

Edmonds College

Agency 610

Audit Report	Finding Number	Finding and Resolution	
1031384	001	<p>Finding:</p> <p>Fraud Amount:</p> <p>Amount to be Recovered:</p> <p>Recovery to Date:</p> <p>Resolution/ Status:</p> <p>Personnel Action Taken:</p> <p>Criminal Action Taken:</p> <p>Agency Contact:</p>	<p>The College’s internal controls were inadequate for safeguarding public resources, resulting in payroll overpayments to an employee.</p> <p>\$37,278.86</p> <p>\$37,278.86</p> <p>\$2,226.13</p> <p>Edmonds College is taking steps to address the State Auditor’s Office recommendations for improving internal controls to prevent inaccurate payments to employees. The College is:</p> <ul style="list-style-type: none"> • Hiring additional support staff in the Human Resources department to ensure sufficient workload coverage for payroll verification. • Assigning class schedule monitoring responsibilities for individual academic departments to internal support staff to ensure faculty contracts are revised promptly after class changes or cancellations. • Continuously updating spreadsheets created for accurate tracking of scheduled salary increases. The spreadsheets are shared with all employees who play a role in the administrative process for implementing salary changes. • Performing an internal review of payroll procedures by various stakeholders at multiple levels of the institution to identify weaknesses and recommend process improvements. <p>The College has also increased reliance on various ctcLink user functions designed to help with payroll processing.</p> <p>The College has received no notice of an investigation from the Washington State Executive Ethics Board regarding an investigation into the employee’s conduct to determine if any personnel action will need to be taken.</p> <p>No criminal action has been taken.</p> <p>Suzanne Moreau Vice President for Human Resources Edmonds College 20000 68th Ave. W. Lynnwood, WA 98036-5912 (425) 640-1647 suzanne.moreau@edmonds.edu</p>