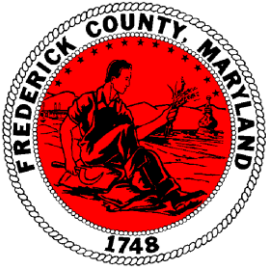


**FREDERICK COUNTY
INTERAGENCY INTERNAL AUDIT AUTHORITY**

**FOLLOW-UP TO REPORT NO. 09-05
FCC REGISTRATION PROCESS
FOR THE PERIOD SUMMER 2007
THROUGH SPRING 2008 SEMESTERS
ISSUED DECEMBER 17, 2008**

**REPORT # 10-A
JULY 15, 2009**





**INTERAGENCY INTERNAL AUDIT AUTHORITY
INTERNAL AUDIT DIVISION
FREDERICK COUNTY, MARYLAND**

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July 15, 2009

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We have completed our follow-up review of the recommendations made in Audit Report No. 09-05, Frederick Community College Registration Process, Summer 2007 through Spring 2008 Semesters, issued December 17, 2008. We found that both recommendations made have been implemented and no further actions are needed.

Recommendation 1a: We recommended that FCC document, in the Student Administration database, that Finance has given the WRC authorization to perform an override and specify the date of authorization.

The Student Accounts Associate now adds notations within the Student Administration database stating the office has authorized the WRC to perform an override. The notes document the date, time and reasoning for the override, and is in addition to the official paper documentation provided to the WRC at the time of registration.

Recommendation 1b: We recommended that FCC develop a report that would allow management to perform reviews of service indicator overrides to verify that they were authorized and in compliance with policies and procedures. We suggested that the report identify the students that have negative service indicator related holds associated with their accounts at the time they registered and the personnel that processed the students' registration transactions.

The FCC Student Finance Office along with the IT Department developed a PeopleSoft query that allows management to review the service indicator overrides. The report indicates the student ID, term, date, time and FCC user enrolling the student and overriding the financial obligation "negative" service indicator. Management has indicated that they will utilize this report throughout the year to ensure policies and procedures are being upheld.

If you need further information regarding this follow-up, contact Richard Kaplan, Director, Internal Audit at 301-600-1675.

Interagency Internal Audit Authority
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