

***City Colleges of Chicago***  
***Community College District No. 508***

*Single Audit Report*  
*(In Accordance With the Single Audit Act of 1984*  
*and Amendments of 1996, and*  
*OMB Circular A-133) for the*  
*Year Ended June 30, 2004*

# CITY COLLEGES OF CHICAGO

## SINGLE AUDIT REPORT YEAR ENDED JUNE 30, 2004

---

	Page
BASIC FINANCIAL STATEMENTS:	
Independent Auditors' Report on Basic Financial Statements—Included in the Basic Financial Statements of the City Colleges of Chicago for the Year Ended June 30, 2004, which is incorporated herein by reference	
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 <i>Government Auditing Standards</i>	1-2
FEDERAL FINANCIAL ASSISTANCE PROGRAMS:	
Independent Auditors' Report on Compliance and on Internal Control Over Compliance Applicable to Each Major Federal Award Program and on the Schedule of Expenditures of Federal Awards	3-4
Schedule of Expenditures of Federal Awards	5-11
Notes to the Schedule of Expenditures of Federal Awards	12-13
Schedule of Findings and Questioned Costs:	
Part I—Summary of Independent Auditors' Results	14-15
Part II—Financial Statement Findings Section	15
Part III—Federal Award Findings and Questioned Costs Section	16-17
Summary Schedule of Prior Audit Findings	18

**INDEPENDENT AUDITORS' REPORT ON BASIC  
FINANCIAL STATEMENTS (INCLUDED IN THE  
BASIC FINANCIAL STATEMENTS OF THE  
CITY COLLEGES OF CHICAGO FOR THE YEAR ENDED JUNE 30, 2004,  
WHICH IS INCORPORATED HEREIN BY REFERENCE)**

**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***

## **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**

Board of Trustees of  
City Colleges of Chicago  
Community College District No. 508:

We have audited the financial statements of the City Colleges of Chicago, Community College District No. 508 (the "City Colleges") as of and for the year ended June 30, 2004, and have issued our report thereon dated May 16, 2005. 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 Financial Reporting**

In planning and performing our audit, we considered the City Colleges' internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the City Colleges' ability to record, process, summarize and report financial data consistent with the assertions of management in the basic financial statements.

Our audit of the basic financial statements disclosed the following reportable condition:

- Closing procedures for financial records and quality control processes to review draft financial statements were not in place to produce timely financial statements in accordance with federal and state filing requirements.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable condition described above to be a material weakness.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City Colleges' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial 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*.

We noted certain matters involving the internal control over financial reporting, which we have reported to management of the City Colleges in a separate letter dated May 16, 2005.

This report is intended solely for the information and use of management, the Board of Trustees of the City Colleges, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Deloitte & Touche LLP*

May 16, 2005

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON  
INTERNAL CONTROL OVER COMPLIANCE APPLICABLE TO  
EACH MAJOR FEDERAL AWARD PROGRAM AND ON  
THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

## **INDEPENDENT AUDITORS' REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER COMPLIANCE APPLICABLE TO EACH MAJOR FEDERAL AWARD PROGRAM AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

Board of Trustees of  
City Colleges of Chicago  
Community College District No. 508

### **Compliance**

We have audited the compliance of the City Colleges of Chicago, Community College District No. 508 (the "City Colleges"), with the types of compliance requirements described in the *United States Office of Management and Budget ("OMB") Circular A-133 Compliance Supplement* that are applicable to each of its major federal award programs for the year ended June 30, 2004. The City Colleges' major federal award programs are identified in the Summary of Auditors' Results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal award programs is the responsibility of the City Colleges' management. Our responsibility is to express an opinion on the City Colleges' compliance based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal award program occurred. An audit includes examining, on a test basis, evidence about the City Colleges' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the City Colleges' compliance with those requirements.

In our opinion, the City Colleges complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2004.

### **INTERNAL CONTROL OVER COMPLIANCE**

The management of the City Colleges is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal award programs. In planning and performing our audit, we considered the City Colleges' internal control over compliance with requirements that could have a direct and material effect on a major federal award program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.



We noted a certain matter involving the internal control over compliance and its operations that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgment, could adversely affect the City Colleges' ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts, and grants. The reportable condition is described in the accompanying Schedule of Findings and Questioned Costs as item 2004-1.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weakness. However, we do not believe the reportable condition described above to be a material weakness.

### **SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

We have audited the basic financial statements of the City Colleges, as of and for the year ended June 30, 2004, and have issued our report thereon, dated May 16, 2005. Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for the purpose of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. This schedule is the responsibility of the management of the City Colleges. Such information has been subjected to the auditing procedures applied in our audit of the basic financial statements and, in our opinion, is fairly stated in all material respects when considered in relation to the basic financial statements taken as a whole.

This report is intended solely for the information and use of management, the Board of Trustees of the City Colleges, and federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*Deloitte & Touche LLP*

May 16, 2005

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**CITY COLLEGES OF CHICAGO COMMUNITY COLLEGE DISTRICT NO. 508**

Schedule of Expenditures of Federal Awards						
Fiscal Year Ended June 30, 2004						
<b>Source of Funds</b>	<b>CFDA</b>	<b>Grant</b>	<b>Expenditures</b>			
<b>Program Name</b>	<b>Number</b>	<b>Number</b>				
<u>Major Programs</u>						
U.S. Department of Education -						
Student Financial Assistance Cluster:						
Federal Pell Grant Program	84.063	P063P041341	\$	42,538,678		
Federal Supplemental Educational Opportunity Grants Program	84.007	P007A031123		1,222,704		
Federal Work-Study Program	84.033	P033A031123		2,443,162		
				46,204,544		
				46,204,544		
<u>Nonmajor Programs</u>						
U.S. Department of Health and Human Services -						
Passed through Illinois Department of Children and Family Services:						
Foster Care - Title III-E Program:						
Foster Parent Training Grant	93.658	1061869014		751,415		
U.S. Department of Health and Human Services -						
Passed through Illinois Department of Human Services:						
Child Care Mandatory and Matching Funds of Child Care Program:						
Child Development Center Grant	93.596	10C4001140		231,555		
U.S. Department of Health and Human Services -						
Bridges to the Baccalaureate: Center of Science Success						
Bridges to the Baccalaureate: Center of Science Success	93.960	1 R25 GM66344-01		171,739		

See accompanying notes to schedule of expenditures of federal awards

**CITY COLLEGES OF CHICAGO COMMUNITY COLLEGE DISTRICT NO. 508**

Schedule of Expenditures of Federal Awards

Fiscal Year Ended June 30, 2004

Source of Funds Program Name	CFDA Number	Grant Number	Expenditures
Passed through the Illinois Department of Health and Human Services Development Disabilities			
Vocational Development	93.630	10C4001140	235,840
Child Care & Family Services Supported Employment Grant	93.630	10C4001140	282,454
			518,294
Passed through Illinois Community College Board Allied Health Special Projects Program			
Allied Health Project	93.191	AH50080302	364,000
Community Services Block Grant - Discretionary Awards Program: Passed through the National Collegiate Athletic Association National Youth Summer Sport Grant	93.570	80-8101	304,153
Grants for Physician Assistant Training Program Physician Assistant Training Grant	93.886	1D21HP10155AO	146,528
U.S. Department of Health and Human Services - Passed through the City of Chicago Department of Human Services: Head Start Program:			
Wrap Around Grant - Child Care Services	93.600	D3952511309	360,114
Wrap Around Grant	93.600	D4952511409	332,802
Child Development Assoc Training Grant	93.600	D3952511996	279,274
Child Development Assoc Training Grant	93.600	D4952511400	222,735
Collaboration Full Day Child Care Grant	93.600	D3952511309	221,106
Collaboration Full Day Child Care Grant	93.600	D4952511409	192,944
			1,608,975

See accompanying notes to schedule of expenditures of federal awards

**CITY COLLEGES OF CHICAGO COMMUNITY COLLEGE DISTRICT NO. 508**

Schedule of Expenditures of Federal Awards

Fiscal Year Ended June 30, 2004

Source of Funds Program Name	CFDA Number	Grant Number	Expenditures
U.S. Department of Education - Passed through the Illinois Community College Board			
Vocational Education - Basic Grant to States (Perkins II) Programs:			
Perkins III Grant	84.048	CTEPIG508	4,047,919
Career and Technical Education	84.048	P044A020272	140,000
			4,187,919
U.S. Department of Education - Passed through the Illinois Community College Board			
Adult Education - State Grants Program:			
			-
Adult Education Grant - Basic	84.002	50800	3,677,895
Adult Education Grant - Civic	84.002	50800	377,501
			4,055,396
U.S. Department of Education - Higher Education - Institutional Aid Program			
Strengthening Institutions - Hispanic Serving Institutions	84.031S	P031S000072	221,163
Strengthening Institutions - Hispanic Serving Institutions	84.031S	P031S000072	158,463
			379,626
U.S. Department of Education - TRIO - Upward Bound Program:			
Upward Bound Grant	84.047	P047A990150	80,273
Upward Bound Grant	84.047	P047A990150	216,268
Upward Bound Grant	84.047	P047A030557	127,622
			424,163
TRIO - Educational Opportunity Centers Educational Opportunity Centers Program	84.066A	P066A030289A	211,615

**CITY COLLEGES OF CHICAGO COMMUNITY COLLEGE DISTRICT NO. 508**

Schedule of Expenditures of Federal Awards

Fiscal Year Ended June 30, 2004

Source of Funds Program Name	CFDA Number	Grant Number	Expenditures
TRIO - Talent Search Program:			
Talent Search Grant	84.044	P066A020178	192,248
Talent Search Grant	84.044	P044A020815	237,040
			429,288
TRIO- Student Support Services			
Student Support Services Program	84.042A	P042A010812	163,718
Passed through Illinois Community College Board			
Tech-Prep Education Program:			
Federal Technical Prep. Grant	84.243	50800	508,350
Technical Preparation Support	84.243	50800	55,769
			564,119
Fund for the Improvement of Postsecondary Education Program:			
Comprehensive Program (Applications) - Daley	84.116B	P116B011475	102,564
Comprehensive Program (Applications) - Central	84.116B	P116B010987	249,134
Comprehensive Program - Wright	84.116B	P116B030714	61,609
			413,307

**CITY COLLEGES OF CHICAGO COMMUNITY COLLEGE DISTRICT NO. 508**

Schedule of Expenditures of Federal Awards		CFDA	Grant	Expenditures
Fiscal Year Ended June 30, 2004		Number	Number	
Source of Funds	Program Name	Number	Number	
U.S. Department of Education -	Passed Through Northeastern University			
	Gear-up Program			
	Gear-up	84.334A		129,089
	Gear-up	84.334A		176,220
				305,309
Childcare Access Means Parents in School				
	Child Care	84.335A	P335A010070	221,557
Title II - Teacher Quality Enhancement Grant				
	Passed through Illinois State University			
	Illinois Professional Learners Partners	84.336		71,544
U.S. Department of Agriculture -				
Passed through the Illinois State Board of Education				
	Child and Adult Care Food Program:			
	Child Care Food Grant	10.558	14-016-5080-51	56,768
	Child Care Food Grant	10.558	14-016-5080-51	164,856
				221,624
Passed through Illinois State Board of Education				
	Nat'l Youth Summer Food Program	10.559	4225-00-14-01650851	151,078

See accompanying notes to schedule of expenditures of federal awards

**CITY COLLEGES OF CHICAGO COMMUNITY COLLEGE DISTRICT NO. 508**

Schedule of Expenditures of Federal Awards

Fiscal Year Ended June 30, 2004

Source of Funds	CFDA Number	Grant Number	Expenditures
Program Name			
Hispanic Serving Institutions Education Grants			
Developing a Career Track in Biotechnology/Bioengineering	10.223		7,678
U.S. Department of Transportation -			
Passed through University of Wisconsin - Madison			
Optimization of transportation	20.701		25,000
U.S. Department of Commerce			
NOAA - EPP/MSI			
Environmental Entrepreneurship Prog. Develop. & Enhancement Initiat	11.481		132,026
U.S. Department of Housing and Urban Development			
Passed through Chicago Housing Authority of Chicago	14.243		
Opportunities for Youth - Youthbuild Program		Y01-1M-IL-0181	50,542
Youthbuild Hilliard/Ickes Project			
U.S. Department of Labor			
Employment and Training Administration, Div of Older Worker Programs	17.235		
Passed Through Senior Service America Inc.		2003-2004	
Title V - Senior AIDES Program			73,985
Employment and Training Administration			
Passed through Chicago Technology Park			
H-1B Technical Skills Training Grant	17.621	AH-13683-04-60	41,281

See accompanying notes to schedule of expenditures of federal awards



**CITY COLLEGES OF CHICAGO COMMUNITY COLLEGE DISTRICT NO. 508**

Schedule of Expenditures of Federal Awards

Fiscal Year Ended June 30, 2004

Source of Funds	CFDA Number	Grant Number	Expenditures
Program Name			
National Aeronautics and Space Administration -			
National Aerospace Education Services Program:			
Passed through Hispanic Assoc of Colleges and Univ. (HACU)			
Proyecto Access Grant	43.001	NAG5-3491	97,067
Passed through the United Negro College Fund Special Programs			
NASA - Based Modular Chemistry: Curriculum Reform at HW	43.001	NCC5-411	96,736
			193,803
National Science Foundation -			
Pass through Chicago State University		53088-0545GR-1245	
Illinois Louis Stokes Alliance for Minority Participation	47.076		25,259
U.S. Department of the Air Force			
Combined Analysis of Functional Interfaces	12.800	F-49620-03-1-0329	118,143
and Surfaces Generated via Deep-Pen Nanolithography			
Institute of Museum and Library Services			
Passed through Office of the Secretary of State, Illinois State Library			
Library Services and Technology Act	45.31	101202178	100,000
Total All Non Major Programs			16,664,639
Total All Programs			\$ 62,869,183

# CITY COLLEGES OF CHICAGO

## NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS YEAR ENDED JUNE 30, 2004

---

### 1. SCOPE OF ENTITY

City Colleges of Chicago – Community College District No. 508 (“City Colleges”) is a separate taxing body created under the Illinois Public Community College Act of 1965, with boundaries coterminous with the City of Chicago. City Colleges delivers educational and student services through seven colleges, each of which is separately accredited by the North Central Association. The Board of Trustees (the “Board”), appointed by the Mayor of Chicago and ratified by the city council, is responsible for establishing the policies and procedures by which City Colleges is governed. The U.S. Department of Education has been designated as the City Colleges’ cognizant agency for the Office of Management and Budget OMB Circular A-133 audit (the “Single Audit”).

*Programs Subject to Single Audit*—The Schedule of Expenditures of Federal Awards is presented for each federal program related to the following agencies:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Health and Human Services
- Department of Labor
- Department of Transportation

*Fiscal Period Audited*—Single Audit testing procedures were performed for program transactions that occurred during the fiscal year ended June 30, 2004.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

*Basis of Accounting*—Federal financial assistance expenditures are accounted for on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

### 3. BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the City Colleges. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The amounts presented in this schedule have been reconciled to the City Colleges’ financial statements.

**4. FINDINGS AND NONCOMPLIANCE**

The findings and noncompliance identified in connection with the 2004 Single Audit are disclosed in the Schedule of Findings and Questioned Costs.

Of the federal expenditures presented in the schedule, the City Colleges provided federal awards to subrecipients under the following programs during the fiscal year ended June 30, 2004:

<b>Program Title</b>	<b>CFDA Number</b>	<b>Grant Reference No.</b>	<b>Amount Provided to Subrecipients</b>
None	N/A	N/A	N/A

**CITY COLLEGES OF CHICAGO  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
CORRECTIVE ACTION PLAN  
YEAR ENDED JUNE 30, 2004**

# CITY COLLEGES OF CHICAGO

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED JUNE 30, 2004

---

### PART I—SUMMARY OF AUDITORS' RESULTS

#### Financial Statements

##### Type of auditors' report issued:

Unqualified

Internal control over financial reporting:

- Material weaknesses?  Yes  No
- Reportable conditions identified that are not considered to be material weaknesses?  Yes  None Reported
- Noncompliance material to financial statements noted?  Yes  No

#### Federal Awards

Internal control over major programs:

- Material weaknesses?  Yes  No
- Reportable conditions identified that are not considered to be material weaknesses?  Yes  None

##### Type of auditors' report issued on compliance for major programs:

Unqualified

- Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?  Yes  No

# CITY COLLEGES OF CHICAGO

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) YEAR ENDED JUNE 30, 2004

---

### Identification of Major Programs

#### U.S. Department of Education

CFDA Number	Name of Federal Program or Cluster
84.007*	Federal Supplemental Educational Opportunity Grants (FSEOG) Program
84.033*	Federal Work-Study Program
84.063*	Federal Pell Grant Program

\* Student Financial Assistance Cluster

- Dollar threshold used to distinguish Type A and Type B programs \$1,886,075
- Auditee qualified as a low-risk auditee?  Yes  No

### PART II—FINANCIAL STATEMENT FINDINGS SECTION

#### FINDING 2004-2

##### CONDITION:

Closing procedures for financial records and quality control processes to review draft financial statements were not in place to produce timely financial statements in accordance with federal and state filing requirements.

##### CAUSE:

There was no formal and detailed closing schedule with target dates and assigned responsibilities due to significant turnover in the accounting department.

##### CRITERIA:

Sufficient internal controls should be in place to enable the management to report financial data consistent with the assertions of management in a timely manner.

##### EFFECT:

Financial statements are not produced in a timely manner.

##### RECOMMENDATION:

Develop an overall plan for improving the management and day to day performance of accounting and financial reporting functions. Train personnel in both the mechanics and the underlying reasons for the accounting procedures to be followed. Implement review and approval procedures to assure the quality of the work performed.

##### MANAGEMENT'S RESPONSE:

Management concurs with the finding. Management has established closing procedures for the fiscal year 2005 with responsible persons and target dates of completion. All account reconciliations were reviewed and approved by an Associate Controller and Internal Auditor/Controller to ensure accuracy, adequate supporting documentation and completeness. The current staff has attended training. The CAFR process is included in the year end closing plan and includes a quality control process to ensure that the CAFR is appropriately tied out with adequate supporting documentation for notes and schedules included therein.

# CITY COLLEGES OF CHICAGO

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
STUDENT FINANCIAL ASSISTANCE CLUSTER—CFDA 84.007, 84.033, 84.063  
U.S. DEPARTMENT OF EDUCATION  
YEAR ENDED JUNE 30, 2004**

---

**FINDING 2004—1**

**QUESTIONED COSTS: None**

## **Condition**

In 2 out of 20 selections for Federal Work-Study Program, we noted that there were mathematical errors in calculations of the total hours worked that were reported on the time sheets.

## **Cause**

Failure to check the calculation of the actual number of hours worked reported in the College Work-Study Time Sheet prepared by the student and signed by the supervisor.

## **Criteria**

Internal control policies and procedures should be in place requiring the supervisor to review the mathematical accuracy of the time sheet to ensure the hours reported are appropriately calculated.

## **Effect**

Incorrect calculation in the number of hours worked can result in over payment to the student.

## **Recommendation**

Establish policies and procedures to ensure that time sheets are prepared accurately and supervisors are appropriately reviewing the time sheets.

**CITY COLLEGES OF CHICAGO  
CORRECTIVE ACTION PLAN  
YEAR ENDED JUNE 30, 2004**



# **CITY COLLEGES OF CHICAGO**

## **SCHEDULE OF FINDINGS AND QUESTIONED COSTS CORRECTIVE ACTION PLAN YEAR ENDED JUNE 30, 2004**

---

### **FINDING 2004—1**

---

#### **Corrective Action Plan**

We concur with this finding. The City Colleges of Chicago will review and improve its current written policies and procedures to ensure the accuracy of college work study payments. We will enforce adherence to the policies and procedures and ensure that all Financial Aid personnel participate in training workshops on a periodic basis throughout the year. Currently, the City Colleges of Chicago has a practice in place whereby payments in excess of the Department of Education's authorized amount is funded by the college's unrestricted funds.

**CITY COLLEGES OF CHICAGO  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2004**

# **CITY COLLEGES OF CHICAGO**

## **SUMMARY OF PRIOR YEAR AUDIT FINDINGS YEAR ENDED JUNE 30, 2004**

---

### **Prior Year Financial Statement Findings**

There were no financial statement findings during the year ended June 30, 2003.

### **Prior Year Federal Award Findings and Questioned Costs**

There were no federal award findings and questioned costs during the year ended June 30, 2003.