

SPARTANBURG COMMUNITY COLLEGE

**Independent Auditor's Reports Required by
Government Auditing Standards and the Single Audit Act**

**Schedule of Expenditures for Federal Awards
For the Year Ended June 30, 2025**

SPARTANBURG COMMUNITY COLLEGE

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Independent Auditors' Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed
in Accordance with *Government Auditing Standards*

To the Commission Members
Spartanburg Community College
Spartanburg, South Carolina

We have audited, in accordance with the 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, the financial statements of the business-type activities and the discretely presented component unit of Spartanburg Community College (the "College"), a discretely presented component unit of the State of South Carolina, as of and for the year ended June 30, 2025 and the related notes to the financial statements, which collectively comprise College's basic financial statements, and have issued our report thereon dated September 29, 2025. The financial statements of the Spartanburg Community College Foundation were not audited in accordance with *Government Auditing Standards*, and accordingly, this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the foundation.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinions on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



KBBA

Kochenower Blake
Blake Arango & Co., PA

Ben D. Kochenower, CPA, CVA, CICA, CGMA • Timothy S. Blake, CPA/PFS • Brandon A. Blake, CPA • Laura S. Arango, CPA

Independent Auditors' Report on Compliance for
Each Major Federal Program and on Internal Control
Over Compliance and Report on Schedule of Expenditures
of Federal Awards Required by the Uniform Guidance

To the Commission Members
Spartanburg Community College
Spartanburg, South Carolina

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Spartanburg Community College's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Spartanburg Community College's major federal programs for the year ended June 30, 2025. Spartanburg Community College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Spartanburg Community College complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Spartanburg Community College and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Spartanburg Community College's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Spartanburg Community College's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Spartanburg Community College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Spartanburg Community College's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Spartanburg Community College's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Spartanburg Community College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Spartanburg Community College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The result of our auditing procedures disclosed instances of noncompliance which are required to be reported in the accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned cost as items 2025-001 and 2025-002. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standard requires the auditor to perform limited procedures on Spartanburg Community College's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. Spartanburg Community College's response was not subject to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

SPARTANBURG COMMUNITY COLLEGE
Schedule of Expenditures of Federal Awards
Expenditures Period July 1, 2024 thru June 30, 2025

Federal Grantor/Program Title/Grant Title	Assistance		Grant Period	(B) FY25	Pass-Through to Subrecipients
	Listing Number	Contract Number		Expenditures As of 06-30-2025	
U.S. DEPARTMENT OF EDUCATION					
<u>Student Financial Aid Cluster</u>					
Federal Supplemental Education Opportunity Grant (FSEOG)	84.007		2024-25	369,907	-
Federal Direct Loans	84.268		2024-25	1,836,048	-
Federal Work-Study Program (FWS)	84.033		2024-25	75,131	-
Federal Pell Grant Program (PELL)	84.063		2024-25	17,133,979	-
Total Student Financial Aid Cluster				19,415,066	-
<u>TRIO Cluster</u>					
TRIO- Student Support Services	84.042A		2024-25	300,114	-
TRIO- Student Support Services	84.042A		2023-24	156,420	-
TRIO- Talent Search Services	84.044A		2024-25	221,495	-
TRIO- Talent Search Services	84.044A		2023-24	127,435	-
Total TRIO Cluster				805,464	-
<u>Pass-through from S.C. Department of Education</u>					
Perkins IV - Postsecondary Funding	84.048A		2024-25	359,206	-
Perkins IV - Postsecondary Funding	84.048A		2023-24	235,907	-
Total Perkins IV				595,113	-
Total S.C. Department of Education				595,113	-
ARISE: Advancing Retention & Improving Success in Education	84.031A		2024-25	116,076	-
Total ARISE: Advancing Retention & Improving Success in Education				116,076	-
<u>Pass-through from S.C. Technical College System</u>					
COVID-19 GEER III - Workforce Scholarship for the Future	84.425V		2023-24	132,865	-
Total COVID-19 Education Stabilization Funds				132,865	-
TOTAL U. S. DEPARTMENT OF EDUCATION				21,064,584	-
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES					
<u>Pass-through from S.C. Department of Health and Human Services</u>					
Child Care Development Fund (CCDF) Cluster					
T.E.A.C.H.	93.575		2024-25	3,514	-
Total T.E.A.C.H./ CCDF Cluster				3,514	-
TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				3,514	-
U.S. DEPARTMENT OF LABOR					
<u>Pass-through from S.C. Technical College System</u>					
SAEF State Apprenticeship Expansion Formula	17.285		2024-25	27,431	-
TOTAL U.S. DEPARTMENT OF LABOR				27,431	-
U.S. DEPARTMENT OF SOCIAL SERVICES					
SNAP2WORK	10.561		2024-25	43,606	-
TOTAL U.S. DEPARTMENT OF SOCIAL SERVICES				43,606	-
NATIONAL SCIENCE FOUNDATION					
<u>Research and Development Cluster</u>					
Education and Human Resources - Data Analytics	47.076	R&D	2024-25	140,770	-
Education and Human Resources - REVVED	47.076	R&D	2024-25	67,777	-
Education and Human Resources - SPECTRA	47.076	R&D	2024-25	(5,515)	-
Education and Human Resources - EPIIC BOOST	47.084	R&D	2024-25	50,626	-
<u>Pass-through from Clemson University</u>					
Center for Aviation and Automotive Technical Education Using					
Education and Human Resources - CA2VES A2	47.076	R&D	2024-25	23,871	-
Total Research and Development Cluster				277,529	-
TOTAL NATIONAL SCIENCE FOUNDATION				277,529	-
TOTAL EXPENDITURES OF FEDERAL AWARDS				21,416,665	-

SPARTANBURG COMMUNITY COLLEGE
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2025

1. GENERAL

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal award programs of Spartanburg Community College. The reporting entity is defined in Note 1 of the College's financial statements. All federal awards received directly from federal agencies, as well as federal awards passed through other government agencies, are included on the schedule.

2. BASIS OF ACCOUNTING

The accompanying Schedule of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 of the College's financial statements.

The College has elected not to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

3. FEDERAL LOAN PROGRAMS

The College has students who have approved loans which were received by those students during the current year. The totals and types of loans received for the current fiscal year are:

Federal Direct Loans	Subsidized	\$ 956,900
	Unsubsidized	<u>879,148</u>
Total		<u><u>\$ 1,836,048</u></u>

SPARTANBURG COMMUNITY COLLEGE
Summary Schedule of Prior Audit Findings
June 30, 2025

Findings Relating to the Financial Statements:

There were no findings relating to the financial statements.

Findings and Questioned Costs Relating to Federal Awards:

There were no findings and questioned costs relating to federal awards.

SPARTANBURG COMMUNITY COLLEGE
 Schedule of Findings and Questioned Costs
 June 30, 2025

Summary of Auditors' Results:

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP.

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

Yes _____ No x

Significant deficiency(ies) identified?

Yes _____ No x

Noncompliance material to financial statements noted?

Yes _____ No x

Federal Awards

Internal control over major federal programs:

Material weakness(es) identified?

Yes x No _____

Significant deficiency(ies) identified?

Yes _____ No x

Type of auditor's report issued on compliance for major federal programs.

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a) ?

Yes x No _____

Identification of major federal programs:

Federal
 Assistance
Listing Number

Various

Student Financial Assistance Cluster

84.042(A) 84.044(A)

TRIO Cluster

Dollar threshold used to distinguish between type A and type B programs:

 \$750,000

Auditee qualified as low-risk auditee?

Yes x No _____

SPARTANBURG COMMUNITY COLLEGE
Schedule of Findings and Questioned Costs, Continued
June 30, 2025

Findings Relating to Financial Statements:

There were no findings relating to the financial statements.

Findings and Questioned Costs Relating to Federal Awards:

DEPARTMENT OF EDUCATION- Student Financial Aid Cluster

MATERIAL WEAKNESS (MW) FINDING 2025-001:

Special Tests and Provisions – Return to Title IV Funds

Criteria: Federal regulation 34 CFR § 668.22 states that when a recipient of title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of title IV grant or loan assistance that the student earned as of the student's withdrawal date. Specific requirements include:

- **Calendar Days:** Per 34 CFR § 668.22(f)(2)(i), the total number of calendar days in a payment period or period of enrollment includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment and the number of calendar days completed in that period.
- **Calculation of the amount of title IV assistance earned by the student:** Per 34 CFR § 668.22(e)(4), the unearned amount of title IV assistance to be returned is calculated by subtracting the amount of title IV assistance earned by the student as calculated under paragraph (e)(1) of this section from the amount of title IV aid that was disbursed to the student as of the date of the institution's determination that the student withdrew.
- **Withdrawal Date/Last Date of Attendance:** Per 34 CFR § 668.22(c) and (l)(3)(i), the withdrawal date must be determined in accordance with the type of withdrawal and must reflect the student's actual last date of attendance at an academically related activity, as documented by the institution.

Condition: In a sample of twenty-five (25) students, systematically selected, subject to Return of Title IV (R2T4) requirements, we identified 6 instances where the R2T4 calculation was performed incorrectly. Specifically:

- Three (3) instances involved using an incorrect total number of calendar days in the period of enrollment or payment period.
- Two (2) instances involved using the incorrect Pell grant disbursed amount in the calculation.
- One (1) instance involved using an incorrect withdrawal date/last date of attendance.

SPARTANBURG COMMUNITY COLLEGE
 Schedule of Findings and Questioned Costs, Continued
 June 30, 2025

MATERIAL WEAKNESS (MW) FINDING 2025-001: Continued

Student	Findings	Program	ALN	Effect	Known Questioned Cost
Finding Student #1	Incorrect aid amounts disbursed	PELL	84.063	Overpayment	\$ 32.00
Finding Student #2	Incorrect number of calendar days	PELL	84.063	Overpayment	\$ 1,289.00
Finding Student #5	Incorrect aid amounts disbursed	PELL	84.063	Overpayment	\$ 486.00
					\$ 1,807.00

Student	Findings	Program	ALN	Effect	Noncompliance
Finding Student #3	Incorrect number of calendar days	PELL	84.063	Underpayment	\$ 1,195.00
Finding Student #4	Incorrect last day of attendance	PELL	84.063	Underpayment	\$ 499.00
Finding Student #6	Incorrect number of calendar days	N/A	N/A	N/A	\$ -
					\$ 1,694.00

All cost were rounded to the nearest dollar

* Student's R2T4 Calculation was performed using the incorrect number of calendar days but the student earned pass the 60% mark and there was no effect between the original calculation and the updated R2T4 calculation.

The institution provided supporting documentation as evidence that corrections were made prior to the issuance of our report.

The findings revealed a material weakness over compliance related to R2T4 requirements. Based on the number of findings, and inquiry and management assertion, we determined that the findings were pervasive to the R2T4 population and it was determined that expanding that sample would not be necessary. Management reviewed the entirety of the population and reperformed the R2T4 calculations, as appropriate. Supporting documentation was provided.

Cause: The staff member previously responsible for performing R2T4 calculations retired, and the responsibility was assigned to a new employee with limited knowledge of the applicable regulations. A review process was not in place to ensure the accuracy of the calculations, which resulted in errors not being identified until they were brought to management's attention by the auditors.

Effect: As a result of the errors identified in the R2T4 calculations, the institution did not accurately determine the amount of Title IV funds earned and unearned for the affected students. The known questioned cost associated with these errors total \$1,807 representing amounts of overpayment to students. Additionally, due to incorrect calculations there were underpayments to students in the amount of \$1,694.

Recommendation to prevent future occurrences of the deficiency identified. We recommend that the institution strengthen its controls over the R2T4 calculation process by:

1. Providing comprehensive training to staff responsible for performing R2T4 calculations to ensure understanding of regulatory requirements.
2. Implementing a formal review process whereby a second qualified individual reviews and approves all R2T4 calculations before finalization.
3. Establishing written procedures and checklists to ensure the correct number of calendar days, Pell Grant disbursement amounts, and withdrawal dates are consistently and accurately applied.
4. Periodically monitoring compliance with these procedures to identify and correct errors in a timely manner.

SPARTANBURG COMMUNITY COLLEGE
 Schedule of Findings and Questioned Costs, Continued
 June 30, 2025

Views of Responsible Officials and Planned Corrective Actions – See Corrective Action Plan

DEPARTMENT OF EDUCATION- Student Financial Aid Cluster

COMPLIANCE FINDING 2025-002

Special Tests and Provisions – Disbursements to or on behalf of Students

Criteria: Federal regulation 34 CFR §668.164(l) states:

- (1) Notwithstanding any State law (such as a law that allows funds to escheat to the State), an institution must return to the Secretary any title IV, HEA program funds, except FWS program funds, that it attempts to disburse directly to a student or parent that are not received by the student or parent. For FWS program funds, the institution is required to return only the Federal portion of the payroll disbursement.
- (2) If an EFT to a student's or parent's financial account is rejected, or a check to a student or parent is returned, the institution may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the EFT was rejected or the check returned. In cases where the institution does not make another attempt, the funds must be returned to the Secretary before the end of this 45-day period.
- (3) If a check sent to a student or parent is not returned to the institution but is not cashed, the institution must return the funds to the Secretary no later than 240 days after the date it issued the check.

Condition: In a sample of twenty-five (25) title IV outstanding checks, systematically selected, we found five instances where uncashed title IV checks were not returned to the Department of Education within 240 days from the issuance of the check.

Finding No.	Check Issuance Date	Date Returned to DoE /Or Check Cashed Date	No. of Days outstanding
1	10/16/2024	9/18/2025	337
2	10/15/2024	9/25/2025	345
3	12/18/2024	9/18/2025	274
4	10/16/2024	9/25/2025	344
5	10/16/2024	9/18/2025	337

The institution provided supporting documentation as evidence that the required funds were sent back to the Department of Education through the G5 system prior to the issuance of our report.

Management reviewed the entirety of the population and all uncashed title IV checks were refunded through the G5 system. Supporting documentation was provided.

Cause: The process of evaluating outstanding checks was not performed in a timely fashion. This process should have been done at least quarterly. With staff turnover and new position appointments, this process was omitted. It was on the radar of the Business Office staff, but time did not permit the completion of this process.

Effect: The institution did not return uncashed title IV checks timely to the Department of Education as required.

SPARTANBURG COMMUNITY COLLEGE
Schedule of Findings and Questioned Costs, Continued
June 30, 2025

COMPLIANCE FINDING 2025-002, Continued

Recommendation to prevent future occurrences of the deficiency identified: The institution should strengthen its controls over the monitoring and timely return of unclaimed Title IV credit balance checks to ensure compliance with 34 CFR §668.164(l). Specifically, management should implement and document procedures to:

1. Track all Title IV disbursements issued by check, including the issuance date and applicable return deadlines.
2. Perform periodic (at least monthly) reviews of outstanding Title IV checks to identify uncashed items approaching the 240-day return requirement.
3. Ensure uncashed Title IV checks are returned to the U.S. Department of Education within 240 days of issuance when checks are not cashed or otherwise negotiated.
4. Assign clear responsibility for monitoring outstanding checks and returning funds and provide training to staff involved in Title IV disbursement and reconciliation processes.
5. Retain documentation evidencing timely monitoring, review, and return of Title IV funds to support compliance and audit review.

Views of Responsible Officials and Planned Corrective Actions – See Corrective Action Plan

MW 2025-001

SFA Cluster: R2T4 Corrective Action Plan

Contact Person: Jeff Boyle, Director of Financial

Corrective Action Plan:

1. Have at least two staff members enroll and complete the R2T4 training module conducted by NASFAA. Tonja Suttles and Melissa Satterwhite completed the course and passed the credential exam. Suzanne Bonner sat in on a few of the sessions.
2. Make changes to the R2T4 spreadsheet.
 - a. Maintain a separate tab for each calculation group to make tracking and internal reviews easier. Process has been completed and started being used during the 2025 fall semester.
 - b. Add additional columns to the spreadsheet that will provide the necessary data to perform the R2T4 calculation within Colleague and act as a check and balance as the calculation is being performed. There are several columns with calculated data or data coming from a source outside of Colleague. These data values can then be compared to the values Colleague calculates and the two should match. Columns have been added and began being used with the 2025 fall semester.
3. It will be established that one staff member will do the R2T4 calculation and a second staff member will do a spot check to ensure the calculation was done properly using the correct data. The number of students checked will depend on the number of students within the calculation groups. The number of students in a group can range from 2 to several hundred. This process was put into practice starting with the 09/17/25 calculation group. Jeff Boyle, Director of Financial Aid, performed all the R2T4 calculations for the 2025 fall term and Tonja Suttles, Assistant Director of Financial Aid, performed 100% review of all the calculations. This will change once we are assured this process is working the way we expect it.
4. The external spreadsheets and charts used for the R2T4 calculation contain a tremendous amount of data elements and are created two years in advance of being used. A process will be established where various staff members within the office will review the data prior to our using it for the R2T4 calculation. This has been implemented as of the 2025 fall semester. All the 2025-2026 terms have been reviewed. A secondary review will be done on each term just prior to the data being used for that term's R2T4 calculations. The data will be reviewed again at any point we determine the data may not be correct.

COMPLIANCE FINDING 2025-002

SFA Cluster: Disbursement to or on Behalf of Students

Contact Person: Missy Hughes, Director of Finance

Corrective Action Plan:

The Business Office is currently seeking an AP/Payroll Manager who will supervise the outstanding check process. The process will be performed and maintained by the Financial Coordinator, Kyle Burnett.

1. Track all Title IV disbursements issued by check, including the issuance date and applicable return deadlines. During monthly bank and check reconciliations, any outstanding check related to Title IV funds will be reviewed by Kyle Burnett, Financial Coordinator.
2. Perform periodic (at least monthly) reviews of outstanding Title IV checks to identify uncashed items approaching the 240-day return requirement. The process of reviewing outstanding Title IV checks will be performed and maintained by the Financial Coordinator, Kyle Burnett. Kyle will review the outstanding checks related to student refunds monthly.
3. Ensure uncashed Title IV checks are returned to the U.S. Department of Education within 240 days of issuance when checks are not cashed or otherwise negotiated. Kyle Burnett, Financial Coordinator, will work with Linda Briggs, Student Account Coordinator and Financial Aid to be sure Title IV checks are returned to the U.S. Department of Education within 240 days of issuance, if still outstanding.
4. Assign clear responsibility for monitoring outstanding checks and returning funds and provide training to staff involved in Title IV disbursement and reconciliation processes. Kyle Burnett, Financial Coordinator, will be trained in Title IV disbursement and reconciliation processes and will work with the Accounts Receivable staff as well as Financial Aid to determine appropriate actions regarding the stale dated check items.
5. Retain documentation evidencing timely monitoring, review, and return of Title IV funds to support compliance and audit review. A SharePoint has been established that is currently maintained by Linda Briggs, Student Account Coordinator and Jeremy Elam, Controller. Kyle Burnett, Financial Coordinator, will be added to this SharePoint. This will be monitored and updated regarding check statuses related to Title IV funds.