

**HOLYOKE COMMUNITY COLLEGE**  
**AGREED-UPON PROCEDURES REPORT**  
**PURSUANT TO THE**  
**MASSACHUSETTS OFFICE OF STUDENT FINANCIAL**  
**ASSISTANCE COMPLIANCE ATTESTATION GUIDE**

**JUNE 30, 2011**



# HOLYOKE COMMUNITY COLLEGE

## Table of Contents

June 30, 2011

---

<b>Independent Accountants' Report on Compliance with Specified Requirements Applicable to the Massachusetts Office of Student Financial Assistance Program Cluster</b>	1
Schedule of Findings and Questioned Costs	2
Summary Schedule of Prior Year Review Findings	3
<b>Opinion on Financial Statements and Supplementary Schedule of Population, Items Tested, and Findings for Massachusetts State Financial Aid Program Cluster</b>	4-5
Schedule of Population, Items Tested, and Findings for Massachusetts State Financial Aid Program Cluster	6-8



## **Independent Accountants' Report on Compliance with Specified Requirements Applicable to the Massachusetts Office of Student Financial Assistance Program Cluster**

To the Board of Trustees of  
Holyoke Community College  
Holyoke, Massachusetts

We have examined Holyoke Community College's (the "College") compliance with the following requirements as specified in the Massachusetts Office of Student Financial Assistance (MOSFA) *Student Financial Assistance Attestation Guide, Fourth Edition* during the year ended June 30, 2011:

- Institutional eligibility
- Student eligibility
- Reporting
- Disbursements
- Refunds

Management is responsible for the College's compliance with those requirements. Our responsibility is to express an opinion on the College's compliance based on our examination.

Our examination was conducted in accordance with standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the College's compliance with specified requirements.

In our opinion, Holyoke Community College complied, in all material respects, with the aforementioned requirements during the year ended June 30, 2011.

This report is intended solely for the use of the Massachusetts Department of Higher Education, the Office of the State Auditor and the Office of the State Comptroller, and the Board of Trustees and management of the College, and is not intended to be and should not be used by anyone other than these specified parties.

*O'Connor & Drew, P.C.*

**Certified Public Accountants**

November 22, 2011

# **HOLYOKE COMMUNITY COLLEGE**

## **Schedule of Findings and Questioned Costs**

**Year Ended June 30, 2011**

There were no current year matters to report.

# **HOLYOKE COMMUNITY COLLEGE**

## **Summary Schedule of Prior Year Review Findings**

**Year Ended June 30, 2011**

There were no prior year review findings at Holyoke Community College. Holyoke Community College received an exemption from performing an examination in relation to Massachusetts State Financial Aid Program Cluster in the prior year from the Massachusetts Office of Student Financial Assistance.



## **Opinion on Financial Statements and Supplementary Schedule of Population, Items Tested, and Findings for Massachusetts State Financial Aid Program Cluster**

### Independent Auditors' Report

To the Board of Trustees of  
Holyoke Community College  
Holyoke, Massachusetts

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of Holyoke Community College (an agency of the Commonwealth of Massachusetts) (the "College") for the year ended June 30, 2011, and have issued our report thereon dated November 22, 2011. We have also audited the accompanying Schedule of Population, Items Tested, and Findings for Massachusetts State Financial Aid Program Cluster of the College for the year ended June 30, 2011. This schedule is the responsibility of the College's management. Our responsibility is to express an opinion on this schedule based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the Schedule of Population, Items Tested, and Findings for Massachusetts State Financial Aid Program Cluster referred to above presents fairly, in all material respects, the expenditures of Massachusetts financial assistance of Holyoke Community College for the year ended June 30, 2011, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 22, 2011 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

This report is intended solely for the use of the Massachusetts Department of Higher Education, the Office of the State Auditor and the Office of the State Comptroller, and the Board of Trustees and management of the College, and is not intended to be and should not be used by anyone other than these specified parties.

O'Connor & Drew, P.C.

**Certified Public Accountants**

November 22, 2011

Holyoke Community College

Schedule of Population, Items Tested, and Findings for  
Massachusetts State Financial Aid Program Cluster

For the Year Ended June 30, 2011

Description of Category	Number of Students	Percent of Population	Amount of Awards	Percent of Population
Massachusetts Assistance for Student Success (MASSGrant)	1,066	100%	\$554,915	100%
Findings	5	0%	3,450	1%
Population	-	0%	-	0%
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	-	N/A	-	N/A
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	-	N/A	-	N/A
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	-	N/A	-	N/A
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	-	N/A	-	N/A
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	317	100%	\$90,000	100%
Tested	6	2%	1,662	2%
Findings	-	0%	-	0%
Population	1,841	100%	\$812,702	100%
Tested	22	1%	7,696	1%
Findings	-	0%	-	0%
Population	-	N/A	-	N/A
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	-	N/A	-	N/A
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	-	N/A	-	N/A
Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Population	10	100%	\$43,003	100%
Tested	-	0%	-	0%
Findings	-	0%	-	0%
Population	3	100%	\$7,750	100%
Tested	-	0%	-	0%
Findings	-	0%	-	0%
Population	23	100%	\$53,589	100%
Tested	-	0%	-	0%
Findings	-	0%	-	0%
Population	135	100%	\$72,672	100%
Tested	-	0%	-	0%
Findings	-	0%	-	0%



Holyoke Community College

Schedule of Population, Items Tested, and Findings for  
Massachusetts State Financial Aid Program Cluster

For the Year Ended June 30, 2011

Description of Category	Number of Students	Percent of Population	Amount of Awards	Percent of Population
One Family Inc. Scholarship	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
MA Educational Rewards Grant	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Math & Science Teachers Scholarship	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Scholar-Internship Match Fund Program	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
GEAR UP Scholarship	86	100%	\$69,300	100%
Population Tested	-	0%	-	0%
Findings	-	0%	-	0%
National Guard Tuition & Fee Assistance	81	100%	\$134,620	100%
Population Tested	-	0%	-	0%
Findings	-	0%	-	0%
Need Based Tuition Waiver	1,047	100%	\$177,138	100%
Population Tested	13	1%	1,680	1%
Findings	-	0%	-	0%
Categorical Tuition Waivers	353	100%	\$120,913	100%
Population Tested	1	0%	72	0%
Findings	-	0%	-	0%
Graduate Student Tuition Waiver	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Massachusetts Education Financing Authority Prepaid Tuition Waiver	11	100%	\$3,292	100%
Population Tested	-	0%	-	0%
Findings	-	0%	-	0%
Joint Admission Tuition Advantage Program Tuition Waiver	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Senator Paul E. Tsongas Scholarship Tuition Waiver	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A
Washington Center Program Tuition Waiver	-	N/A	-	N/A
Population Tested	-	N/A	-	N/A
Findings	-	N/A	-	N/A

Holyoke Community College

Schedule of Population, Items Tested, and Findings for  
Massachusetts State Financial Aid Program Cluster

For the Year Ended June 30, 2011

Description of Category	Number of Students	Percent of Population	Amount of Awards	Percent of Population
University of Massachusetts Academic and Artistic Talent Program Tuition Waiver	-	N/A	-	N/A
University of Massachusetts Exchange Program Tuition Waiver	-	N/A	-	N/A
University of Massachusetts Division I Athletic Program Tuition Waiver	-	N/A	-	N/A
Cooperative Association of States for Scholarships Program Tuition Waiver	-	N/A	-	N/A
Incentive Program for Aspiring Teachers Tuition Waiver	-	N/A	-	N/A
Collaborative Teachers Tuition Waiver	-	N/A	-	N/A
Career Advancement Program Tuition Waiver	-	N/A	-	N/A
High Technology Scholar/Intern Tuition Waiver	-	N/A	-	N/A
DSS Adopted Children Tuition Waiver	19	100%	\$6,276	100%
DSS Foster Care Children Tuition Waiver	30	100%	\$7,378	100%
Stanley Z. Koplik Certificate of Mastery Tuition Waiver	-	N/A	-	N/A
Valedictorian Program Tuition Waiver	-	N/A	-	N/A
Commonwealth September 11, 2001 Tragedy Tuition Waiver	-	N/A	-	N/A
Hurricane Katrina Tuition Waiver	-	N/A	-	N/A

