

**WEST KENTUCKY EDUCATIONAL COOPERATIVE'S
ADMINISTRATION OF BALLARD COUNTY'S ADULT
EDUCATION GRANTS FROM THE COUNCIL ON
POSTSECONDARY EDUCATION AND KENTUCKY
ADULT EDUCATION**

**For The Period
July 1, 2007 Through June 30, 2008**



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AUDITOR OF PUBLIC ACCOUNTS

July 30, 2009

Reecie Stagnolia, Interim Vice President
Kentucky Adult Education
Council on Postsecondary Education
1024 Capital Center Drive, Suite 250
Frankfort, KY 40601

John Settle, Executive Director
West Kentucky Educational Cooperative
420 Wells Hall
Murray, KY 42071

Re: Adult Education Grants

Dear Mr. Stagnolia and Mr. Settle:

This report contains the results of the performance audit of West Kentucky Educational Cooperative's administration of the Ballard County adult education grant for the fiscal year (FY) ending June 30, 2008. The Council on Postsecondary Education and Kentucky Adult Education contracted with us to conduct performance audits of selected local adult education programs. This report represents our findings, recommendations, and the program's responses.

The Auditor of Public Accounts conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

We greatly appreciate the courtesies and cooperation extended to our staff during the audit.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen".

Crit Luallen
Auditor of Public Accounts



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EDUCATION AS OF JUNE 30, 2008**

EXECUTIVE SUMMARY

PURPOSE AND SCOPE

The Council on Postsecondary Education (CPE) and Kentucky Adult Education (KYAE) selected the Ballard County adult education program for a limited scope performance audit of its adult education grant. The West Kentucky Educational Cooperative is responsible for the administration of this grant. An on-site review was conducted May 11, 2009 through May 12, 2009, to address the following objectives:

- Determine whether local programs' expenditures and costs comply with the terms of their grant agreement and reconcile to invoices submitted.
- Reconcile student and faculty data electronically submitted to KYAE through the Adult Education Reporting Information Network (AERIN).
- Determine whether the local program's professional development activities comply with the FY 2007-2008 professional development policies and procedures manual.
- Report internal control weaknesses identified during our audit that relate to the audit's objectives.

To accomplish these objectives, the performance audit team reviewed the Policy and Procedure Manual for Kentucky Adult Education, as well as the program's grant proposal and final agreement with KYAE. During the on-site review, the audit team reviewed the program's accounting records (trial balance/general ledger), interviewed program administrators regarding internal controls related to the above grants, and tested samples of expenditure documentation, participant files, and personnel files for compliance with applicable requirements.

Below is the summary of findings:

FINDINGS SUMMARY

FINDING	Disallowed Costs
One employee file did not have documentation to support the required level of professional development training.	N/A

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RESULTS AND RECOMMENDATIONS

FINANCIAL REPORTING AND COMPLIANCE

Scope and Methodology

The KYAE-10 Expenditure Reports were compared to the line item budget approved in the final agreement modification. This comparison was used to determine whether the program's reimbursements complied with the approved budget.

The KYAE-10 Expenditure Reports were then compared to the program's internally generated financial records. This comparison was used to determine whether the program's accounting records support the total amount requested for reimbursement on the KYAE-10 Expenditure Reports.

Findings

No exceptions were noted.

PARTICIPANT ELIGIBILITY AND RECORD KEEPING

Scope and Methodology

A total of 15 participants were selected randomly from the electronic student data sent from KYAE and compared to the documentation maintained in the participant files. We examined the files for the following:

- Proper eligibility documentation.
- Proper assessment testing.
- Evidence to support the achievement of goals/objectives reported to KYAE.
- Other requirements were tested based upon the applicable program requirements.

The participants tested received services during the period of July 1, 2007 and June 30, 2008.

Findings

No exceptions were noted.

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PAYROLL AND STAFF REQUIREMENTS

Scope and Methodology

A sample of payroll disbursements was judgmentally selected for testing. Personnel files were examined to verify that staff had received the required professional development training hours. Documentation of hours worked was examined for existence and approval. Personnel files were examined to verify evidence of the instructor's bachelor's degree. A determination was made as to whether the employee was included in the staff listing submitted to KYAE through AERIN.

Findings

CPE and KYAE require full-time instructors obtain eight hours of professional development training. One employee, hired August 7, 2006, did not have documentation to support the required level of professional development training.

Recommendations

We recommend that instructors receive at least the required hours of professional development training and that this information is documented in the employee's file.

Program Response – [A draft report was provided to program management to request their comments and any planned corrective actions related to the finding. Program management was given a reasonable amount of time to adequately respond to this request.]

From the KYAE PD policy e-handbook - "New program directors, instructors and instructor aides will have one year from the date of hire to complete the requirements." The instructor was completing her first year requirements.

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PURCHASING/EXPENDITURE COMPLIANCE

Scope and Methodology

A sample of 6 expenditures, representing at least 20% of the total purchases, was selected judgmentally from the detailed general ledger. These expenditures were tested for authorization/approval, supporting documentation, proper recording, and that it was an actual expense during the grant period of July 1, 2007 and June 30, 2008.

Findings

No exceptions were noted.

PROFESSIONAL DEVELOPMENT REIMBURSEMENT COMPLIANCE

Scope and Methodology

Professional Development expenditures were tested for proper authorization, supporting documentation, and adherence to approved rates and reimbursement policies. A sample of 3 expenditures, representing at least 20% of the total professional development expenditures, was selected judgmentally from the detailed general ledger.

Findings

No exceptions were noted.

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INTERNAL CONTROLS RELATING TO GRANT

Scope and Methodology

West Kentucky Educational Cooperative's fiscal administrator was given an Internal Control Questionnaire regarding the controls in place for expenditures, bank reconciliations, revenue, and payroll. The questionnaire was completed by the fiscal administrator and reviewed for any significant control deficiencies.

Findings

No significant control deficiencies were noted.