



### **Board of Trustees Audit Committee**

Thursday, November 21, 2024  
CCSNH System Office Conference Room

**Present:** Trustee Tricia Lucas (Chair), Trustee John Stevens, Trustee Stephen Ellis (Zoom), Trustee Geoffrey Kennedy (Zoom), CCSNH Chancellor Mark Rubinstein, CCSNH Director of Internal Audit Ann-Marie Hartshorn, CCSNH Director of Risk Management and Insurance Programs Jason Bishop

**Guests:** Katharine (Katy) Balukas from BerryDunn, Jocelyn Bednarski from BerryDunn, CCSNH Director of Finance Kim Brent, CCSNH Controller John Harrington (Zoom), Director of Financial Aid Sheri Gonthier

Chair Lucas called the meeting to order at 11:28am with introductions of everyone in the room, welcomed Katy Balukas and Jocelyn Bednarski from BerryDunn. Chair Lucas thanked them for the work they do for the Community College System of New Hampshire. In addition, Trustee Lucas thanked the CCSNH Staff for all the effort and hours put into the audit.

Ms. Balukas discussed the Financial Statements and key changes from the previous year. When discussing Employee Compensation and Benefits, it was noted that the numbers will look skewed due to employee pensions.

Ms. Bednarski discussed the audit of federal programs, the Uniform Guidance Audit. CCSNH has a repeat finding this year in regards to checking the SAM.gov federal database to ensure employees and vendors paid with federal funds are not suspended or debarred.

Ms. Balukas provided a vendor name to CCSNH that provides a service of checking all vendors and employees against the SAM.gov database monthly. CCSNH has had an initial meeting with Provider Trust and is continuing conversations with them to see what information needs to be shared.

In addition to the above, CCSNH received 3 Advisory Comments which are outlined in the Advisory Letter. All 3 comments are related to inconsistencies with processes in the areas outlined below:

1. Exit Counselling Notifications were not sent to graduating students who had federal student loans at three of our seven colleges. Since this finding, all notifications have been sent.
2. Cash Receipts - Inconsistencies with the Daily Cashier Summary forms used across the 7 campuses.

3. Waivers and Exemptions – CCSNH does not have a formal template for approvals of tuition waivers and exemptions. Documentation should include requirements for such waiver, reason, and authorized signature for approval. In addition, all documentation should be maintained and uploaded to the student account in Banner. A reconciliation should be done between Student Banner and the General Ledger at the end of each term.

Discussion was had regarding having a one-page summary for the full Board of Trustees to go over key points and include some key comparisons from when we split from the state to the current year.

Trustee Lucas stated that these were good Audit results and congratulated everyone involved for their hard work.

Trustee Lucas made a motion to accept the FY24 Financial Statement and Uniform Guidance Audits as presented by Katy Balukas and Jocelyn Bednarski. Trustee Stevens seconded the motion, and the audits were accepted with a unanimous vote via roll call by all Trustees present.

BerryDunn left the meeting at 12:58pm as the audit committee had other business to discuss.

Director Hartshorn discussed the possible extension of the BerryDunn contract. As it stands, CCSNH has a 3-year contract with the option to extend it for an additional 2 years.

Chair Lucas motioned to extend the BerryDunn audit contract for an additional 2 years. Trustee Stevens seconded the motion. Motion carried with a unanimous vote via roll call.

With no further updates, the meeting adjourned at 1:10pm.

Respectfully submitted,

Hayley Hawksley  
Administrative Assistant

