAP Imperial Valley, SDSU, Assistant Dean of Student Affairs
Gerald Ramsey	San Diego City College, EOPS
Nancy Rohland	National University, Regional Director/Associate Dean
Joan Thompson	Miramar College, EOPS
Jim Tolbert	Grossmont College, EOPS
Susan Topham	Alliant International University, Marketing & Admissions
Joanne Wall,	San Diego City Schools Institute for Learning, Counseling & Guidance Department
Darla Wilson	Palomar College, Dean, Counseling Relations with Schools