

CALIFORNIA STUDENT AID COMMISSION

PROGRAM ADMINISTRATION AND SERVICES DIVISION

February 15, 2018



William A. Covino
President
California State University Los Angeles
5151 State University Drive
Los Angeles, CA 90032

RE: Program Compliance Review ID#81700114000

Dear Mr. Covino:

This letter is in reference to the Program Compliance Review of your institution conducted in August 2017. The review disclosed no significant issues and a copy of the final report is attached.

Thank you for the courtesy and cooperation extended to the Commission staff during the review. Your continued effort and consideration toward the Commission's programs will help produce an efficient and beneficial student financial assistance program.

If I, or any member of my staff, can be of further assistance to you, please feel free to call us.

Sincerely,

A handwritten signature in blue ink that reads 'Catalina Mistler'.

Catalina Mistler, Deputy Director
Program Administration and Services Division

Enclosure

- c. Tamie Nguyen, Director of Financial Aid
Tanya Ho, Internal Auditor
Program Review File



***Program Compliance Office
Cal Grant Program Review Report***

2015-16 Award Year

**California State University Los Angeles
Program Review ID#81700114000**

**5151 State University Drive
Los Angeles, CA 90032**

Program Review Dates:

8/14/2017 - 8/17/2017

Auditor:

Paramjeet Singh

Report Approved by:

Catalina Mistler, Deputy Director
Program Administration and Services Division

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AUDITOR'S REPORT

SUMMARY We reviewed California State University Los Angeles's administration of California Student Aid Commission (Commission) programs for the 2015-16 award year.

The Institution's records disclosed no deficiencies.

BACKGROUND The Commission performs institution compliance reviews to ensure program integrity and institution compliance with applicable laws, policies, contracts and institutional participation agreements as they pertain to the following grant programs administered by the Commission:

Cal Grants A and B

The following information, obtained from the Institution and the Commission's database, is provided as background on the Institution:

A. Institution

- Type of Organization: Public Institution of Higher Education
- President: William B. Covino
- Accrediting Body: Western Association of Schools & Colleges

B. Institutional Persons Contacted

- Tamie Nguyen: Director of Financial Aid
- Tanya Ho : University Internal Auditor

C. Financial Aid

- Date of Prior Commission Program Review: May 2008
- Branches: None
- Financial Aid Programs: Federal: Direct Loan Program, Pell, SEOG, Workstudy and Perkins
State: Cal Grants A and B, Child Development Teacher & Supervisor Grant
- Financial Aid Consultant: None

AUDITOR'S REPORT (continued)

OBJECTIVES, SCOPE AND METHODOLOGY

The purpose of our review is to provide the Commission with assurance that the Institution adequately administered Commission programs and complied with applicable laws, policies, contracts and institutional participation agreements as they pertain to the grant programs administered by the Commission.

The review focused on, but was not limited to, the following areas:

- A. General Eligibility
- B. Applicant Eligibility
- C. Fund Disbursement and Refunds
- D. File Maintenance and Records Retention
- E. Fiscal Responsibility for Program Funds

The specific objectives of the review were to determine that:

- Administration systems have adequate controls to ensure that grant funds received by the Institution are secure.
- Administration systems have adequate controls to ensure that grant payments are accurate, legal and proper.
- Accounting requirements are being followed.

The procedures performed in conducting this review included:

- Evaluating the current administrative procedures through interviews and reviews of student records, forms and procedures.
- Evaluating the current payment procedures through interviews and reviews of student records, forms and procedures.
- Reviewing the records and grant payment transactions from a sample of 40 students who received a total of 7 Cal Grant A awards and 33 Cal Grant B awards within the review period. The program review sample was randomly selected from the total population of 8,272 recipients.
- Reviewing the records of 45 unpaid Cal Grant awardees who appeared on the institution's roster. The review sample was selected to include all unpaid students.

The review scope was limited to planning and performing procedures to obtain reasonable assurance that Commission grant funds were administered according to the applicable laws, policies, contracts and institutional agreements. Accordingly, transactions were examined on a test basis to determine whether grant funds were expended in an eligible manner. The auditor considered the Institution's management controls only to the extent necessary to plan the review.

This report is written using the exception-reporting format, which excludes the positive aspects of the Institution's administration of the Commission grant programs.

AUDITOR'S REPORT (continued)

CONCLUSION In conclusion, the institution administered the Commission's grant programs in accordance with all applicable laws, policies, contracts and institutional agreements.

VIEWS OF
RESPONSIBLE
OFFICIALS The review was discussed with institution representatives in an exit conference held on August 17, 2017.

We appreciate the cooperation and assistance of the management and staff during the course of this review.

Catalina Mistler, Deputy Director
Program Administration and Services Division