

June 2, 2009

Board of Trustees  
Guam Community College:

Gentlemen:

In planning and performing our audit of the financial statements of the Guam Community College (the College) as of and for the year ended September 30, 2008 (on which we have issued our report dated June 2, 2009), 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, we considered the College's internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting. However, in connection with our audit, we identified, and included in the attached Appendix I, deficiencies related to the College's internal control over financial reporting and other matters as of September 30, 2008 that we wish to bring to your attention.

We have also issued a separate report to the Board of Directors and management, also dated June 2, 2009, on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters.

The definition of a deficiency is also set forth in the attached Appendix I.

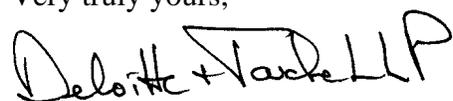
A description of the responsibility of management for establishing and maintaining internal control over financial reporting and of the objectives of and inherent limitations of internal control over financial reporting, is set forth in the attached Appendix II and should be read in conjunction with this report.

This report is intended solely for the information and use of the Board of Trustees, management, others within the organization, and the Office of the Public Auditor and is not intended to be and should not be used by anyone other than these specified parties. However, this report is also a matter of public record.

We will be pleased to discuss the attached comments with you and, if desired, to assist you in implementing any of the suggestions.

We wish to thank the staff and management of the College for their cooperation and assistance during the course of this engagement.

Very truly yours,



**SECTION I — OTHER MATTERS**

Our observations concerning control deficiencies and other matters related to operations, compliance with laws and regulations, and best practices involving internal control over financial reporting that we wish to bring to your attention at this time are as follows:

**Proper Application of Student Account**

Comment: During tests of tuition and fees, student payments were applied to improper accounts.

Recommendation: Student payments should be applied to correct accounts to deter misstatements of student account balances.

**Assigned Identification Number**

Comment: During tests of student accounts receivable, it was found that one student had two identification numbers.

Recommendation: Students should only be allowed one identification number to avoid application of payments and charges to more than one account.

**Recording of Transactions in the Correct Accounting Period**

Comment: The following vendor invoices were not recorded in the correct period.

<u>Vendor Number</u>	<u>Amount</u>
B00139430	\$ 44,393
B00139414	44,122
B00139414	8,640
B00139516	737

Recommendation: We recommend that liabilities be recognized upon receipt of goods or services.

**Capital Assets Incorrectly Recorded as Expenditures**

Comment: Certain capital assets were incorrectly recorded as expenditures. This could result in an overstatement of operating expenses and an understatement of net assets.

Recommendation: We recommend that expense accounts be regularly reviewed for items that are capital in nature.

**Blanket Purchase Orders**

Comment: One blanket purchase order was not closed in a timely manner.

<u>PO #</u>	<u>Amount</u>
M71007	\$ 297.68

Recommendation: Blanket Purchase Orders should be closed out at the earlier of the date the committed funds are exhausted or at fiscal year-end as stated on the purchase order.

**Procurement**

Comment: One transaction lacked documentation on file to support the rationale for the procurement selection process.

P0000363	\$ 733.45
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Recommendation: We recommend that management maintain documentation of the procurement selection process.

**SECTION II – DEFINITIONS**

The definition of a deficiency that is established in AU 325, *Communicating Internal Control Related Matters Identified in an Audit*, is as follows:

A *deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when (a) a properly designed control does not operate as designed, or (b) the person performing the control does not possess the necessary authority or competence to perform the control effectively.

## **MANAGEMENT'S RESPONSIBILITY FOR, AND THE OBJECTIVES AND LIMITATIONS OF, INTERNAL CONTROL OVER FINANCIAL REPORTING**

The following comments concerning management's responsibility for internal control over financial reporting and the objectives and inherent limitations of internal control over financial reporting are adapted from auditing standards generally accepted in the United States of America.

### **Management's Responsibility**

The College's management is responsible for the overall accuracy of the financial statements and their conformity with generally accepted accounting principles. In this regard, management is also responsible for establishing and maintaining effective internal control over financial reporting.

### **Objectives of Internal Control over Financial Reporting**

Internal control over financial reporting is a process affected by those charged with governance, management, and other personnel and designed to provide reasonable assurance about the achievement of the entity's objectives with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws and regulations. Internal control over the safeguarding of assets against unauthorized acquisition, use, or disposition may include controls related to financial reporting and operations objectives. Generally, controls that are relevant to an audit of financial statements are those that pertain to the entity's objective of reliable financial reporting (i.e., the preparation of reliable financial statements that are fairly presented in conformity with generally accepted accounting principles).

### **Inherent Limitations of Internal Control over Financial Reporting**

Because of the inherent limitations of internal control over financial reporting, including the possibility of collusion or improper management override of controls, material misstatements due to error or fraud may not be prevented or detected on a timely basis. Also, projections of any evaluation of the effectiveness of the internal control over financial reporting to future periods are subject to the risk that the controls may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.