

State of Washington
 Status of Audit Resolution
 December 2018

Wenatchee Valley College

Agency 686

Audit Report	Finding Number	Finding and Corrective Action Status	
1021995	2016-001	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Wenatchee Valley College's (College) internal controls over accounting and financial statement preparation were not adequate to ensure accurate reporting.</p> <p>The College researched and corrected all known errors identified by the auditors.</p> <p>The College began to take corrective actions prior to the conclusion of the audit. Additional resources were allocated to the College's accounting and financial reporting activities, including:</p> <ul style="list-style-type: none"> • Hiring a fiscal analyst in May 2016. • Hiring a budget analyst/internal control specialist in September 2017. • Engaging the services of an accounting firm in January 2017 to produce the financial statements for fiscal years 2015, 2016, and 2017. • Implementing a secondary review process for accounting transactions and aged accounts beginning mid-2017. <p>As of September 2018, the College began scheduling internal control audits to evaluate adequacy of controls and ensure accurate reporting.</p> <p>September 2018, subject to audit follow-up</p> <p>Janice Fredson Director of Fiscal Services 1300 Fifth Street Wenatchee, WA 98801 (509) 682-6505 jfredson@wvc.edu</p>

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Audit Report	Finding Number	Finding and Corrective Action Status
1021995	2016-002	<p>Finding: Internal control processes over financial reporting of the Wenatchee Valley College Foundation did not ensure that all transactions were properly recorded, reconciled or reported.</p> <p>Corrective Action: The Board of Trustees at Wenatchee Valley College (College) and the Wenatchee Valley College Foundation Board concur with the finding.</p> <p>To address the audit recommendations, the College has initiated actions to correct deficiencies at the Foundation through two newly created sub-committees:</p> <ul style="list-style-type: none"> • Budget and Finance • Audit <p>These committees, along with the Executive Director and accountant, have created policy and procedure manuals, which include:</p> <ul style="list-style-type: none"> • An outline of staff assignments as related to the Foundation’s accounting processes. • Directives on the organization and retention of accounting records. <p>In addition, procedures have been updated to include the following requirements:</p> <ul style="list-style-type: none"> • Perform analytical review of all journal entries. • Maintain adequate documentation to support the appropriateness of the entries. • Review and approve all journal entries by the Executive Director prior to posting. • Utilize reconciliation forms to ensure crucial details of adjusting entries are completed. • Maintain and organize complete records of all adjusting entries in binders. • Require bank statements to be reconciled within three weeks of receipt of the statements. • Reconcile cash receipt logs to monthly bank statements. • Require all reconciliations to be signed and dated by the preparer and reviewer when completed. • Continue to cross-train personnel to ensure timely posting and reconciling of account activities. <p>The College will continue to work with Foundation accounting staff to ensure compliance with internal procedures, as well as audit standards.</p> <p>Completion Date: July 2018, subject to audit follow-up</p> <p>Agency Contact: Janice Fredson Director of Fiscal Services 1300 Fifth Street Wenatchee, WA 98801 (509) 682-6505 jfredson@wvc.edu</p>

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Audit Report	Finding Number	Finding and Corrective Action Status	
1020770	2015-001	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Wenatchee Valley College's (College) internal controls over accounting and financial statement preparation were not adequate to ensure accurate reporting.</p> <p>The College researched and corrected all known errors identified by the auditors.</p> <p>The College began to take corrective actions prior to the conclusion of the audit. Additional resources were allocated to the College's accounting and financial reporting activities. These include:</p> <ul style="list-style-type: none"> • Hiring a Fiscal Analyst in May 2016. • Hiring a Budget Analyst/Internal Control Specialist in September 2017. • Engaging the services of an accounting firm in January 2017 to produce the financial statements for fiscal year 2015, 2016 and 2017. • Implementing a secondary review process for accounting transactions and aged accounts beginning mid-2017. <p>As of September 2018, the College started conducting internal control audits to evaluate if controls are adequate to ensure accurate financial reporting.</p> <p>September 2018, subject to audit follow-up</p> <p>Janice Fredson Director of Fiscal Services 1300 Fifth Street Wenatchee, WA 98801 (509) 682-6505 jfredson@wvc.edu</p>