



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

Making government work better

Official Audit Report – April 29, 2020

Quinsigamond Community College Foundation

For the period July 1, 2017 through June 30, 2019





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Linda A. Maykel, DDS, Chair of the Board of Trustees
Quinsigamond Community College Foundation
670 West Boylston Street
Worcester, MA 01606

Dear Dr. Maykel:

I am pleased to provide this performance audit of the Quinsigamond Community College Foundation. This report details the audit objectives, scope, and methodology for the audit period, July 1, 2017 through June 30, 2019. My audit staff discussed the contents of this report with management of the agency, whose comments are reflected in this report.

I would also like to express my appreciation to the Quinsigamond Community College Foundation 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

cc: David Ojerholm, Treasurer, Quinsigamond Community College Foundation

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EXECUTIVE SUMMARY

In accordance with Section 12 of Chapter 11 of the Massachusetts General Laws, the Office of the State Auditor has conducted a performance audit of the Quinsigamond Community College Foundation for the period July 1, 2017 through June 30, 2019. In this performance audit, we examined the foundation's expenditures that were used to support the mission of Quinsigamond Community College.

Our audit revealed no significant instances of noncompliance that must be reported under generally accepted government auditing standards.

OVERVIEW OF AUDITED ENTITY

The Quinsigamond Community College Foundation was established in 1985 as a charitable not-for-profit corporation organized under Chapter 180 of the Massachusetts General Laws. It is overseen by a 22-member board of directors.

According to its website, the foundation's mission is "to develop and promote resources that advance the mission of Quinsigamond Community College." This mission is accomplished by "contributing, soliciting, receiving and administering donations for any and all scholarships, projects, functions, services and activities sponsored by or participated in by the College."

The foundation incurred approximately \$1 million of expenditures during our audit period, July 1, 2017 through June 30, 2019.

AUDIT OBJECTIVES, SCOPE, AND METHODOLOGY

In accordance with Section 12 of Chapter 11 of the Massachusetts General Laws, the Office of the State Auditor has conducted a performance audit of certain activities of the Quinsigamond Community College Foundation for the period July 1, 2017 through June 30, 2019.

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 our audit objective, indicating the question we intended our audit to answer and the conclusion we reached regarding the objective.

Objective	Conclusion
1. Are the expenditures that the foundation makes properly documented and consistent with applicable policies and procedures?	Yes

To achieve our objective, we gained an understanding of the foundation’s internal control environment related to our audit objective by reviewing applicable bylaws, fiscal policies, and procedures, as well as conducting inquiries with management. We also evaluated the design and effectiveness of controls over check signatures.

Additionally, we performed the following procedures:

- To determine whether accounts payable checks issued by the foundation were properly documented and consistent with its fiscal procedures, we reviewed all 143 payments made during the audit period. For each payment, we noted that the expenditure supported the college’s mission and that invoices were approved by the appropriate authorized individuals.
- To verify that all payments issued directly to Quinsigamond Community College were reviewed and authorized by the foundation’s board of directors, we traced all payments to the college to the relevant board meeting minutes, noting board review and authorization vote.

Data Reliability

To test the accuracy of the data on the detailed posted transaction list, we traced all expenditures on the list to the bank statement, ensuring accuracy of check numbers and dollar amounts. Subsequently, to ensure completeness of the data, we traced all expenditures on bank statements back to the detailed posted transaction list for agreement. Based on our procedure, we determined that the data obtained from the QuickBooks system were sufficiently reliable for the purposes of this report.

Conclusion

Our audit revealed no significant instances of noncompliance that must be reported under generally accepted government auditing standards.