Muskegon Community College
SINGLE AUDIT OF FEDERAL
FINANCIAL ASSISTANCE PROGRAMS
Financial Report and
Independent Auditor’s Reports
June 30, 2017
Muskegon Community College

C O N T E N T S

FINANCIAL REPORT AND INDEPENDENT AUDITOR’S REPORTS

INTERNAL CONTROL AND COMPLIANCE REPORTS

INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR
EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL
OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES
OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

SCHEDULE OF FINDINGS AND RESPONSES

CLIENT DOCUMENTS

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

CORRECTIVE ACTION PLAN
INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

November 10, 2017

Board of Trustees
Muskegon Community College
Muskegon, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America
and the standards applicable to financial audits contained in the Government Auditing Standards issued by the
Comptroller General of the United States, the financial statements of Muskegon Community College and its
discretely presented component unit as of and for the year ended June 30, 2017, and the related notes to the
financial statements, which collectively comprise Muskegon Community College’s basic financial statements, and
have issued our report thereon dated November 10, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Muskegon Community College’s
internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in
the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose
of expressing an opinion on the effectiveness of Muskegon Community College’s internal control. Accordingly,
we do not express an opinion on the effectiveness of Muskegon Community College’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or
employees, in the normal course of performing their assigned functions, to prevent, or detect and correct,
misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal
control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements
will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a
combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough
to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section
and was not designed to identify all deficiencies in internal control that might be material weaknesses or
significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal
control that we consider to be material weaknesses. However, material weaknesses may exist that have not been
identified.
Compliance and Other Matters
As part of obtaining reasonable assurance about whether Muskegon Community College’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Muskegon, Michigan
INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

November 10, 2017

Board of Trustees
Muskegon Community College
Muskegon, Michigan

Report on Compliance for Each Major Federal Program
We have audited Muskegon Community College’s compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of Muskegon Community College’s major federal programs for the year ended June 30, 2017. Muskegon Community College’s major federal programs are identified in the Summary of Auditor’s Results section of the accompanying Schedule of Findings and Responses.

Management’s Responsibility
Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor’s Responsibility
Our responsibility is to express an opinion on compliance for each of Muskegon Community College’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Muskegon Community College’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Muskegon Community College’s compliance.
Opinion on Each Major Federal Program
In our opinion, Muskegon Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance
Management of Muskegon Community College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Muskegon Community College’s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Muskegon Community College’s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.
Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Muskegon Community College and its discretely presented component unit as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise Muskegon Community College’s basic financial statements. We issued our report thereon dated November 10, 2017, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Muskegon, Michigan
## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

**For the year ended June 30, 2017**

### U.S. Department of Education

#### Direct Programs:

**Student Financial Assistance Cluster**

- **Federal Supplemental Educational Opportunity Grants**
  - CFDA Number: 84.007
  - Subprograms:
    - P007A152052
    - P007A162052

<table>
<thead>
<tr>
<th>Program</th>
<th>Entitlement (unearned)</th>
<th>Cash or payments in kind (accrual basis)</th>
<th>Accrued (unearned)</th>
<th>Total</th>
<th>Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Programs:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Financial Assistance Cluster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Work-Study Program</td>
<td>165,839</td>
<td>-</td>
<td>165,839</td>
<td>165,839</td>
<td>-</td>
</tr>
<tr>
<td>Federal Pell Grant Program</td>
<td>5,538,492</td>
<td>138,492</td>
<td>5,538,492</td>
<td>5,548,137</td>
<td>123,996</td>
</tr>
<tr>
<td>Total Direct Programs</td>
<td>11,216,359</td>
<td>203,473</td>
<td>5,472,312</td>
<td>5,463,916</td>
<td>195,077</td>
</tr>
</tbody>
</table>

#### Passed through Michigan Workforce Development Agency:

**TRIO—Upward Bound**

- CFDA Number: 84.047
- Subprograms:
  - P047A120578
  - P047A120578

<table>
<thead>
<tr>
<th>Program</th>
<th>Entitlement (unearned)</th>
<th>Cash or payments in kind (accrual basis)</th>
<th>Accrued (unearned)</th>
<th>Total</th>
<th>Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIO—Upward Bound</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Leadership</td>
<td>1,244,425</td>
<td>29,165</td>
<td>208,720</td>
<td>18,400</td>
<td>1,416</td>
</tr>
<tr>
<td>Total Direct Programs</td>
<td>12,460,784</td>
<td>232,638</td>
<td>5,681,032</td>
<td>267,263</td>
<td></td>
</tr>
</tbody>
</table>

**Career and Technical Education—Basic Grants to States**

- CFDA Number: 84.048
- Subprograms:
  - 163250-162120
  - 173250-172120
  - 163510-162120
  - 173510-172120

<table>
<thead>
<tr>
<th>Program</th>
<th>Entitlement (unearned)</th>
<th>Cash or payments in kind (accrual basis)</th>
<th>Accrued (unearned)</th>
<th>Total</th>
<th>Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career and Technical Education—Basic Grants to States</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Leadership</td>
<td>18,400</td>
<td>4,900</td>
<td>4,900</td>
<td>9,200</td>
<td>1,416</td>
</tr>
<tr>
<td>Total passed through Michigan Workforce Development Agency</td>
<td>428,432</td>
<td>92,515</td>
<td>232,353</td>
<td>62,579</td>
<td></td>
</tr>
<tr>
<td>Total U.S. Department of Education</td>
<td>12,889,216</td>
<td>325,153</td>
<td>5,913,385</td>
<td>329,842</td>
<td></td>
</tr>
</tbody>
</table>
### Muskegon Community College

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS—Continued**

*For the year ended June 30, 2017*

<table>
<thead>
<tr>
<th>Federal grantor/pass-through grantor/program or cluster title/identifying number</th>
<th>Federal CFDA number</th>
<th>Entitlement revenue (unearned) and Adjustments in kind (accrual basis)</th>
<th>Expenditures (accrual basis)</th>
<th>Accrued (unearned) revenue and transfers (cash basis)</th>
<th>Passed through to subrecipients</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. Department of Agriculture</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed through Michigan Department of Education:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Food Service Program for Children</td>
<td>10.559</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>160900</td>
<td></td>
<td>2,358</td>
<td>-</td>
<td>-</td>
<td>2,358</td>
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<tr>
<td>161900</td>
<td></td>
<td>208</td>
<td>-</td>
<td>-</td>
<td>208</td>
</tr>
<tr>
<td>Total U.S. Department of Agriculture</td>
<td></td>
<td>2,566</td>
<td>-</td>
<td>-</td>
<td>2,566</td>
</tr>
<tr>
<td><strong>U.S. Department of Commerce</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Programs:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investments for Public Works and Economic Development Facilities</td>
<td>11.300</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06-01-05989</td>
<td></td>
<td>2,514,000</td>
<td>-</td>
<td>-</td>
<td>1,709,074</td>
</tr>
<tr>
<td><strong>U.S. Department of Labor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed through Northern Virginia Community College:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade Adjustment Assistance Community College and Career Training Grants</td>
<td>17.282</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TC-23776-12-60-A-51</td>
<td></td>
<td>637,868</td>
<td>21,299</td>
<td>-</td>
<td>63,709</td>
</tr>
<tr>
<td><strong>National Science Foundation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed through Finger Lakes Community College:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education and Human Resources</td>
<td>47.076</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1524353 Year 1</td>
<td></td>
<td>17,468</td>
<td>10,928</td>
<td>-</td>
<td>16,021</td>
</tr>
<tr>
<td>1524353 Year 2</td>
<td></td>
<td>17,893</td>
<td>-</td>
<td>-</td>
<td>12,779</td>
</tr>
<tr>
<td>Total National Science Foundation</td>
<td></td>
<td>35,361</td>
<td>10,928</td>
<td>-</td>
<td>28,800</td>
</tr>
<tr>
<td><strong>TOTAL FEDERAL ASSISTANCE</strong></td>
<td></td>
<td>16,099,011</td>
<td>$357,380</td>
<td>-</td>
<td>$7,717,534</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of this schedule.
1. The accompanying Schedule of Expenditures of Federal Awards (the “schedule”) includes the federal award activity of the College under programs of the federal government for the year ended June 30, 2017. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the College, it is not intended to and does not present the financial position or change in net position of the College.

2. Please see the financial statement footnotes for the significant accounting policies used in preparing this schedule. Expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. The College is not using the ten-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

3. Management has utilized the Michigan Department of Education Cash Management System Grant Auditor Report (Grant Auditor Report) in preparing the Schedule of Expenditures of Federal Awards.

4. The value of Guaranteed Student Loans for the year ended June 30, 2017 was $2,712,572.

5. The value of Federal PLUS Loans for the year ended June 30, 2017 was $46,184.

6. Reconciliation of revenues from federal sources per governmental funds financial statements and expenditures per single audit report Schedule of Expenditures of Federal Awards.

<table>
<thead>
<tr>
<th>Revenues from federal sources per June 30, 2017 financial statements</th>
<th>$8,325,801</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Fund</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures per single audit report Schedule of Expenditures of Federal Awards</th>
<th>$8,325,801</th>
</tr>
</thead>
</table>
SECTION I—SUMMARY OF AUDITOR’S RESULTS

A. Financial Statements
   1. Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: **Unmodified**
   2. Internal control over financial reporting:
      - Material weakness(es) identified? _____ yes  **X** no
      - Significant deficiency(ies) identified? _____ yes  **X** none
   3. Noncompliance material to financial statements noted? _____ yes  **X** no

B. Federal Awards
   1. Internal control over major federal programs:
      - Material weakness(es) identified? _____ yes  **X** no
      - Significant deficiency(ies) identified? _____ yes  **X** none
   2. Type of auditor’s report issued on compliance for major federal programs: **Unmodified**
   3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes  **X** no
   4. Identification of major programs:
      | CFDA Number(s) | Name of Federal Program/Cluster |
      |----------------|-------------------------------|
      | 84.007, 84.033, and 84.063 | Student Financial Assistance Cluster |
      | 11.300 | Investments for Public Works and Economic Development Facilities |
   5. Dollar threshold used to distinguish between type A and type B programs: **$750,000**
   6. Auditee qualified as low-risk auditee? _____ yes  **X** no

SECTION II – FINANCIAL STATEMENT FINDINGS

NONE

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

NONE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

November 10, 2017

U.S. Department of Education
Washington, D.C.

Muskegon Community College respectfully submits the following summary of the current status of prior audit findings contained in the single audit report for the year ended June 30, 2016 dated November 11, 2016.

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding 2016-001: MATERIAL WEAKNESS—Account Balance Reconciliations

Condition: There were a significant number of general ledger account balances that were not reconciled to supporting documentation on a timely basis during the fiscal year, resulting in year-end client and audit adjusting journal entries.

Recommendation: The utilization of a monthly closing checklist with signoffs and dating, along with written procedures, would encourage personnel to review the accuracy of month-end balances through analysis of account activity, comparison to supporting documentation, and/or reconciliation with detailed schedules and make necessary journal entries on a timely basis.

Current Status: This recommendation was implemented during the year ended June 30, 2017. No similar finding was reported during the single audit for the year ended June 30, 2017.

Finding 2016-002: MATERIAL WEAKNESS—Bank Reconciliation Procedures

Condition: General Fund bank accounts were not being reconciled and reviewed on a timely basis.

Recommendation: Bank reconciliations should be timely prepared and reviewed and any reconciliation discrepancies should be followed up on in a timely manner.

Current Status: This recommendation was implemented during the year ended June 30, 2017. No similar finding was reported during the single audit for the year ended June 30, 2017.
SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings reported in relation to major federal award programs during the single audit for the year ended June 30, 2016.

Sincerely,

Ken Long
Director of Financial Services
CORRECTIVE ACTION PLAN

November 10, 2017

U.S. Department of Education
Washington, D.C.

Muskegon Community College respectfully submits the following Corrective Action Plan for the year ended June 30, 2017.

Name and address of independent public accounting firm:
Brickley DeLong, P.C.
P.O. Box 999
Muskegon, Michigan 49443

Audit period: June 30, 2017

The findings from the Schedule of Findings and Responses for the year ended June 30, 2017 provided no findings in either Section II or Section III. Accordingly, there are no matters requiring corrective action as shown below.

SECTION II – FINANCIAL STATEMENT FINDINGS

There were no findings in relation to the financial statement audit.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings in relation to the major federal award programs.

If the U.S. Department of Education has questions regarding this plan, please call Ken Long at (231) 777-0560.

Sincerely,

Ken Long
Director of Financial Services