

Edmonds College

Agency 610

Audit Report	Finding Number	Finding and Corrective Action Status	
1032429	2022-001	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p>	<p>Edmonds College lacked adequate internal controls for ensuring accurate preparation and review of its financial statements and related schedules.</p> <p>The College reviewed internal controls for the functions that affect finance transactions within the new Enterprise Resource Planning (ERP) system and implemented the following corrective actions:</p> <p>Control Environment:</p> <ul style="list-style-type: none"> • Established a structure for new ERP business processes and updated training documentation with centralized access. • Filled vacant positions in the business office. • Provided professional development opportunities to finance employees and ensure new guidance and resources are available to remain compliant with Generally Accepted Accounting Principles. <p>Control Activities:</p> <ul style="list-style-type: none"> • Created procedures for running reports, analyzing and posting adjustments in the new ERP system, which were added to the yearend checklist. • Updated bank reconciliation procedures based on ongoing collaboration with the State Board for Community and Technical Colleges (SBCTC). • Contracted with a consultant to perform regular financial data verification with the SBCTC. • Established a secondary review process for financial statements and back up documentation prior to submission to the State Auditor’s Office for audit. <p>Information & Communication:</p> <ul style="list-style-type: none"> • Provided ongoing procedure updates and training to all employees in the business and accounting aspects to improve the process of front-end data entry in relation to the overall workflow. • Business office employees participated in state, cross-pillar ERP work groups and training to learn to identify subledger transaction details and their reconciliation to the general ledger. <p>Monitoring Activities:</p> <ul style="list-style-type: none"> • The finance director performed weekly bank reconciliation progress review with the staff involved in recording and reconciling bank transactions to identify issues and make corrections. • Promoted information sharing of front-end financial events and transactions with the finance staff to ensure accurate reporting of the College’s financial data. <p>June 2023, subject to audit follow-up</p>

**State of Washington - Office of Financial Management
 Status of Audit Resolution
 December 2023**

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1032429	2022-001 (cont'd)	Agency Contact:	James Mulik Vice President for Finance, Grants, and Institutional Effectiveness 20000 68 th Ave. W. Lynnwood, WA 98036-5912 (425) 640-1610 james.mulik@edmonds.edu