

Required Evidentiary Documents for Financial Review
Supplemental Guidelines for Standard III.D for HAWAI'I AND PACIFIC ISLANDS PUBLIC INSTITUTIONS

ACCREDITATION QUESTIONS	EVIDENCE
Has the college received any qualified or adverse opinions in audit reports in the last 3 years from district, state or federal programs?	Audit Report (last 3 years)
Has the college implemented all audit recommendations? Have there been the same recommendations for more than one year? What is the auditor's response to the management actions taken?	Management response to auditors findings and recommendations (last 3 years)
What is the institution's unrestricted fund balance and reserves and how has it changed over the last three years?	Schedule of 3 year Financial Trends and Analysis
Has the State or other oversight organization had to intervene regarding fiscal stability or compliance?	<i>Copy of documentation</i>
Does the college have long term debt financing?	Audit Report Long Term debt documents
Does the institution have an obligation for post retirement health benefits <i>(OPEB), compensated absences, and other employee related obligations</i> ? If they do, have they done the actuarial study and identified the liability? Is there a plan for funding <i>them</i> it ?	<i>Actuarial study for post-retirement health benefits, collective bargaining agreements, board policies, Plan for funding the liability</i>
Does the institution have limits on accrual of unused vacation time? Compensatory time? Is the institution enforcing its policy on limits?	Personnel Policy Payroll Records
Is the fiscal entity self insured for health benefits, workers compensation, and unemployment? How are reserve levels set?	Insurance Policies on Workers Compensation. Policy on Health Benefits
Does this fiscal entity have obligations for future total compensation expenditures driven by collective bargaining agreements or other agreements (corporate buy outs, management/employee agreements, etc?) If so, what are they? Of what significance are they? What is the plan for funding these future obligations?	Notes to Audited Financial Statements Current Bargaining and/or Employment Agreements Funding Plan



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Does the institution and the foundation have an agreement/contract on the role of the foundation? Does it require that the foundation have an independent audit?	Copy of the Agreement Copy of Foundation audited financial statement Audit Report (last 3 years)
Does the college have policies and procedures regarding purchasing? Are they being followed?	Policies on procurement. Questioned costs of the Audit Report and Schedule of Findings
Will additional buildings be opened in the next 2-3 years? Is there a plan to fund staff, utilities and operating expenses associated with additional facilities coming on-line within the next 2-3 years?	Copy of the most current Facility Master Plan. Funding Plan Appropriation law from State Government.
Is there evidence that planning integrates fiscal and other resources?	Internal documents

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