



Off-Campus Housing

Compliance & Performance Assessment Audit

July 1, 2005 - June 30, 2006

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Student Body Auditor

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Off-Campus Housing Compliance Audit

Audit Period: July 1, 2005 – June 30, 2006

Opening Statement

This audit was part of a yearly SGA audit plan. The selected auditee, Off-Campus Housing (OCH), was chosen on a cyclical basis, where all Student Government agencies, bureaus, and affiliated projects have an equal chance of being selected.

Methodology

In planning and performing this audit, I examined the operational processes of Student Government Organizations, the internal control structure of SA&O accounting, reviewed related state laws, rules, and regulations, University and Student Government policies and procedures, and interviewed responsible personnel. Based on the strength of the internal control structure of SA&O Accounting, the scope of the audit was limited to compliance and cash control, structured to meet the requirements of the Student Body Statutes and the Student Constitution.

Use of the Report

This report is designed for the internal use of Student Government, the organization auditee, and the Florida State University.

Background

According to the Off-Campus Housing website, which can be found at <http://www.fsu.edu/~sga/och/index.html>,

"Off-Campus Housing, a Student Government-funded bureau, provides information to students seeking off-campus housing. Arrangements available to Florida State University students include apartment and housing rentals, private residence halls, student ownership opportunities and family accommodations.

OCH maintains a list of area houses, apartments, private residence halls, scholarship houses and mobile homes. The information includes rental costs, deposits, distance from campus, lease terms and amenities. OCH also provides a roommate referral service, renter's rights guides and a list of subleases."

Additionally, Student Body Statute 903.1B states that "the purpose of this act is to provide information on non university housing as well as information on local Tallahassee businesses for the students of the Florida State University."

Governance

According to Student Body Statute 903.3A, Off-Campus Housing will be run by a Director, and the Student Body President is responsible for selecting the Director of Off-Campus Housing.

Additionally, There shall be an Assistant Director who is appointed by the Student Body President as outlined in Chapter 318.4 of the statutes. He/she shall be responsible for aiding the Director and he/she shall fulfill the duties of the Director in his/her absence with the exception of the hiring and firing of staff.

List of Officers and Board Members

Executive officers for the 2005-2006 fiscal year were:

Director:	Ashley Greene
Assistant Director:	Clinton Mitchell (No longer with the organization)

Report on Compliance Matters

An objective of this audit is to determine compliance with the Student Body Statutes found within Chapter 800 -- Finance Code of the Student Body Constitution. It is the opinion of the Student Body Auditor that the IRHC was in compliance with essentially all aspects of the Finance Code during the 2005 – 2006 fiscal year,

Report on Internal Controls

The audit found the use of internal controls to be sufficient for managerial purposes. Fiscal controls over Activity and Service fees were beyond the scope of this audit.

Findings and Actions

Finding #1 Currently there is no assistant director appointed to the organization

Criteria

Under the Off Campus Housing and Consumer Services statute 903.4, “There shall be an Assistant Director who is appointed by the Student Body President as outlined in Chapter 318.4. He/she shall be responsible for aiding the Director and he/she shall fulfill the duties of the Director in his/her absence with the exception of the hiring and firing of staff.”

Condition

Currently there is no assistant director appointed to the organization. The organization is currently waiting for one to be appointed.

Action

The assistant director should be appointed as soon as possible, in order to take over the duties of the director in case the director is absent.

Auditee’s Response

Agree: _____

Disagree: _____

General Recommendations

The purpose of the auditor's general recommendations is to give the organization ideas and suggestions on how to run the organization more effectively and more efficiently. They are intended to provide an outside perspective to the organizational processes and hopefully assist in making modifications that better the organization.

Recommendations for Management

1. The current Director and Assistant Director of Off-Campus Housing should strive to make Off-Campus Housing more beneficial to the FSU community. The organization should strive to increase its current roommate-listing database. Currently there are 34 entries. This seems like a small number compared to the amount of students the university has and the amount of off-campus housing available.
2. The Organization should post its office hours on its web site. Extended office hours should be posted as well. It's important for parents and students to be able to contact the organization in person if they have any questions.
3. The contact information for the director and assistant director should be posted on the organization's web site. This will make it easier for parents and students to contact the organization.
4. It is the recommendation of the auditor that the organization better allocate their funds. The organization spent \$402.25 on food for the Student ownership seminar for 35 people. During the 2nd Student ownership seminar the organization spent \$331.00 for food for 20 people. During the Landlord & Tenant issues seminar \$352.25 was spent on food for 9 people. I believe that the organization over estimated their attendance and over spent on perishables.
5. Based on the event spending numbers it is the recommendation of the auditor that the organization better plan their future events. More publicity needs to be done to better inform students on up coming events. A location for the event should be clearly stated, the time and date as well. The flyers should be posted early enough in order to inform more students. If more students are informed of these events then less funding will go to waste.
6. Given that summer orientation is the peak season for the organization. It is the recommendation of the auditor that every effort should be made for an Assistant Director to be appointed. This key position is most important during orientation. The organization should also make every effort to extend office hours during the summer and also post them on the office door.

Recommendations for Inventory

Currently Off-Campus housing has started to keep a list of inventory items under \$1000. The organization has provided information on those items, but not all items. It is the recommendation of the auditor to keep an accurate list of all items that will be purchased in the future.

Recommendations for Cash Handling Procedures

Currently FSU View collects the organization's cash. FSU View collects the Revenue generated during the Housing Fair events. The cash is split and whatever is left over is mailed as a check to OCH. The check has currently not yet been received. Director Ashley Greene has stated that she will speak with FSU View to get a better understanding of OCH's cash handling.

Note: OCH should review a copy of the University Controller's Memorandum #10 (FY 1996-1997) for a discussion of all Cash Handling Procedures. A summary is located at: <http://www.fsu.edu/~sga/sgaacct/financial.html#16>.

OCH has collected cash in the past, but currently does not do so. In the event that they decided to do so in the future, the IRHC should review the University Controller's Memorandum #10 (FY 1996-1997) to understand the proper ways to handle cash in the event that they do have to impose the late fee policy. The following is a general overview of procedures in Univ. Controller's Memo. #10 FY (1996-97).

- a. All checks received must be restrictively endorsed at the earliest point in the collection process.
- b. All collections must be logged and receipted. These receipts and logs should subsequently be compared with the deposit and collections recorded.
- c. Voided receipts or transactions should be accounted for and reviewed on a monthly basis by the SGA Administrative Assistant or the Senior Fiscal Assistant.
- d. All copies of the voided receipt form should be retained.
- e. Deposits should generally be made daily. No collections should be held more than a week. All deposits must be adequately secured at all times.
- f. Individuals delivering deposits to Student Financial Services (cashier's office) should obtain a validated receipt at the time the deposit is delivered. Copy of deposit slip must be given to the SGA Administrative Assistant and/or Senior Fiscal Assistant.
- g. Receipt book, log sheet, and deposit slips should be taken to the Senior Fiscal Assistant in the Accounting Office for review on a monthly basis.

Recommendations for Operations – Keep accurate records of Housing Fair events

It is the recommendation of the auditor that Off-Campus housing keep accurate records of attendance and revenue generated from the events. This will provide a more accurate measure of performance for the organization.

Off-Campus Housing
Performance Assessment Audit

Audit Period: July 1, 2005 – June 30, 2006

Scope:

The purpose of the Performance Assessment Audit of the Inter-Residence Hall Council is to evaluate their expenditures and provide useful information as to how allocated funds are being expended. This assessment is performed for the fiscal year July 1, 2005 – June 30, 2006. In order to conduct this portion of the audit, the purchase orders and accounting records of SA&O Accounting were reviewed to classify and determine the purpose of each expenditure. This information is summarized below and will be presented to all relevant parties.

Overview

According to the Off-Campus Housing website, which can be found at <http://www.fsu.edu/~sga/och/index.html>,

"Off-Campus Housing, a Student Government-funded bureau, provides information to students seeking off-campus housing. Arrangements available to Florida State University students include apartment and housing rentals, private residence halls, student ownership opportunities and family accommodations.

OCH maintains a list of area houses, apartments, private residence halls, scholarship houses and mobile homes. The information includes rental costs, deposits, distance from campus, lease terms and amenities. OCH also provides a roommate referral service, renter's rights guides and a list of subleases."

Additionally, Student Body Statute 903.1B states that "the purpose of this act is to provide information on non university housing as well as information on local Tallahassee businesses for the students of the Florida State University."

Additional Inventory Items Other Than OCO

There were no additional inventory items added to Off-Campus Housing during the 2005 – 2006 fiscal year.

FY 2005 –2006 Performance Assessment

Off-Campus Housing provided the following information concerning their performance during the 2005 – 2006 fiscal year:

<u>Event</u>	<u>Attendance</u>
Housing Fair I	Approximately 1,000 students and \$1200 in Self-Generated
Housing Fair II	Approximately 1,000 students and \$1200 in Self-Generated

Off-Campus Housing did not keep accurate records for the 2005 – 2006 Housing Fair events. As a result it is difficult to predict accurately how many were in attendance and how much was self-generated from the events. FSU View handles the Revenue that is generated from the housing fair events. OCH has not received the check yet; therefore the \$1200 is only an approximation.

Off-Campus Housing maintains a website, and as part of their service to the FSU community OCH provides a listing of available off-campus housing accommodations. The website currently contains 34 listing entries.

Considering that Off-Campus Housing serves an FSU community of approximately 39,000 students, having only 34 listings of available housing options posted is an improvement from the pervious audit year, but more should be done to increase listings.

Other Events

<u>Event</u>	<u>Attendance</u>	<u>Expenditures</u>
Student Ownership Seminar	30 FSU, 5 Non-FSU	Food: \$402.25
Student Ownership Seminar 2	10 FSU, 10 Non-FSU	Food: \$331.00
Landlord&Tenant Issues Seminar	7 FSU, 2 Non-FSU	Food: \$352.25

Off-Campus Housing did provide accurate information for the smaller events held during the Audit year 2005-2006.

Summary of Expenditure Information:

During the 2005-2006 fiscal year, Off-Campus Housing began with a budget of \$11,070.44 Off-Campus Housing expended a total amount of \$7395.83. The majority of the OCH's expenditures came from OPS Wages, which amounted to \$4786.07, or 64.71% of total funds expended. Food expenditures totaled \$1085.50, or 14.68% of their total expenditures. Advertising expenditures totaled \$769.79, or 10.41% of the total. Off-Campus Housing also spent \$598.29 on Office Supply & Materials and \$101.18 on Printing & Postage.

Opinion of the Student Body Auditor

It is the opinion of the Student Body Auditor that Off-Campus Housing did improve the organization's activities compared to the previous audit. Off-Campus Housing spent 64.71% of their total capital outlay on wages for both the Director and Assistant Director, amounting to \$4786.07. This is a reduction in total expenditures compared to the last audit period, this maybe due to the absence of the Assistant Director. Given the large percentage of wages allocated to the Director and Assistant Director there should have been a greater service provided to students. The Director and Assistant Director should make every effort to see that Off-Campus Housing continues to improve and better serve the FSU community. The Listings database is regularly updated(every 2 weeks), but the organization should focus on providing more then 34 listings. The organization should focus on keeping accurate records for major events such as the Housing Fairs during the Spring and Fall semesters. Keeping the attendance and self-generated records is important for self-evaluation of the organization. Off-Campus Housing over spent their funds on food for the smaller events, a total of \$1085. Given the total attendance of those events those funds could have been better allocated. Off-Campus Housing should strive to focus on programs that are consistent with purpose and mission of the organization, as outlined in Student Body Statute 903.1.

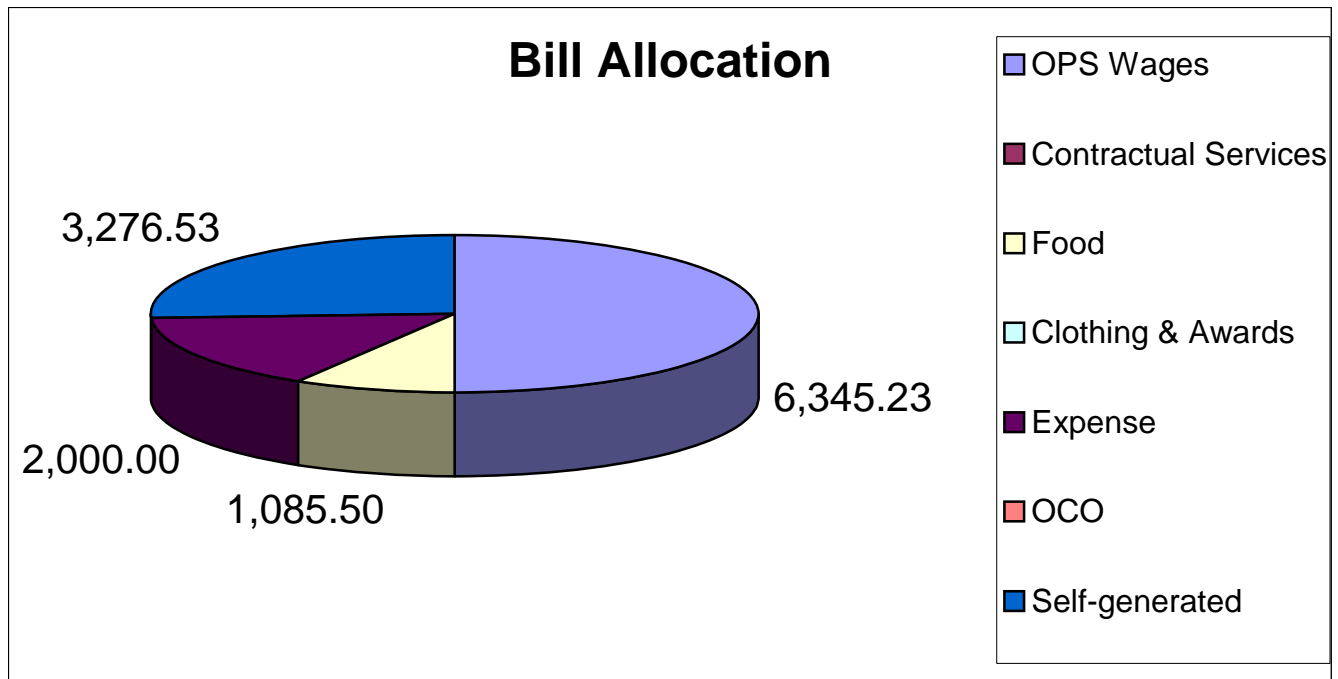
Given that there are 7 recommendations, there were only two statue violations. Off-Campus Housing Director Ashley Greene has done a great job improving the organization from the previous audit period. She has provided all the relevant information needed to do the audit in a timely manner. She was very helpful in finding and providing all the documents needed. The organization has added 3 more events to their previous program, which is a great improvement from the previous director's efforts. The organization has not had any major violations. The recommendations are only improvements that will make the organization more efficient.

FY July 1, 2005 - June 30, 2006 Financial Information

STATEMENT OF BILL ALLOCATION

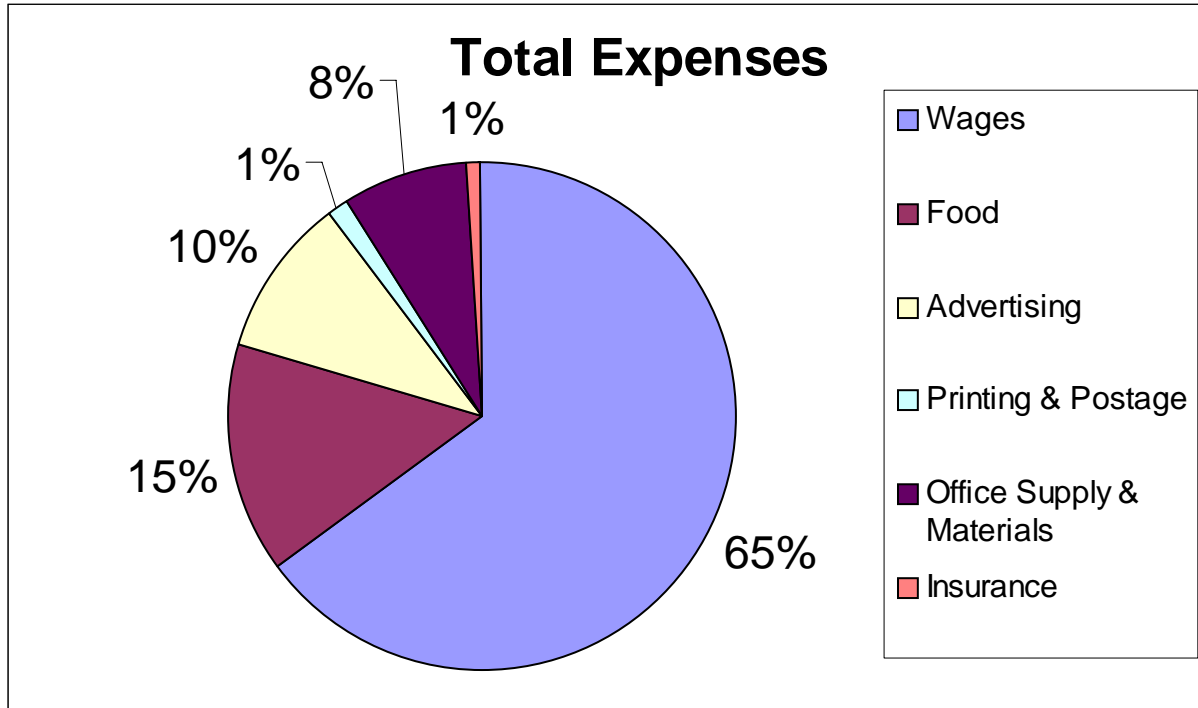
Off-Campus Housing
FY 7/01/05-6/30/06

Bill Allocation	Bill 2005-2006	Sweepings	Central Reserves	Other (transfers, self-generated)	Total Available
OPS Wages	3,064.00	0.00	0.00	3,281.23	6,345.23
Contractual Services	0.00	0.00	0.00	0.00	0.00
Food	0.00	0.00	0.00	1,085.50	1,085.50
Clothing & Awards	0.00	0.00	0.00	0.00	0.00
Expense	2,000.00	0.00	0.00	0.00	2,000.00
OCO	0.00	0.00	0.00	0.00	0.00
Self-Generated	0.00	0.00	0.00	3,276.53	3,276.53
Total					12,707.26



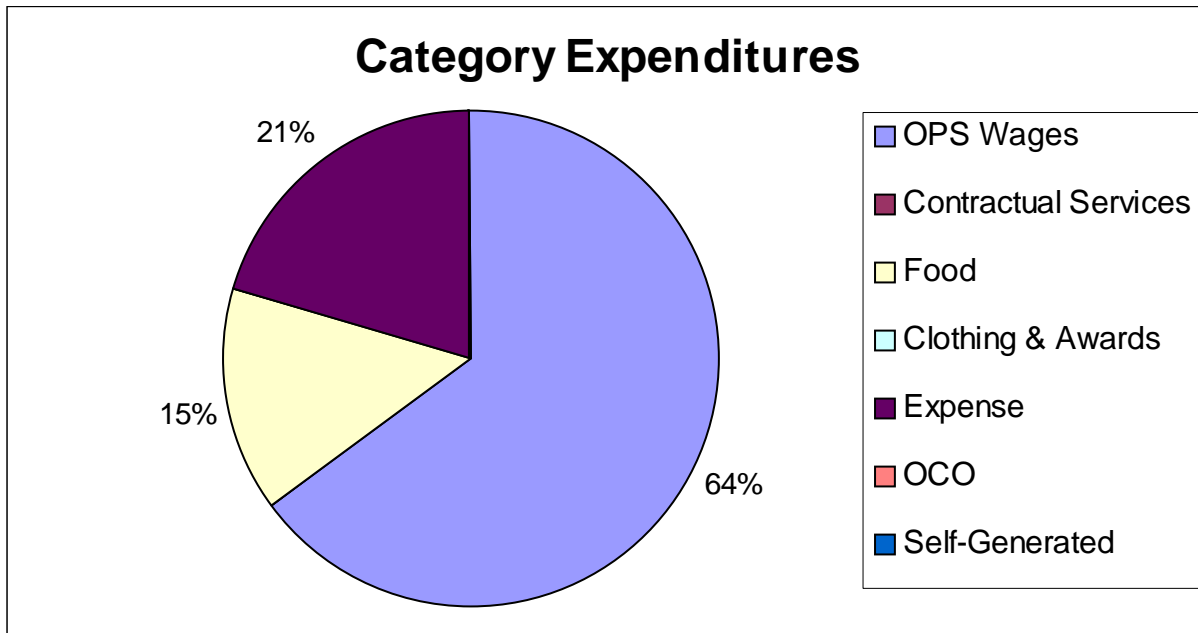
STATEMENT OF EXPENSES
 Off-Campus Housing
 FY 7/01/05-6/30/06

Total Expenses	Encumbered	Paid	Total	Percentage
Wages	0.00	4,786.07	4,786.07	64.71%
Food	683.25	402.25	1,085.50	14.68%
Advertising	19.79	750.00	769.79	10.41%
Printing & Postage	0.00	101.18	101.18	1.37%
Office Supply & Materials	317.42	280.87	598.29	8.09%
Insurance	0.00	55.00	55.00	0.74%
Total	1,020.46	6,375.37	7,395.83	100.00%



STATEMENT OF CATEGORY EXPENDITURES
Off-Campus Housing
FY 7/01/05-6/30/06

Category Expenditures	Amount Available	Amount Spend	Amount Under (Over)	% Of Total Expenditure
OPS Wages	6,345.23	4,786.07	1,559.16	64.71%
Contractual Services	0.00	0.00	0.00	0.00%
Food	1,085.50	1,085.50	0.00	14.68%
Clothing & Awards	0.00	0.00	0.00	0.00%
Expense	2,000.00	1,524.26	475.74	20.61%
OCO	0.00	0.00	0.00	0.00%
Self-Generated	3,276.53	0.00	3,276.53	0.00%
Total	12,707.26	7,395.83	5,311.43	100.00%



STATEMENT OF PROGRAMS DONE DURING AUDIT PERIOD
Off-Campus Housing
FY 7/01/05-6/30/06

Programs table	Date	Attendance FSU/Non FSU	Total Expenditures	Self-Generated
Housing Fair 1	9/28/2005	Approx. 1000	0.00	1,250.00
Housing Fair 2	2/28/2006	Approx. 1000	0.00	1,250.00
Student Ownership Seminar	10/20/2005	35	402.25	0.00
Student Ownership Seminar	3/2/2006	20	331.00	0.00
Landlord & Tenant Issues Seminar	3/1/2006	9	352.25	0.00

Appendix

1. Statues

CHAPTER 903 OFF CAMPUS HOUSING AND STUDENT CONSUMER SERVICES

History: Revised by the 45th Senate Bill 50. Revised by the 47th Senate Bill 51. Revised by the 48th Senate Bill 140. Revised by the 49th Senate Bill 14.

903.1 A. Title

This act shall be called the "Florida State University Non University Housing and Consumer Information Act."

B. Purpose

The purpose of this act is to provide information on non university housing as well as information on local Tallahassee businesses for the students of the Florida State University.

C. Creation

There shall be a Bureau of the Student Government Association known as Off Campus Housing and Student Consumer Services to fulfill the aforementioned purpose.

903.2 Services and OCH and SCS

OCH and SCS shall be responsible for:

- A. Serving as a center for FSU students seeking information on off campus housing and/or consumer awareness.
- B. Distributing and displaying price and amenity listings for off campus housing including houses, apartments, private dormitories, scholarship houses, and mobile homes.
- C. Receiving and displaying roommate requests.
- D. Establishing and maintaining communication with area realtors.
- E. Serving as a clearing house for consumer and/or tenant disputes, directing the student to the appropriate institution of Florida State University or the State of Florida.

- F. Providing updated listings of, but not limited to, auto repair facilities, insurance agencies and rates, medical professionals and services, and banking services.

903.3 Off Campus Housing and Student Consumer Services Director

A. Selection and Term of Office

1. The Director shall be chosen by the Student Body President as outlined in Chapter 318.4, subject to Student Senate confirmation.

B. Powers and Duties

1. The Director shall be responsible for the efficient and effective operation of the Bureau.
2. The Director shall be responsible for the management of the Bureau's budget.
3. The Director shall be responsible for the hiring and dismissal of all staff members except as otherwise noted herein.
4. The Director shall be responsible for seeing that the agency is in compliance with all guidelines outlined in Chapter 319 and in Title VIII (Finance Code).
5. The Director shall establish policies for the Bureau with the advice of the Student Body President.
6. The Director shall be responsible for executing all activities and programs of the Bureau.
7. The Director shall serve as a member of the Council of Executive Bureaus as defined in Chapter 901.

903.4 Off Campus Housing and Student Consumer Services Assistant Director

There shall be an Assistant Director who is appointed by the Student Body President as outlined in Chapter 318.4. He/she shall be responsible for aiding the Director and he/she shall fulfill the duties of the Director in his/her absence with the exception of the hiring and firing of staff.

903.5 Removal from Office

The Director and Assistant Director may be removed from office by the Student Body President as outlined in Chapter 318.4 or by impeachment by the Senate.

2. Inventory List

1. HP LaserJet Printer: \$189.99
2. Literature Organizer: \$30
3. Two-story literature desk organizer: \$8.99
4. Wooden bookshelf: N/A
5. Four tower filing cabinet: N/A