

Status of Audit Resolution

December 2013

Edmonds Community College (EDC)

Agency: 610

Audit Report: 2012 F

Finding Number: 031

Finding: Edmonds Community College did not comply with time and effort requirements for its Head Start Program.

Resolution: The College requires hourly employees to complete time sheets and classified employees to enter time in a tracking system. However, the College does not believe exempt employees working 100 percent on the Head Start Program are required to certify time worked. That said, payroll detail was extracted to create a certification form for fiscal year 2012, which included a statement verifying that the dollar figures reported were an accurate and appropriate representation of the exempt employees' Head Start effort. The certification was then signed by the employees, supervisors, and the Head Start Executive Director. The same procedure was followed for fiscal year 2013. Head Start is in the process of contracting with the vendor VeriTime for a web-based time and accountability system, which will allow all employees (both classified & exempt) to verify their time/effort in one system.

The College contacted the U.S. Department of Health and Human Services (HHS), Region X, and has been advised of the official audit finding repayment procedure. The finding was reported to HHS (the granting agency). Region X personnel will be notified when a determination is made and if any repayment is required. Region X will then communicate directly with the College.

Agency Contact: Marian Paananen
Edmonds Community College
20000 68th Avenue West
Lynnwood, WA 98036
(425) 640-1680
mpaanane@edcc.ctc.edu