

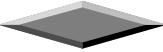


***Program Compliance Office
California Student Opportunity & Access Program
Review Report***

2002-03 Award Year

**North Coast Consortium
Program Review ID#60400200007**

**7351 Tompkins Hill Road
Eureka, CA 95501-9300**



Program Review Date:	4/26/2004 through 4/30/2004
Auditor:	Melanie Wong (916) 526-8207
Report Approved by:	Charles Wood, Manager Program Compliance Office (916) 526-8912

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AUDITOR'S REPORT

SUMMARY We reviewed North Coast Consortium's 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 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: Marcy Manning
- Board Chairperson: Debra Strahan
- Fiscal Agent: Scott Thomason, VP Fiscal Services
College of the Redwoods
- Membership:
 - Bridgeville School District
 - Cuddeback Union School District
 - Del Norte County Unified School District
 - Eureka City School District
 - Fieldbrook School District
 - Fort Bragg Unified School District
 - Fortuna Union High School District
 - Hydesville School District
 - Klamath-Trinity Joint Unified School District
 - Kneeland School District
 - Loleta Union School District
 - Maple Creek School District
 - Mattole Unified School District
 - Mendocino Unified School District
 - Orick School District
 - Rio Dell School District
 - Scotia Union School District
 - Southern Humboldt Unified School District
 - Trinidad Union School District
 - Redwoods Community College District
 - Humboldt State University
 - University of California, Davis
 - AVID, Region 1
 - Humboldt Area Foundation

AUDITOR'S REPORT (continued)

B. Consortium Persons Contacted

- Marcy Manning Project Director
- Debra Strahan Board Chairperson
- Ron Cox Fiscal Agent (Director of Fiscal Services)
- Gail Cagle Cal-SOAP Administrative Office Coordinator
- Vinci Adams: Fiscal Agent (Budget Technician)

C. Project Information

- Date of Prior Commission Program Review: November 2001
- Size of Student population in the service area: 27,670
- Number of Students Served
General: 2,089
Intensive: 1,389
- Cal-SOAP Programs: Advisement
Career & College Fair
Program Recruitment
College Outreach
Student Reminders & Information
Parent Information
Money for College Conference
Visiting College Student
I'm Going to College
Expanding Your Horizons
Transfer: Making It Happen
Tutoring

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.

AUDITOR'S REPORT (continued)

**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 5 Cal-SOAP student tutors within the review period. The program review sample was judgmentally selected from the total population of 92 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, 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 April 30, 2004.

April 30, 2004

Charles Wood, Manager
Program Compliance Office