

Roberts, Jeffery

From: Franklin, Somer
Sent: Monday, July 9, 2018 1:02 PM
To: Roberts, Jeffery
Subject: FW: Statewide Single Audit Prior Year Finding Follow-Up: Sam Houston State University

From: Kelsey Arnold
Sent: Tuesday, June 12, 2018 8:33 AM
To: Ringo, Teresa ; Hall, Lydia
Cc: Wilson, Amy ; Bielamowicz, Kelly ; Franklin, Somer ; Mertz, Scot ; Zella, Kari
Subject: RE: Statewide Single Audit Prior Year Finding Follow-Up: Sam Houston State University

Thank you for the information, Teresa!

Kelsey

From: Ringo, Teresa <REG_TAT@SHSU.EDU>
Sent: Monday, June 11, 2018 8:14 AM
To: Kelsey Arnold <Kelsey.Arnold@sao.texas.gov>; Hall, Lydia <LTH003@SHSU.EDU>
Cc: Wilson, Amy <ANW001@SHSU.EDU>; Bielamowicz, Kelly <AUD_KRW@SHSU.EDU>; Franklin, Somer <somer@shsu.edu>; Mertz, Scot <SDM007@SHSU.EDU>; Zella, Kari <KLE001@SHSU.EDU>
Subject: RE: Statewide Single Audit Prior Year Finding Follow-Up: Sam Houston State University

Good morning Kelsey,

The Registrar's Office has worked with National Clearinghouse and our submission schedule has been updated to reflect two submissions per month. This is our effort to ensure all enrollment information is reported in a timely manner to the Clearinghouse with ample time for them to submit to NSLDS. Our schedule is below:

Enrollment Reporting

Select a branch: 003606 00 SAM HOUSTON STATE UNIVERSITY

Future Transmission Transmission History NSLDS Reporting Advance Registration

View Create or Edit Transmission Schedule Export Results

Term Begin Date	Term End Date	Transmission Type	Schedule Transmission Date	Received Date	Transmission Status
5/30/2018	8/3/2018	Summer First	6/5/2018		Not Yet Received
5/30/2018	8/3/2018	Summer Subsequent	6/20/2018		Not Yet Received
5/30/2018	8/3/2018	Summer Subsequent	7/5/2018		Not Yet Received
5/30/2018	8/3/2018	Summer Subsequent	7/20/2018		Not Yet Received
5/30/2018	8/3/2018	Summer Subsequent	8/3/2018		Not Yet Received
5/30/2018	8/3/2018	Summer Subsequent	8/17/2018		Not Yet Received
8/23/2018	12/7/2018	First of Term	9/10/2018		Not Yet Received
8/23/2018	12/7/2018	Subsequent of Term	9/20/2018		Not Yet Received
8/23/2018	12/7/2018	Subsequent of Term	10/5/2018		Not Yet Received
8/23/2018	12/7/2018	Subsequent of Term	10/22/2018		Not Yet Received
8/23/2018	12/7/2018	Subsequent of Term	11/5/2018		Not Yet Received
8/23/2018	12/7/2018	Subsequent of Term	11/20/2018		Not Yet Received
8/23/2018	12/7/2018	Subsequent of Term	12/5/2018		Not Yet Received
8/23/2018	12/7/2018	Subsequent of Term	12/18/2018		Not Yet Received
1/18/2019	5/10/2019	First of Term	2/8/2019		Not Yet Received
1/18/2019	5/10/2019	Subsequent of Term	2/20/2019		Not Yet Received
1/18/2019	5/10/2019	Subsequent of Term	3/5/2019		Not Yet Received
1/18/2019	5/10/2019	Subsequent of Term	3/20/2019		Not Yet Received
1/18/2019	5/10/2019	Subsequent of Term	4/5/2019		Not Yet Received
1/18/2019	5/10/2019	Subsequent of Term	4/19/2019		Not Yet Received
1/18/2019	5/10/2019	Subsequent of Term	5/6/2019		Not Yet Received
1/18/2019	5/10/2019	Subsequent of Term	5/1/2019		Not Yet Received

Teresa Ringo
University Registrar
Sam Houston State University
Phone: 936-294-1034

Top 5 Strengths: Arranger, Relater, Harmony, Adaptability, Responsibility-

From: Kelsey Arnold <Kelsey.Arnold@sao.texas.gov>
Sent: Wednesday, May 16, 2018 8:39 AM
To: Ringo, Teresa <REG_TAT@SHSU.EDU>; Hall, Lydia <LTH003@SHSU.EDU>
Cc: Wilson, Amy <ANW001@SHSU.EDU>; Bielamowicz, Kelly <AUD_KRW@SHSU.EDU>; Franklin, Somer <somer@shsu.edu>; Mertz, Scot <SDM007@SHSU.EDU>; Zella, Kari <KLE001@SHSU.EDU>
Subject: RE: Statewide Single Audit Prior Year Finding Follow-Up: Sam Houston State University

Thank you Teresa, these documents are helpful. For purposes of following up on the finding this year, the implementation dates you provided are April 2018 (procedures) and Summer 2018 (NSC submission dates). Based on these dates, I think our best option will be to select a sample of students with an enrollment status change in the Summer 2018 term in order to review your new processes. This means we will need to wait until August/September to get the population of students so that we have as much coverage of the award year as possible. Please let me know if you have any questions about this approach.

Thank you!
Kelsey

From: Ringo, Teresa <REG_TAT@SHSU.EDU>
Sent: Tuesday, May 15, 2018 3:49 PM
To: Kelsey Arnold <Kelsey.Arnold@sao.texas.gov>; Hall, Lydia <LTH003@SHSU.EDU>
Cc: Wilson, Amy <ANW001@SHSU.EDU>; Bielamowicz, Kelly <AUD_KRW@SHSU.EDU>; Franklin, Somer

<somer@shsu.edu>; Mertz, Scot <SDM007@SHSU.EDU>; Zella, Kari <KLE001@SHSU.EDU>

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Hi Kelsey,

I inadvertently omitted our documentation on our new process for ensuring accuracy in our reporting. Attached you will find documentation on the improved add/drop process as well as the resignation process, each new process demonstrates additional verification processes to ensure accuracy. Also, we have ran into a glitch with updating our submission processes with the National Student Clearinghouse and as soon as we have that worked out, I will provide with documentation of our new scheduled submission dates.

Thanks,

Teresa Ringo
University Registrar
Sam Houston State University
Phone: 936-294-1034

Top 5 Strengths: Arranger, Relater, Harmony, Adaptability, Responsibility-

From: Kelsey Arnold <Kelsey.Arnold@sao.texas.gov>

Sent: Thursday, May 10, 2018 8:54 AM

To: Hall, Lydia <LTH003@SHSU.EDU>; Ringo, Teresa <REG_TAT@SHSU.EDU>

Cc: Wilson, Amy <ANW001@SHSU.EDU>; Bielamowicz, Kelly <AUD_KRW@SHSU.EDU>

Subject: Statewide Single Audit Prior Year Finding Follow-Up: Sam Houston State University

Good morning,

The State Auditor's Office has begun the Fiscal Year 2018 Statewide Single Audit and an engagement letter was sent to your institution yesterday afternoon. The Student Financial Assistance (SFA) Cluster meets the criteria for a low risk federal program; therefore, it will not be audited as a major program this fiscal year. However, we are required to follow up on any outstanding prior year findings to determine if corrective action has been implemented, per Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

We anticipate that most audit procedures can be completed without the need for a site visit. Depending on the nature of the findings, we may request remote access to your institution's financial aid system and/or utilize a desktop screen-sharing tool to facilitate our audit work.

Finding to be followed up on:

2017-107: Special Tests and Provisions – Enrollment Reporting

Attached is a prior year finding follow-up form that should be completed and returned by **Friday, May 18**. Please fill out the box at the end of the form labeled "Information to be Completed by University" with information regarding the current status of implementation of corrective action.

Once we receive the follow-up form, we will contact you to obtain data required to complete testing. Please let me know if you have any questions at all.

Thank you,

Kelsey Arnold, CIA, CFE, CGAP
Senior Auditor

Texas State Auditor's Office
(512) 936-9870
kelsey.arnold@sao.texas.gov

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