

NORTHERN NEW MEXICO COLLEGE						
FINDINGS & QUESTIONED COSTS						
FISCAL YEAR 2022						
CORRECTIVE ACTION PLAN - updated as of 9/30/2023						
Section	Reference	Audit Report Page #	Description	Type	Team Lead	Status
Financial Statement Findings						
	2022-001 (2021-001)	104	Capital Assets	Material Weakness	Vince Lithgow, Accountant IV	Quotes sought for Appraisal (cost approach). Analysis of prior Capital Asset schedules and documentation is being completed to identify if an appraisal is required.
					Vince Lithgow, Accountant IV	Physical inventory complete. Presented for approval by the Board of Regents at the July 28, 2023 meeting. Subsequent request for disposal of IT related items was presented for approval by the Board of Regents at the August 25, 2023 meeting.
	2022-002 (2021-002)	105	Financial Policies and Procedures	Material Weakness	Vince Lithgow, Accountant IV	Several financial policies updated and or drafted. Currently under review through the NNMCC policy on policy creation and updates.
	2022-003 (2021-003)	106	Trial Balance Maintenance and Account Reconciliation	Material Weakness	Theresa Storey, CFO and Vince Lithgow, Accountant IV	Incorporate Fiscal Watch Report into routine TB maintenance and reconciliations.
	2022-004	107	Inadequate Controls over Athletics	Material Weakness	Theresa Storey, CFO	Contributions and receipts are logged only by the Business Office.
	2022-005 (2021-010)	108	Pledged Collateral Requirements and Bank Reconciliations	Material Weakness and Material Noncompliance	Jessica Ortiz, Accountant III	Draft policy under review
	2022-006 (2021-004)	109	Information Technology (IT)	Significant deficiency	Scott Stokes, CIO	Audit, roster, compliance, process is in place and now being followed. IT is currently addressing email and network accounts.
Federal Award Findings						
	2022-007 (2021-005)	110	Special Tests and Provisions – Enrollment Reporting	Material Weakness and Material Noncompliance	Nick Eckert, Grant Manager	Financial Aid, Institutional Research, and Registrar have worked with Clearing House (CH) and National Student Loan Data System (NSLDS) to understand errors, source of errors and where NNMCC might need to change process to address errors. It is our belief that the errors/mis matches that were identified and resulted in repeat findings is a result of errors that exist between Clearing House and NSLDS and are independent of NNMCC reporting.
	2022-008	112	Special Tests and Provisions – Return of Title IV Funds	Significant Deficiency	Nick Eckert, Grant Manager	Financial Aid has an updated policy to be placed on website.
	2022-009 (2021-008)	113	Special Reporting – Quarterly Reporting	Significant Deficiency	Nick Eckert, Grant Manager	HEERF reporting is up to date and posted on the website. This reporting will remain a requirement in FY24 as the College requested a no cost extension of remaining funds.
	2022-010	114	Equipment and Real Property Management	Material Weakness	Vince Lithgow, Accountant IV	Physical inventory complete. Presented for approval by the Board of Regents at the July 28, 2023 meeting. Subsequent request for disposal of IT related items was presented for approval by the Board of Regents at the August 25, 2023 meeting.
	2022-011	116	Procurement – Small Purchases	Significant Deficiency	Nick Eckert, Grant Manager	Reinforce Federal micro-threshold through NNMCC Procurement Guidelines as well as through staff training materials.
	2022-012	117	Activities Allowed or Unallowed, Allowable Costs/Cost Principles, and Period of Performance - Payroll	Material Weakness and Material Noncompliance	Nick Eckert, Grant Manager	During state fiscal year 2023, the addition of the Grant Manager position, which had previously been vacant for over a year, allowed us to come up to date with Time and Effort certification. As an additional measure, the Grant Manager has met with the Principal investigators of all federal awards and has mandated that fixed schedules are required for all split funding employees, and where a fixed schedule is not available a detailed personnel activity report (on a monthly basis) will be utilized. The Grant Manager will supplement FY23 files with fixed schedules where they are available, otherwise this new measure will be in effect during the state fiscal year 2024.
	2022-013	119	Activities Allowed or Unallowed, Allowable Costs/Cost Principles, and Period of Performance - Payroll	Significant Deficiency	Nick Eckert, Grant Manager	Support for this finding identified that the discrepancy was a result of a 1% legislative compensation increase that was later vetoed as a result of oil and gas revenue declines. Personnel contracts and files should be audited internally to ensure complete files.
NMSA Findings						
	2022-014 (2021-009)	120	Late Audit Report	Other Noncompliance	Theresa Storey, CFO	

	2022-015 (2021-011)	121	RHCA Overpayment Employee/Employer Contributions	Other Noncompliance	Theresa Storey, CFO	Reconciliations are performed monthly to identify and track discrepancies and timing delays.
	2022-016	122	Procurement Card Transactions	Other Noncompliance	Jessica Ortiz, Accountant III	Draft policy under review.
	2022-017	123	Travel and Per Diem	Other Noncompliance	Jessica Ortiz, Accountant III	Draft policy under review.
Foundation Findings						
	2022-018 (2021-012)	124	Bank Reconciliations — Timeliness and Accuracy	Material Weakness	Vince Lithgow, Accountant IV	Foundation reconciliations completed monthly.
	2022-019 (2021-013)	125	Account Reconciliation and Analysis	Material Weakness	Vince Lithgow, Accountant IV	Foundation reconciliations completed monthly.
	2022-020 (2021-014)	126	Endowment Listing	Material Weakness	Vince Lithgow, Accountant IV	
	2022-021	127	Lack of Internal Controls over Expenditures	Other Matter	Vince Lithgow, Accountant IV	Current documentation is reviewed.
	2022-022 (2021-015)	128	Late Audit Report	Other Noncompliance		
	2022-023	129	990 Tax Returns Not Filed	Other Noncompliance	Jessica Ortiz, Accountant III	Complete - returns have been submitted.
Corporation Findings						
	2022-024 (2021-016)	130	Account Reconciliation and Analysis	Material Weakness		N/A - Corporation Defunct
	2022-025 (2021-017)	131	Late Audit Report	Other Noncompliance		N/A - Corporation Defunct