

To: The Audit Committee  
Associated Students, Inc., California State University, Long Beach  
Isabel Patterson Child Development Center  
Vendor #19-B776-00-1

From: Aldrich CPAs + Advisors LLP

Date: December 13, 2022

Subject: Other Recommendations

During the course of our audit, we became aware of certain matters that provide an opportunity for strengthening internal controls and operating efficiency. Our comments and suggestions are summarized as follows:

1) Review Processes

- a. Aldrich noted that after the input of child schedules into ProCare by the Operations & Fiscal Specialist, there is no review of the schedule inputs within ProCare by a separate person.

Aldrich recommends that someone reviews the rates within ProCare for accuracy after input by the Operations & Fiscal Specialist.

*Management's Response: Upon review of the recommendation, the Administrative Assistant will input schedules into ProCare. The Operations & Fiscal Specialist will review schedules for accuracy.*

- b. Aldrich noted that after the input of fee rates into ProCare by the Operations & Fiscal Specialist, there is no review of the fee rate inputs within ProCare by a separate person.

Aldrich recommends that someone reviews the rates within ProCare for accuracy after input by the Operations & Fiscal Specialist.

*Management's Response: Upon review of the recommendation, the Operations & Fiscal Specialist will input fee rates into ProCare. The Program Director will review rates for accuracy.*

- c. For Child and Adult Care Food Program claims for reimbursement, Aldrich noted that after preparation of the monthly claim forms by the Eligibility Specialist, there is no review of the monthly claim forms by a separate person before submitting for reimbursement.

Aldrich recommends that someone reviews the monthly claim forms for accuracy before submitting for reimbursement.

*Management's Response: Upon review of recommendation, the Eligibility Specialist will input monthly claims for reimbursement. Before final submittal, the Operations & Fiscal Specialist will review for accuracy.*

### Review Processes, continued

- d. Aldrich noted that after preparation of the financial data in the CPARIS system by the Program Director, there is no review of this data by a separate person before submission.

Aldrich recommends that someone reviews the quarterly financial data input into the system for accuracy before submitting for reimbursement.

*Management's Response: Upon review of the recommendation, the Program Director will prepare financial data for the CPARIS system. Before input into the CPARIS database, the Operations & Fiscal Specialist will review raw data and the input of data before final submittal.*

- e. During comparison of internal tracking reports and quarterly reports submitted in the CPARIS system, Aldrich noted the following discrepancies: Days of operation were under-reported by 30 days on the CSPP-1154 quarterly reports; non-certified days of enrollment were over-reported by 17 days on the CSPP-1154 quarterly reports; certified days of attendance were under-reported by three days on the CCTR-1071 quarterly reports. Per discussion with management, these discrepancies were due to human error when entering data into the quarterly reports.

Aldrich recommends that the Center enhance their review process over the quarterly reports by identifying key criteria for review, in order to ensure the quarterly reports are accurate and that any human errors are caught prior to submission.

*Management's Response: Management will consider the recommendation.*

### 2) Attendance and Enrollment Tracking

- a. During testing of attendance and enrollment, Aldrich noted that in quarter two, CCTR-1071 non-certified three years and older one-half-time enrollment was over-reported by two days for two children. In these instances, two days of attendance and enrollment were recorded on internal tracking reports but were missing daily sign-in/sign-out sheets.

In quarter two, CSPP-1154 non-certified three years and older three-quarter-time enrollment was under-reported by four days for one child. In this instance, the child had daily sign-in/sign-out sheets, but four days of attendance and enrollment were not recorded on internal tracking reports.

The Center utilizes data recorded on internal tracking reports to prepare quarterly reporting and enrollment was off due to human error when entering attendance and enrollment on the internal tracking report. Although internal tracking reports were reviewed for accuracy before preparation and submission of quarterly reporting, these specific errors were not identified.

Aldrich recommends that the Center enhance their review process of the internal tracking reports by identifying key criteria for review, in order to ensure the quarterly reports are accurate and that any human errors are caught prior to submission.

*Management's Response: Management will consider the recommendation.*

3) Child and Adult Care Food Program Average Daily Participation

- a. Per Section 5.1 of the CACFP Administrative Manual, agencies are required to submit a new roster if the average daily participation (ADP) for the claim month exceeds the total enrollment previously reported. Aldrich noted that the Center calculates the ADP on a monthly meal count Excel sheet. Aldrich also noted that the Center will submit an initial roster in October and will then assess for any significant changes during re-enrollment in January or February. However, Aldrich noted that the monthly calculated ADP is not compared against the total enrollment from the previous roster on a monthly basis.

Aldrich recommends that the Center implement a process to compare the monthly calculated ADP against the total enrollment from the previous roster on a monthly basis, in order to determine whether a revised roster is required to be submitted.

*Management's Response: Upon review of the recommendation, the Administrative Assistant will ensure the monthly ADP number does not exceed the total enrollment from the previous roster. To ensure complete accuracy, the Operations & Fiscal Specialist will review and revise if necessary.*

4) Child and Adult Care Food Program Meal Benefit Form

- a. Aldrich noted one discrepancy between the gross income reported on the Child and Adult Care Food Program (CACFP) Meal Benefit Form and gross income reported on Form 9600 as part of the application and certification process.

Aldrich recommends that, if the Center becomes aware of discrepancies between the gross income reported on these forms, to further reconcile and update the forms accordingly. It is not considered necessary to perform a separate review to identify discrepancies as an additional control process based on the threshold for self-reporting income on the Meal Benefit Form.

*Management's Response: Management will consider the recommendation.*