



# **NEBRASKA COMMUNITY COLLEGES STATE AID ENROLLMENT AUDIT GUIDELINES**

**Commission Approved**

**Coordinating Commission for Postsecondary Education**  
January 22, 2015

## TABLE OF CONTENTS

SECTION	PAGE
 <b>GENERAL OUTLINE OF STATE AID ENROLLMENT AUDIT GUIDELINES</b>	
I. Purpose.....	1
II. Statutory Provisions .....	1
III. Guidelines for Area CPA Audit.....	1
 <b>SAMPLE AUDIT FORMAT</b>	
Sample Audit Format .....	3
Independent Auditor’s Report .....	4
Statement of Reimbursable Full-time Equivalent Student Enrollment and Reimbursable Educational Units .....	6
Notes to Statement of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units.....	7
Schedule 1: Total Full-Time Equivalent Student Enrollment.....	9
Schedule 2: Reconciliation of Reimbursable Full-Time Equivalent Student Enrollment and Unaudited Tuition Income.....	10
Schedule 3: Allocation of 1.0 REU Factor Course .....	11
Independent Auditor’s Report on Internal Control Over Enrollment Reporting and on Compliance and Other Matters Based on an Audit of Enrollment Statements Performed in Accordance with Government Auditing Standards.....	12

**Applicable to:**

Central Community College  
Metropolitan Community College  
Mid-Plains Community College  
Northeast Community College  
Southeast Community College  
Western Nebraska Community College

# NEBRASKA COMMUNITY COLLEGES STATE AID ENROLLMENT AUDIT GUIDELINES

## I. PURPOSE

The purpose of the *Nebraska Community Colleges State Aid Enrollment Audit Guidelines* is to provide audit guidelines for use by outside independent auditors to audit full-time equivalents (FTEs) and reimbursable educational units (REUs) used in allocating state aid.

## II. STATUTORY PROVISIONS

[Nebraska Statutes Sections 85-1501 to 85-1542](#) provide the basis for the Nebraska Community Colleges.

## III. GUIDELINES FOR COMMUNITY COLLEGE AREA CPA AUDIT

The following procedures are necessary to meet minimum requirements for an adequate state aid enrollment audit:

- A. *Review Nebraska Community Colleges State Aid Enrollment FTE/REU Guidelines.*  
These guidelines provide the community colleges the methodology and requirements needed to determine allowable FTEs and the proper weighting of the courses. It is the auditor's responsibility to insure the fiscal year appropriate *Nebraska Community Colleges State Aid Enrollment FTE/REU Guidelines* are referenced when testing for compliance.
- B. Examine FTE and REU enrollment records. Sample testing of data shall be in accordance with generally accepted auditing standards. Records to be examined shall include:
  1. Registration records
  2. Drop and add records
  3. Financial records – for tribally-controlled community colleges, tuition payment records are not required to be reviewed as these payments and FTEs are not part of the reconciliation of unaudited tuition collected or waived to FTE
  4. Current College Master Course Lists approved by the Commission
  5. Classification of courses as to legal definitions
  6. Contracts for eligible and ineligible FTEs
  7. Course weighting decision rules
  8. For tribally-controlled community colleges, documentation supporting non-Native status for students counted in FTE calculation

**C. The audit opinion rendered must include certification of the reimbursable FTE enrollment and REU weighting, and that courses not listed on the Commission-approved Master Course List were not included in the determination of reimbursable FTE and REUs.**

D. The following information shall be included as unaudited supplemental information:

1. Schedule of Total Full-Time Equivalent Student Enrollment. This schedule should include both reimbursable and non-reimbursable FTE and include academic transfer/support, Class 1, Class 2, and ineligible for state aid by semester or quarter.
2. A reconciliation of unaudited tuition collected or waived to FTE. Tribally-controlled community colleges FTE counts and tuition are not included in the reconciliation.
3. An allocation of 1.0 REU factor courses. The allocation shall include credit hours, contact hours, FTE and REU. Courses with an REU factor of 1.0 shall be allocated by declared student major as of the tenth (10<sup>th</sup>) instructional day to academic transfer, academic support, undeclared/non-degree, and foundations education.

# **SAMPLE AUDIT FORMAT**

Anywhere Nebraska Community College Area

Statements of Reimbursable Full-Time Equivalent Student Enrollment and  
Reimbursable Educational Units

June 30, 20zz and 20yy

## INDEPENDENT AUDITORS' REPORT

### **Report on the Financial Statements**

We have audited the accompanying statements of reimbursable full-time equivalent student enrollment and reimbursable educational units of Anywhere Nebraska Community College Area for the years ended June 30, 20zz and 20yy and the related notes to the statements, which collectively comprise the College Area's enrollment statements as listed in the table of contents.

### **Management's Responsibility for the Statements**

Management is responsible for the preparation and fair presentation of these enrollment statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the enrollment statements that are free of material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these accompanying statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the statements referred to above are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the accompanying statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the enrollment statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the enrollment statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the enrollment statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinions**

In our opinion, the accompanying statements referred to above, present fairly, in all material aspects, the reimbursable full-time equivalent student enrollment and reimbursable educational units of Anywhere Nebraska Community College Area, as of June 30, 20zz and 20yy, in accordance with guidelines referred to in the notes to the accompanying statements.

## **Other Matters**

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the statements of reimbursable full-time equivalent student enrollment and reimbursable educational units taken as a whole that collectively comprise Anywhere Nebraska Community College Area's basic enrollment statements. The supplementary information included on Schedules 1, 2, and 3 are presented for purposes of additional analysis and are not a required part of the basic enrollment statements.

The supplementary information as contained in Schedules 1, 2, and 3 are the responsibility of management and were derived from and relate directly to the underlying enrollment records and other records used to prepare the basic enrollment statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic enrollment statements, and accordingly, we do not express an opinion or provide any assurance on them.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated August 14, 20zz, on our consideration of Anywhere Nebraska Community College Area's internal control over enrollment reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over enrollment reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over enrollment reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Anywhere Nebraska Community College Area's internal control over enrollment reporting and compliance.

Independent CPA Firm  
Anywhere, Nebraska  
August 14, 20zz

**Anywhere Nebraska Community College Area**  
**Statements of Reimbursable Full-time Equivalent Student Enrollment & Reimbursable Educational Units**  
**Fiscal Years Ended June 30, 20zz and 20yy**

	<u>Semester</u>	<u>Hours Quarter</u>	<u>Contact</u>	<u>Reimbursable FTE</u>		<u>Reimbursable Education Units</u>	
				<u>Student Enrollment 20zz</u>	<u>20yy</u>	<u>20zz</u>	<u>20yy</u>
Summer							
1.0 Academic Transfer/Support	N/A	7,547.00	5,417.00	173.73	169.85	173.73	169.85
1.5 Class 1, Applied Tech/Occupational	N/A	9,973.50	13,269.00	236.38	215.19	354.56	322.78
2.0 Class 2, Applied Tech/Occupational	<u>N/A</u>	<u>24,964.00</u>	<u>2,010.00</u>	<u>556.99</u>	<u>550.21</u>	<u>1,113.98</u>	<u>1,100.42</u>
	<u>N/A</u>	<u>42,484.50</u>	<u>20,696.00</u>	<u>967.1</u>	<u>935.25</u>	<u>1,642.27</u>	<u>1,593.05</u>
Fall							
1.0 Academic Transfer/Support	3,736.00	11,119.00	9,042.50	381.67	366.62	381.67	366.62
1.5 Class 1, Applied Tech/Occupational	1,842.00	15,553.00	15,975.50	424.77	409.92	637.16	614.88
2.0 Class 2, Applied Tech/Occupational	<u>2,531.00</u>	<u>29,320.50</u>	<u>4,336.00</u>	<u>740.75</u>	<u>667.83</u>	<u>1,481.50</u>	<u>1,335.66</u>
	<u>8,109.00</u>	<u>55,992.50</u>	<u>29,354.00</u>	<u>1,547.19</u>	<u>1,444.37</u>	<u>2,500.33</u>	<u>2,317.16</u>
Winter							
1.0 Academic Transfer/Support	4,050.00	11,190.00	7,280.50	391.76	345.47	391.76	345.47
1.5 Class 1, Applied Tech/Occupational	1,658.00	16,318.50	15,383.50	434.99	420.97	652.49	631.46
2.0 Class 2, Applied Tech/Occupational	<u>2,041.50</u>	<u>30,486.50</u>	<u>6,223.00</u>	<u>752.44</u>	<u>738.89</u>	<u>1,504.88</u>	<u>1,477.78</u>
	<u>7,749.50</u>	<u>57,995.00</u>	<u>28,887.00</u>	<u>1,579.19</u>	<u>1,505.33</u>	<u>2,549.13</u>	<u>2,454.71</u>
Spring							
1.0 Academic Transfer/Support	853.00	10,005.50	11,266.00	263.30	238.93	263.30	238.93
1.5 Class 1, Applied Tech/Occupational	390.00	14,948.00	10,757.50	357.13	328.10	535.70	492.15
2.0 Class 2, Applied Tech/Occupational	<u>1,037.00</u>	<u>27,395.50</u>	<u>4,531.00</u>	<u>648.39</u>	<u>634.63</u>	<u>1,296.78</u>	<u>1,269.26</u>
	<u>2,280.00</u>	<u>52,349.00</u>	<u>26,554.50</u>	<u>1,268.82</u>	<u>1,201.66</u>	<u>2,095.78</u>	<u>2,000.34</u>
Totals	<u>18,138.50</u>	<u>208,821.00</u>	<u>105,491.50</u>	<u>5,362.30</u>	<u>5,086.61</u>	<u>8,787.51</u>	<u>8,365.26</u>

See accompanying notes to statements

## ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA

### Notes to Statement of Reimbursable Full-Time Equivalent Student Enrollment and Reimbursable Educational Units

June 30, 20zz and 20yy

#### I. GUIDELINES

The certification of reimbursable full-time equivalent (FTE) student enrollment and reimbursable educational unit (REU) is required by Nebraska Statutes. The Statutes also provide general guidelines for determining the FTE student enrollment total and subsequent conversion of FTEs to REUs. The Coordinating Commission and the Community College Advisory Committee defined more specific guidelines. These guidelines were used in the determination of the FTE student enrollment total and subsequent conversion to REUs.

The computation of the information for this report is based on the current State Aid Enrollment FTE/REU Guidelines which were accepted by the Commissioners of the Coordinating Commission.

#### II. FULL-TIME EQUIVALENT STUDENT AND REIMBURSABLE EDUCATIONAL UNIT DEFINITIONS

- A. An FTE student is equivalent to thirty semester or forty-five quarter credit hours of classroom, laboratory, clinical, practicum, independent study course work or cooperative work experience applicable to a degree, diploma, or certificate in a program for which credit hours are offered or nine hundred contact hours of classroom or laboratory course work for which credit hours are not offered or awarded.
- B. The number of credit hours which shall be counted by any community college area in which a tribally controlled community college is located shall include credit hours awarded by such tribally controlled community college to students for which such institution received no federal reimbursement pursuant to the Tribally Controlled Community College Assistance Act, 25 U.S.C. 1801;
- C. REUs are calculated by multiplying eligible FTEs by the appropriate weighting factor as defined for each type of course offering as follows:
- D.

<b>Course Type §85-1503</b>	<b>Community College</b>	<b>Tribally Controlled</b>
Academic Transfer	1.00	2.00
Academic Support	1.00	2.00
Class 1 Applied Tech/Occupational	1.50	3.00
Class 2 Applied Tech/Occupational	2.00	4.00

**ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA**

Notes to Statements of Reimbursable Full-Time Equivalent Student Enrollment and  
Reimbursable Educational Units  
June 30, 20zz and 20yy

**Note 3. THREE-YEAR AVERAGE VALUES**

The following three-year average values are included in the audited statements for use in state aid computations.

**Fiscal Year Ending June 30, 20zz**

Years Ending June 30	Reimbursable Full-Time Equivalent Student Enrollment	Reimbursable Education Units
20xx	5,198.55	8,549.33
20yy	5,086.61	8,365.26
20zz	5,362.30	8,787.50
Three-year average	5,215.82	8,567.36

**Fiscal Year Ending June 30, 20yy**

Years Ending June 30	Reimbursable Full-Time Equivalent Student Enrollment	Reimbursable Education Units
20vv	5,042.59	8,212.84
20xx	5,198.55	8,549.33
20yy	5,086.61	8,365.26
Three-year average	5,109.25	8,375.81

**Schedule 1**

**ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA**  
 Total Full-Time Equivalent Student Enrollment  
 Years ended June 30, 20zz and 20yy (Unaudited)

	Full-Time Equivalent Student Enrollment	
	20zz	20yy
Summer		
1.00 Academic Trans/Sup	173.73	169.85
1.50 Class 1, Applied Tech/Occupational	236.38	215.19
2.00 Class 2, Applied Tech/Occupational	556.99	550.21
Ineligible for state aid	<u>84.76</u>	<u>80.66</u>
	1,051.86	1,015.91
Fall		
1.00 Academic Trans/Sup	381.67	366.62
1.50 Class 1, Applied Tech/Occupational	424.77	409.92
2.00 Class 2, Applied Tech/Occupational	740.75	667.83
Ineligible for state aid	<u>95.28</u>	<u>106.84</u>
	1,642.47	1,551.21
Winter		
1.00 Academic Trans/Sup	391.76	345.47
1.50 Class 1, Applied Tech/Occupational	434.99	420.97
2.00 Class 2, Applied Tech/Occupational	752.44	738.89
Ineligible for state aid	<u>109.15</u>	<u>121.46</u>
	1,688.34	1,626.79
Spring		
1.00 Academic Trans/Sup	263.30	238.93
1.50 Class 1, Applied Tech/Occupational	357.13	328.10
2.00 Class 2, Applied Tech/Occupational	648.39	634.63
Ineligible for state aid	<u>111.09</u>	<u>104.64</u>
	1,379.91	1,306.30
Total	<u>5,762.58</u>	<u>5,500.21</u>
Deduct – Courses, programs & hours ineligible for state aid:		
Community Education	101.35	107.23
Other ineligible FTE	<u>298.93</u>	<u>306.37</u>
	400.28	413.60
Full-Time Equivalent Student Enrollment Eligible for state aid	<u>5,362.30</u>	<u>5,086.61</u>

Schedule 2

**ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA**  
 Reconciliation of Reimbursable Full-Time Equivalent Student Enrollment  
 And General Fund Tuition Income  
 (Unaudited)  
 Year Ended June 30, 20zz

	<u># of Credit Hours</u>	<u>Cost Per Credit Hour</u>	<u>Total</u>
Semester Credit Hours			
Resident	16,518.00	67.50	1,114,965
Nonresident	<u>1,620.50</u>	82.50	<u>133,691</u>
Total	<u>18,138.50</u>		<u>1,248,656</u>
Quarter Credit Hours			
Resident	199,406.00	45.00	8,973,270
Nonresident	<u>9,415.00</u>		<u>517,825</u>
Total	<u>208,821.00</u>		<u>9,491,095</u>
Reimbursable Contact Hours	105,491.50	2.50	<u>263,729</u>
Total Computed Tuition			11,003,480
Adjustments:			
Tuition Waivers			(570,512)
Other			<u>(187,280)</u>
Total Adjustments			<u>(757,792)</u>
Net Reimbursable Tuition Income (unaudited)			<u>\$10,245,688</u>

**Schedule 3**

**ANYWHERE NEBRASKA COMMUNITY COLLEGE AREA**

Allocation of 1.0 REU Factor Courses  
Year Ended June 30, 20zz (Unaudited)

	----- Semester -----	---Hours--- Quarter -----	----- Contact -----	Reimbursable Full-time Equivalent Student Enrollment -----	Reimbursable Education Units -----
Academic Transfer	6,805.00		-	226.83	226.83
Academic Support	1,183.00	30,547.50	-	718.27	718.27
Undeclared/nondegree	549.00	9,160.00	33,006.00	258.53	258.53
Foundations Education	102.00	154.00	-	6.82	6.82
	<u>8,639.00</u>	<u>39,861.50</u>	<u>33,006.00</u>	<u>1,210.45</u>	<u>1,210.45</u>

Note: Courses with an REU factor of 1.0 are allocated by declared student major as of the Tenth (10<sup>th</sup>) instructional day to academic transfer, academic support, Undeclared/nondegree, and foundations education.

**REPORT ON INTERNAL CONTROL OVER ENROLLMENT REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
ENROLLMENT STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Board of Governors  
Anywhere Nebraska Community College Area

We have audited the enrollment statements of the reimbursable full-time equivalent student enrollment and reimbursable educational units of Anywhere Nebraska Community College Area for the years ended June 30, 20zz and 20yy, which collectively comprise Anywhere Nebraska Community College Area's basic enrollment statements and have issued our report thereon dated \_\_\_\_\_. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Internal Control Over Enrollment Reporting**

In planning and performing our audit, we considered Anywhere Community College Area's internal control over enrollment reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the enrollment statements, but not for the purposes of expressing an opinion on the effectiveness of the Anywhere Community College Area's internal control over enrollment reporting. Accordingly, we do not express an opinion on the effectiveness of the Anywhere Community College Area's internal control over enrollment reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's enrollment statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over enrollment reporting was for the limited purposes described first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over enrollment reporting that we considered to be material weaknesses, as defined above.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Anywhere Community College Area's enrollment statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of enrollment statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, the Board of Governors, others in the College, Nebraska Auditor of Public Accounts, and other Nebraska state departments and agencies, and the Nebraska Community College Association members and is not intended to be and should not be used by anyone other than these specified parties.

Independent CPA Firm  
Anywhere, Nebraska  
Date