



Commonwealth of Massachusetts
Office of the State Auditor
Suzanne M. Bump

Making government work better

Official Audit Report – Issued November 16, 2015

Bristol Community College

For the period July 1, 2012 through June 30, 2014





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John Sbrega, PhD, President
Office of the President
Bristol Community College
777 Elsbree Street
Fall River, MA 02720

Dear President Sbrega:

I am pleased to provide this performance audit of Bristol Community College. This report details the audit objectives, scope, methodology, and conclusions for the audit period, July 1, 2012 through June 30, 2014. My audit staff discussed the contents of this report with management of the college, whose comments we considered in drafting this report.

I would also like to express my appreciation to Bristol Community College for the cooperation and assistance provided to my staff during the audit.

Sincerely,

A handwritten signature in blue ink, appearing to read "SMBump".

Suzanne M. Bump
Auditor of the Commonwealth

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EXECUTIVE SUMMARY

In accordance with Chapter 11, Section 12, of the Massachusetts General Laws, the Office of the State Auditor has conducted a performance audit of certain activities of Bristol Community College (BCC) for the period July 1, 2012 through June 30, 2014.

In this performance audit, we examined certain BCC activities related to inventory of property and equipment, certain administrative expenditures, Chapter 647 of the Acts of 1989, and the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Based on our audit, we have concluded that BCC has established adequate controls and practices in the areas reviewed that were related to our audit objectives. We did not identify any significant deficiencies in those areas.

OVERVIEW OF AUDITED ENTITY

Bristol Community College (BCC) is authorized by Chapter 15A, Section 5, of the Massachusetts General Laws and operates under the direction of a board of trustees, whose members are appointed by the Governor. The board is responsible for operating under the regulations promulgated by the state's Board of Higher Education, such as the Standards for the Expenditure of Trust Funds. The president of BCC reports to the board of trustees and is the administrative head of the college. The president is supported by the vice presidents of Administration and Finance; Information Technology Services; Academic Affairs; and Preparedness, Compliance and Students.

BCC is a member of the Massachusetts public higher-education system, which consists of 15 community colleges, nine state universities, and five University of Massachusetts campuses. BCC is an accredited public two-year institution serving 20 cities and towns in southeastern Massachusetts. The 90-acre main campus is located at 777 Elsbree Street in Fall River; satellite sites are located in Attleboro, New Bedford, and Taunton. As of June 30, 2014, BCC had 12,514 students enrolled.

AUDIT OBJECTIVES, SCOPE, AND METHODOLOGY

In accordance with Chapter 11, Section 12, of the Massachusetts General Laws, the Office of the State Auditor has conducted a performance audit of certain activities of Bristol Community College (BCC) for the period July 1, 2012 through June 30, 2014.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Below is a list of our audit objectives, indicating each question we intended our audit to answer and the conclusion we reached regarding each objective.

Objective	Conclusion
1. Are there effective inventory controls that safeguard BCC's property and equipment?	Yes
2. Is BCC complying with Chapter 647 of the Acts of 1989 ¹ in reporting stolen and/or missing property?	Yes
3. Are the internal controls over BCC's administrative expenditures effective in ensuring that expenditures are reasonable and appropriate?	Yes
4. Are BCC's internal policies and procedures sufficient to ensure its compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)? ²	Yes

To achieve our objectives, we gained an understanding of BCC's internal controls and tested their operating effectiveness over the following areas: financial and management controls related to BCC inventory of property and equipment, adherence to Chapter 647, administrative expenditures, and the Clery Act. We conducted further audit testing as follows:

- We reviewed BCC inventory policies and procedures, interviewed the vice president of Administration and Finance and other personnel involved in BCC's inventory process, and gained an understanding of BCC's inventory practices. We sampled and examined inventory records and

1. This law requires agencies to file a report with the Office of the State Auditor if they find any "unaccounted for variances, losses, shortages or thefts of funds or property."
2. The Clery Act requires colleges and universities to report crime on and near their campuses.

verified the existence of certain inventory items. We selected a judgmental sample of 40 items whose value was equal to or greater than \$1,000 to determine whether they were recorded on BCC's inventory list in accordance with BCC policy. Additionally, we conducted a non-statistical test by randomly selecting another 30 items from different locations on the BCC main campus and 10 items from a satellite location to determine whether each item was appropriately recorded on the BCC inventory list.

- We gained an understanding of BCC's reporting process under Chapter 647 of the Acts of 1989 by interviewing key BCC personnel. We reviewed applicable documentation to assess BCC's compliance with the reporting requirements of this legislation.
- We reviewed and analyzed BCC's policies and procedures for administrative expenses. We used a non-statistical sampling methodology to select a random sample of 47 out of a population of 4,509 expenses of more than \$250 paid by BCC from its Operating Trust Fund during our audit period.
- We interviewed BCC's director of Public Safety about Clery Act reporting policies and procedures. In addition, we reviewed internal logs related to annual incident reports submitted to the federal government under the act.

Information we obtained from the Massachusetts Management Accounting and Reporting System about BCC's activities during our audit period was not used in our audit testing. Information obtained through BCC's Banner System, the accounting system containing financial records and student records used at the college, was supported by source documentation, and we conducted information-security testing through the use of questionnaires, interviews, and observations to determine the reliability of the data. We determined that the data were sufficiently reliable for the purposes of this report.