



Posted Date: July 28, 2020

Institution: Arizona Western College

Subject: Higher Education Emergency Relief Fund Reporting – Emergency Financial Aid Grants to Institutional Portion of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Section 18004(a)(1) and 18004(c) of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act” or the “Act”), Pub. L. No. 116-136, 134 (March 27, 2020), directs institutions receiving funds under Section 15011 (b)(2) of Division B of the CARES Act to submit (in a timely and manner required by the Secretary) a report to the Secretary describing the use of funds distributed from the Higher Education Emergency Relief Fund (“HEERF”).

Arizona Western College (AWC), in compliance with section 15011 of Division B of the CARES Act is submitting the following quarter report that provides performance information on the relief funding. As described in the Federal Performance Framework and Evidence Act, AWC has prudently aligned our spending to complement a broader programmatic impact with long-term decision-making, with a transparency strategy detailing distribution of funds.

Arizona Western College institutional distribution of CARES Act funding support was necessary and reasonable with respect to funding objectives, which focus upon providing uninterrupted instructional and operational services to AWC students. The detailed costs reflect the program costs associated with the AWC-CARES Act program, and with the continued implementation of this campus sponsored program.

Arizona Western College (AWC) Institution Cost associated with the used CARES Act funds disbursement includes revenue that was lost due to the Pandemic closure of spring semester. AWC is a two-year community college that has on-campus residential housing facilities. The detailed list reflects the program costs associated with the AWC-CARES Act program, and with the continued implementation of this campus sponsored program.

Institutional Cost
Dormitory refunds to students requested to vacate
Board refunds to students requested to vacate AWC’s dormitories
Canceled conferences and events
AWC’s Child Development Learning Lab discontinued services
Canceled summer camps
Canceled continuing education courses
Reduced earnings on investments
Lost Eatery and Starbucks retail sales
Instructional supplies
Canceled travel
Personal Protective Equipment

2.) Due to COVID-19, State of Arizona and AWC Safety Mandates and Controls were enacted during Spring semester. As a consequence, refunds to students for housing and food that AWC could no longer provide totaled \$158,827.

3.) The internal controls AWC has in place to ensure that funds were used for allowable purposes and in accordance with cash management principles. Arizona Western College (AWC) internal controls have been established and are consistent with the Bureau/Office accounting and administrative controls which require reasonable assurance that all Federal funds are safeguarded against waste, loss, unauthorized use, or misappropriation. AWC exercises guidance for monitoring and reporting in accordance to the Bureau/Office's cash management practices. Specific areas of cash management oversight are listed below:

Reference

- Recognize the time-value-of-money as a part of each cash management decision.
- Allow cash related transactions to occur only after the approval of an individual with delegated authority.
- Fully document cash related transactions so that an undisputable audit trail exists. Although not required, it is suggested that copies be maintained of checks.
- Record cash related transactions promptly during each step of the cash handling function.
- Administratively control the approval of adjustments to cash related transactions.
- Strictly and continually administer supervision of cash management activities.
- Segregate cash related duties, such as maintenance of accounts receivable, cashiering, accounting, disbursing, and collecting funds.
- Frequently review and reconcile cash related accounts with subsidiary records.
- Restrict and administratively control the accessibility to funds and fund records.
- Train employees assigned cash related duties and assure that they accept the responsibilities.
- Do not commingle cash derived from collections and cash used for disbursements.
- Process deposits within prescribed intervals and reconcile against records of funds received.
- Multiple staff monitoring professional associations and Department of Education (USDOE) updates, National Association of College and university Business Officers (NACUBO), Government Finance Officers Association (GFOA), National Association of Student Financial Aid Administrators (NASFAA), and various public accounting firms.

Reference FEMA Public Assistance guidelines:

In addition, AWC consults and practices use of FEMA Public Assistance progress report guidelines to ensure that Federal and State tracking departments have up-to-date information on the work and expenditures. Specific guideline requirements generally focus on: federal funding identification, proper timelines, amount of expenditures for each transaction, and documentation of any extenuating circumstances with the conditions of the HEERF approval.

AWC recognizes the important of maintaining consistent Cash Management internal controls and practices prudent use and proper safeguard of Government funding and assets. The distribution of funding includes expenses that were used to fulfill the mission and purpose of the CARES Act program. AWC will continue to utilize CARES Act funds in accordance with federal policies and regulations during the grant period. State COVID-19 mandates and unforeseen activities are also taken into consideration.