

## Issues and concerns about Budgetary Accounting and Internal Controls

Establishing a task force with members from The Board, Chabot, Las Positas and District office to address the following questions:

1. Timing: Recommend an inquiry to establish “Facts” i.e. Who knew what and when?
2. Internal Control Environment and Processes:
  - a. What type of Internal Control and reporting processes exist for financial/ budgetary expenditure? (At all four entities i.e. LPC, Chabot, District and M & O)
  - b. Under what circumstances these controls can fail or overridden. What is the oversight and review process? What is the fail safe? Are there policies and procedures in place to address an anomalous situation?
  - c. Are these controls adequate? (Keeping in mind Autonomy of all entities to choose how they use their budget).
  - d. Recommend developing new or improve existing procedures
3. Reporting financial results:
  - a. What are current reporting guidelines at all four institutions? Whom, when and where?
  - b. Is current reporting adequate?
  - c. Recommend periodic review (twice a semester) and presentation/ publishing of financial results to:
    - i. College council/ Town Hall/ Senate etc
    - ii. Board meetings
4. Repayment Plan:
  - a. What is the current repayment plan?
  - b. Who and how would it be administered and reported?
    - i. Separate line item addressed in the budget?
    - ii. Annual reporting?