The objective of our audit was to determine the extent to which Florida’s public universities and community colleges implemented procedures to administer the Florida Bright Futures Scholarship Program.

Finding No. 1: Return of Undisbursed Advances: Many institutions did not timely return the undisbursed Bright Futures Scholarship Program funds to the Department. Amounts of undisbursed advances not timely returned ranged from $1,505 to $1,113,625, and were from 5 to 211 days late.

Finding No. 2: Over and Under Awards: We noted eight over and under awards totaling $696 at four institutions.

Finding No. 3: Report Filing: Eight institutions did not submit disbursement eligibility reports or grade and hour reports timely. Ten reports were filed from 5 to 64 days late.

Recommended Statutory Change: Our audits have disclosed that the institutions generally administer the programs in compliance with controlling laws and have made significant improvements in establishing controls over Program moneys. Accordingly, the Legislature may wish to consider a change in the requirement of an annual audit of all institutions participating in the Program. Alternative audit requirements could include biennial audits or require audits only when an institution expends more than an established dollar amount.

Prior Audit Findings: As part of our current audit, we determined that the universities and community colleges had substantially corrected the deficiencies noted in audit report No. 02-180, except as noted in findings Nos. 1 and 3 of this report.

The Florida Bright Futures Scholarship Program was established by the Florida Legislature to provide lottery-funded scholarships to reward Florida high school graduates who merit recognition of their academic achievement, and enroll in an eligible Florida public or private postsecondary educational institution within three years of high school graduation. The Florida Bright Futures Scholarship Program is the umbrella program for State-funded scholarships based on academic achievement of high school students. This Program consists of three types of awards, the Florida Academic Scholarship, the Florida Merit Scholarship, and the Florida Gold Seal Vocational Scholarship. The Top Scholars Award is also funded from Florida Bright Futures Scholarship moneys, and is an additional annual award for college-related expenses that is given to the student with the highest academic ranking in each school district. During the 2001-02 fiscal year, disbursements of awards from the Florida Bright Futures Scholarship
Program to students enrolled in institutions of the State University System and the Florida Community College System were $135,255,819 and $16,093,046 respectively, for a total of $151,348,865. A summary of advances and disbursements is presented as Exhibit A.

The Florida Department of Education (Department) determines student eligibility for awards. Students must meet general criteria to qualify for any of the types of scholarship awards from the Florida Bright Futures Scholarship Program. In addition to the general criteria, each of the three scholarship awards within the Florida Bright Futures Scholarship Program has specific criteria that must be met. Qualifying students receive 100 percent of tuition and fees plus an annual cost of education allowance of $600 for the Florida Academic Scholars Award, or receive 75 percent of tuition and fees for the Florida Merit Scholars or the Florida Gold Seal Vocational Scholars Awards. Students who qualify for the Top Scholars Award receive an additional $1,500. After initial qualification for an award, students must continue to meet the eligibility criteria to receive additional awards.

The Department is responsible for administering the Bright Futures Scholarship Program disbursement and reconciliation process. Each term, the Department provides a list of eligible students to the institutions and advances scholarship moneys to the institutions for disbursement to the students who enroll at that institution. The institutions are required to verify that the student has enrolled in the required number of hours to receive the scholarship, calculate the amount of the disbursement based on the type of scholarship for which the student was eligible, and disburse the money to the student. Any moneys not disbursed to eligible students must be returned to the Department within 60 days after the end of regular registration. The institutions are also required to report disbursements, enrolled hours, and grade point averages to the Department. Each institution that receives moneys through this Program is required to have an independent audit of the institution’s administration of the Program and a complete accounting of the moneys of the Program.

The 2002 Legislature renumbered the Florida Statutes governing colleges and universities. Exhibit B provides a cross-reference for the 2001 Statutes to the 2002 Statutes.

SCOPE, OBJECTIVES, AND METHODOLOGY

The audit was conducted pursuant to Section 240.40201(5)(c), Florida Statutes (2001). This operational audit focused on the administration of the Florida Bright Futures Scholarship Program by the eleven (11) universities of the State University System and the twenty-eight (28) community colleges of the Florida Community College System for the fiscal year ended June 30, 2002. The objectives of this audit were to determine that the universities and community colleges administered Program moneys in accordance with the governing provisions of laws, administrative rules, and other guidelines, and properly accounted for the moneys received and distributed through the Program. In conducting our audit, we reviewed governing laws, rules, and other guidelines. We also reviewed and observed management controls at the universities and community colleges for the purpose of determining the extent to which management controls promoted and encouraged achievement of management’s objective in the categories of compliance with applicable laws, administrative rules, and other guidelines relating to the Program; the reliability of financial records and reports; and the safeguarding of assets relating to the Program. We conducted this audit in accordance with applicable standards contained in Government Auditing Standards.
Findings and Recommendations

Overview

Our review of students who received awards under the Florida Bright Futures Scholarship Program at the State of Florida’s 11 universities and 28 community colleges consisted of a sample of 1,140 students. The results of our test indicate that, with respect to items tested, the universities and colleges had generally:

- Administered the Florida Bright Futures Scholarship Program in accordance with the significant provisions of laws, administrative rules, and other guidelines;
- Properly accounted for and reported the moneys received and distributed through the Florida Bright Futures Scholarship Program; and
- Adopted management controls that promoted and encouraged achievement of management’s objectives in the categories of compliance with applicable laws, administrative rules, and other guidelines relating to the Florida Bright Futures Scholarship Program, the reliability of financial records and reports, and the safeguarding of assets related to the Florida Bright Futures Scholarship Program.

However, our review did disclose instances of noncompliance that should be addressed by the institutions. These matters are discussed in the following paragraphs.

Finding No. 1: Return of Undisbursed Advances

Section 240.40201(5), Florida Statutes (2001), provides that the Department shall issue awards from the Florida Bright Futures Scholarship Program annually, and shall transmit payment for awards to each institution before the registration period each semester. Section 240.40201(5)(b), Florida Statutes (2001), provides that an institution receiving funds from the Bright Futures Scholarship Program shall certify to the Department the amount of funds disbursed to each student, and shall return to the Department any undisbursed advances within 60 days after the end of regular registration. As similarly noted in audit report No. 02-180, our review disclosed that eight institutions did not timely return the undisbursed Bright Futures Scholarship Program funds to the Department for the Fall 2001 and Spring 2002 Terms. The following chart summarizes the results of our review:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Amount</th>
<th>Days Late</th>
<th>Amount</th>
<th>Days Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida International University</td>
<td>$ 60,000</td>
<td>57</td>
<td>$ 245,479</td>
<td>35</td>
</tr>
<tr>
<td>University of Central Florida (1)</td>
<td>1,505</td>
<td>211</td>
<td>245,479</td>
<td>35</td>
</tr>
<tr>
<td>University of Florida (1)</td>
<td>764,521</td>
<td>80</td>
<td>1,113,625</td>
<td>13</td>
</tr>
<tr>
<td>University of West Florida</td>
<td>91,683</td>
<td>34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lake-Sumter Community College (1)</td>
<td>2,983</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Palm Beach Community College</td>
<td>5,438</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tallahassee Community College</td>
<td>33,542</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valencia Community College (1)</td>
<td>1,527</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 766,026</strong></td>
<td><strong>1,554,277</strong></td>
<td><strong>1,554,277</strong></td>
<td><strong>1,554,277</strong></td>
</tr>
</tbody>
</table>

Note: (1) Similar deficiencies were noted in audit report No. 02-180.
Several institutions continued to make significant improvement in timely returning undisbursed advances. We recommend that the institutions continue improving their procedures to ensure that undisbursed advances are returned to the Department in accordance with Section 240.40201(5)(b), Florida Statutes (2001).

Institutions’ Responses

The institutions responded that they are reviewing and strengthening procedures to timely remit undisbursed funds within the statutory time frame. The institutions also cited various reasons for the late return of moneys, including personnel constraints and closing for Spring break.

One College indicated that it did not timely transmit undisbursed moneys because it was owed money for the previous term. However, Section 240.40201(5), Florida Statutes, does not authorize an institution to reduce remittance of undisbursed moneys for amounts it is owed from another term.

Finding No. 2: Over and Under Awards

Sections 240.40205(2), 240.40206(2), and 240.40207(2), Florida Statutes (2001), for the Florida Academic Scholars Award, Florida Merit Scholars Award, and Florida Gold Seal Vocational Scholars Award, respectively, provide that qualifying students receive 100 percent of tuition and fees plus an annual cost of education allowance of $600 for the Academic Scholars Award, or receive 75 percent of tuition and fees for the Florida Merit Scholars or the Florida Gold Seal Vocational Scholars Award. The institutions are required to verify that the student has enrolled in the required number of hours to receive the scholarship, calculate the amount of the disbursement based on the type of scholarship for which the student was eligible, and disburse the money to the student.

Our tests disclosed eight over and under awards totaling $696 at four institutions. The following chart summarizes the results of our tests:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Number ofInstances</th>
<th>Total Amount of Over (Under) Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Agricultural and Mechanical University</td>
<td>2</td>
<td>$ 503</td>
</tr>
<tr>
<td>University of West Florida</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Florida Keys Community College</td>
<td>3</td>
<td>(34)</td>
</tr>
<tr>
<td>Lake City Community College</td>
<td>2</td>
<td>127</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
<td><strong>$ 696</strong></td>
</tr>
</tbody>
</table>

We recommend that the institutions ensure that disbursements are accurately calculated.

Institutions’ Responses

The institutions responded that the problems have been corrected through implementing a new computer-generated report and through closer review and monitoring of manual calculations. The institutions indicated that errors were made in calculating Bright Futures amounts as a result of using manual processes. One institution implemented a new financial aid program where certain lab fee codes were not set up in a timely manner, resulting in incorrect disbursements.

Finding No. 3: Report Filing

Section 240.40201(5)(a), Florida Statutes (2001), provides that within 30 days after the end of regular registration each semester, the institution shall certify to the Department the eligibility status of each student who receives an award. The number of hours enrolled is reported on the Disbursement Eligibility Report (DER).

Sections 240.40205(3), 240.40206(3), and 240.40207(3), Florida Statutes (2001), for the Florida Academic Scholars, Florida Merit Scholars, and Florida Gold Seal Vocational Scholars awards, respectively, require that, to be eligible for a renewal award in the Program, a student must maintain a specified grade point average for all postsecondary work attempted. In order to determine eligibility for renewal awards, the Department requires each institution to annually
submit a grade and hour report which includes the cumulative grade point average and annual earned hours for each student who received a Florida Bright Futures Scholarship Program award. For the 2001-02 award year, the Department required this report to be filed by June 21, 2002.

We noted that the following institutions did not timely remit the required reports to the Department:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Number of Instances</th>
<th>Days Late</th>
<th>Number of Instances</th>
<th>Days Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Gulf Coast University</td>
<td>1</td>
<td>8 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brevard Community College</td>
<td>1</td>
<td>5 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Florida Keys Community College</td>
<td>1</td>
<td>9 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lake City Community College</td>
<td>1</td>
<td>20 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manatee Community College</td>
<td>2</td>
<td>48 and 33 days</td>
<td>1</td>
<td>19 days</td>
</tr>
<tr>
<td>Pensacola Junior College</td>
<td>1</td>
<td>22 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polk Community College</td>
<td></td>
<td></td>
<td>1</td>
<td>22 days</td>
</tr>
<tr>
<td>St. Johns River Community College (1)</td>
<td></td>
<td></td>
<td>1</td>
<td>64 days</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7</strong></td>
<td></td>
<td><strong>3</strong></td>
<td></td>
</tr>
</tbody>
</table>

Note: (1) Similar deficiencies were noted in audit report No. 02-180.

We noted similar findings in audit report No. 02-180. We recommend that the institutions ensure that the reports are filed with the Department on a timely basis.

**Institutions’ Responses**

The institutions responded that procedures have been implemented to review filing due dates to ensure timely filing of required reports. The institutions cited various reasons for late filing, including staff turnover, a lack of staff as a result of a hiring freeze, problems in electronically transmitting the report to the Department, and other types of computer-related problems.

**Other Matters**

**Recommended Statutory Change**

Section 240.40201(5)(c), Florida Statutes (2001), provides that institutions receiving moneys through the Florida Bright Futures Program shall prepare an annual report that includes an independent external audit or an audit prepared by our office. As the institutions and the Department have become familiar with the laws, administrative rules, and other guidelines governing the Program, our audits since the inception of the Program (1997-98 fiscal year) have indicated that the institutions have implemented policies and procedures to provide for reasonable administration and control of the Program.

Our audits have disclosed that the institutions generally administer the programs in compliance with controlling laws and have made significant improvements in establishing controls over Program moneys. Although we continue to find clerical and administrative errors as disclosed in this audit report, the number of exceptions have decreased and the significance of the audit findings are minor. Accordingly, the Legislature may wish to consider a change in the requirement of an annual audit of all
institutions participating in the Program. Alternative audit requirements could include biennial audits or require audits only when an institution expends more than an established dollar amount.

**Prior Audit Findings**

Our previous audits have addressed the administration of the Florida Bright Futures Scholarship Program by Florida's public universities and community colleges. As part of our current audit, we determined that the universities and community colleges had substantially corrected the deficiencies noted in audit report No. 02-180, except as noted in findings Nos. 1 and 3 of this report.

**Authority**

Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.

William O. Monroe, CPA
Auditor General

**Auditee Response**

The Presidents of the universities and community colleges provided their responses to our audit findings and recommendations. The responses, in their entirety, may be viewed on the Auditor General's Web site.

To promote accountability in government and improvement in government operations, the Auditor General makes operational audits of selected programs, activities, and functions of universities and community colleges. This operational audit was made in accordance with applicable Government Auditing Standards issued by the Comptroller General of the United States. This audit was coordinated by Richard E. Givens, CPA, and supervised by Alan M. Sands, CPA. Please address inquiries regarding this report to Jim Raulerson, CPA, Audit Manager, via e-mail at jimraulerson@aud.state.fl.us or by telephone at (850) 487-4468.

This report, as well as other audit reports prepared by the Auditor General, can be obtained on our Web site (http://www.state.fl.us/audgen); by telephone (850) 487-9024; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.
**FLORIDA DEPARTMENT OF EDUCATION**  
**FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

**EXHIBIT - A**  
**FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**  
**STATE UNIVERSITY SYSTEM AND FLORIDA COMMUNITY COLLEGE SYSTEM**  
**SUMMARY OF ADVANCES AND DISBURSEMENTS**  
**For the Fiscal Year Ended June 30, 2002**

<table>
<thead>
<tr>
<th>Institution (1)</th>
<th>Advances From Department</th>
<th>Scholarship Awards to Students</th>
<th>Refunds to Department</th>
<th>Total</th>
<th>Excess (Deficiency) of Advances Over Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida A &amp; M University</td>
<td>$2,579,101</td>
<td>$2,473,930</td>
<td>$105,171</td>
<td>$2,579,101</td>
<td>$ -</td>
</tr>
<tr>
<td>Florida Atlantic University</td>
<td>5,153,761</td>
<td>5,006,206</td>
<td>147,555</td>
<td>5,153,761</td>
<td>-</td>
</tr>
<tr>
<td>Florida Gulf Coast University</td>
<td>1,449,555</td>
<td>1,436,975</td>
<td>12,580</td>
<td>1,449,555</td>
<td>-</td>
</tr>
<tr>
<td>Florida International University</td>
<td>7,830,113</td>
<td>7,756,197</td>
<td>73,916</td>
<td>7,830,113</td>
<td>-</td>
</tr>
<tr>
<td>Florida State University</td>
<td>23,308,501</td>
<td>23,303,566</td>
<td>6,935</td>
<td>23,308,501</td>
<td>-</td>
</tr>
<tr>
<td>New College</td>
<td>1,209,228</td>
<td>1,087,438</td>
<td>121,790</td>
<td>1,209,228</td>
<td>-</td>
</tr>
<tr>
<td>University of Florida</td>
<td>49,184,302</td>
<td>47,269,808</td>
<td>1,907,543</td>
<td>49,177,351</td>
<td>-</td>
</tr>
<tr>
<td>University of Central Florida</td>
<td>23,060,921</td>
<td>22,812,775</td>
<td>248,146</td>
<td>23,060,921</td>
<td>-</td>
</tr>
<tr>
<td>University of North Florida</td>
<td>6,408,106</td>
<td>6,228,173</td>
<td>179,933</td>
<td>6,408,106</td>
<td>-</td>
</tr>
<tr>
<td>University of South Florida</td>
<td>15,012,947</td>
<td>14,718,981</td>
<td>293,966</td>
<td>15,012,947</td>
<td>-</td>
</tr>
<tr>
<td>University of West Florida</td>
<td>3,262,365</td>
<td>3,163,770</td>
<td>98,571</td>
<td>3,262,341</td>
<td>-</td>
</tr>
<tr>
<td>Total State University System</td>
<td>138,458,900</td>
<td>135,255,819</td>
<td>3,189,171</td>
<td>138,444,990</td>
<td>13,910</td>
</tr>
<tr>
<td>Brevard Community College</td>
<td>956,625</td>
<td>953,620</td>
<td>3,003</td>
<td>956,623</td>
<td>2</td>
</tr>
<tr>
<td>Broward Community College</td>
<td>740,368</td>
<td>717,608</td>
<td>22,760</td>
<td>740,368</td>
<td>-</td>
</tr>
<tr>
<td>Central Florida Community College</td>
<td>522,479</td>
<td>495,768</td>
<td>26,711</td>
<td>522,479</td>
<td>-</td>
</tr>
<tr>
<td>Chipola Junior College</td>
<td>405,301</td>
<td>389,259</td>
<td>16,042</td>
<td>405,301</td>
<td>-</td>
</tr>
<tr>
<td>Daytona Beach Community College</td>
<td>828,301</td>
<td>787,704</td>
<td>40,597</td>
<td>828,301</td>
<td>-</td>
</tr>
<tr>
<td>Edison Community College</td>
<td>553,820</td>
<td>514,821</td>
<td>38,999</td>
<td>553,820</td>
<td>-</td>
</tr>
<tr>
<td>Florida Community College at Jacksonville</td>
<td>574,163</td>
<td>557,233</td>
<td>16,930</td>
<td>574,163</td>
<td>-</td>
</tr>
<tr>
<td>Florida Keys Community College</td>
<td>26,672</td>
<td>26,420</td>
<td>252</td>
<td>26,672</td>
<td>-</td>
</tr>
<tr>
<td>Gulf Coast Community College</td>
<td>530,440</td>
<td>509,488</td>
<td>20,952</td>
<td>530,440</td>
<td>-</td>
</tr>
<tr>
<td>Hillsborough Community College</td>
<td>660,761</td>
<td>643,062</td>
<td>18,074</td>
<td>661,136</td>
<td>(375)</td>
</tr>
<tr>
<td>Indian River Community College</td>
<td>515,754</td>
<td>500,075</td>
<td>16,930</td>
<td>516,168</td>
<td>(414)</td>
</tr>
<tr>
<td>Lake City Community College</td>
<td>236,896</td>
<td>225,761</td>
<td>11,135</td>
<td>236,896</td>
<td>-</td>
</tr>
<tr>
<td>Lake-Sumter Community College</td>
<td>311,432</td>
<td>308,050</td>
<td>3,382</td>
<td>311,432</td>
<td>-</td>
</tr>
<tr>
<td>Manatee Community College</td>
<td>558,250</td>
<td>558,048</td>
<td>202</td>
<td>558,048</td>
<td>-</td>
</tr>
<tr>
<td>Miami-Dade Community College</td>
<td>509,334</td>
<td>508,795</td>
<td>1,069</td>
<td>509,864</td>
<td>(530)</td>
</tr>
<tr>
<td>North Florida Community College</td>
<td>140,651</td>
<td>137,976</td>
<td>2,675</td>
<td>140,651</td>
<td>-</td>
</tr>
<tr>
<td>Okaloosa-Walton Community College</td>
<td>543,346</td>
<td>509,142</td>
<td>34,204</td>
<td>543,346</td>
<td>-</td>
</tr>
<tr>
<td>Palm Beach Community College</td>
<td>543,267</td>
<td>537,375</td>
<td>5,892</td>
<td>543,267</td>
<td>-</td>
</tr>
<tr>
<td>Pasco-Hernando Community College</td>
<td>317,429</td>
<td>305,334</td>
<td>12,095</td>
<td>317,429</td>
<td>-</td>
</tr>
<tr>
<td>Pensacola Junior College</td>
<td>818,412</td>
<td>792,871</td>
<td>25,541</td>
<td>818,412</td>
<td>-</td>
</tr>
<tr>
<td>Polk Community College</td>
<td>459,651</td>
<td>454,347</td>
<td>5,304</td>
<td>459,651</td>
<td>-</td>
</tr>
<tr>
<td>St. Johns River Community College</td>
<td>337,207</td>
<td>331,703</td>
<td>5,504</td>
<td>337,207</td>
<td>-</td>
</tr>
<tr>
<td>St. Petersburg College</td>
<td>971,151</td>
<td>910,142</td>
<td>61,009</td>
<td>971,151</td>
<td>-</td>
</tr>
<tr>
<td>Santa Fe Community College</td>
<td>1,504,017</td>
<td>1,457,156</td>
<td>46,861</td>
<td>1,504,017</td>
<td>-</td>
</tr>
<tr>
<td>Seminole Community College</td>
<td>587,235</td>
<td>585,927</td>
<td>1,308</td>
<td>587,235</td>
<td>-</td>
</tr>
<tr>
<td>South Florida Community College</td>
<td>208,506</td>
<td>196,358</td>
<td>12,148</td>
<td>208,506</td>
<td>-</td>
</tr>
<tr>
<td>Tallahassee Community College</td>
<td>641,443</td>
<td>607,556</td>
<td>33,887</td>
<td>641,443</td>
<td>-</td>
</tr>
<tr>
<td>Valencia Community College</td>
<td>1,575,059</td>
<td>1,571,447</td>
<td>3,612</td>
<td>1,575,059</td>
<td>-</td>
</tr>
<tr>
<td>Total Florida Community College System</td>
<td>16,577,970</td>
<td>16,093,046</td>
<td>486,039</td>
<td>16,579,085</td>
<td>(1,115)</td>
</tr>
<tr>
<td>Total</td>
<td>$155,036,870</td>
<td>$151,348,865</td>
<td>$3,675,210</td>
<td>$155,024,075</td>
<td>$12,795</td>
</tr>
</tbody>
</table>

Note: (1) Amounts reported by the institution as of December 31, 2002.
**EXHIBIT - B**

**FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM**

**STATE UNIVERSITY SYSTEM AND FLORIDA COMMUNITY COLLEGE SYSTEM**

**CROSS-REFERENCE OF RENUMBERED FLORIDA STATUTES RELATED TO THE BRIGHT FUTURES SCHOLARSHIP PROGRAM**

*For the Fiscal Year Ended June 30, 2002*

<table>
<thead>
<tr>
<th>Description</th>
<th>Florida Statutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Program Description and Operation</td>
<td>240.40201(1)-(10)</td>
</tr>
<tr>
<td></td>
<td>1009.53(1)-(10)</td>
</tr>
<tr>
<td>Student Eligibility Requirements for Initial Awards</td>
<td>240.40202(1)-(4)</td>
</tr>
<tr>
<td></td>
<td>1009.531(1)-(5)</td>
</tr>
<tr>
<td>Student Eligibility Requirements for Renewal Awards</td>
<td>240.40203(1)-(2)</td>
</tr>
<tr>
<td></td>
<td>1009.532(1)-(2)</td>
</tr>
<tr>
<td>Eligible Postsecondary Education Institutions</td>
<td>240.40204(1)-(5)</td>
</tr>
<tr>
<td></td>
<td>1009.533(1)-(5)</td>
</tr>
<tr>
<td>Florida Academic Scholars Awards</td>
<td>240.40205(1)-(4)</td>
</tr>
<tr>
<td></td>
<td>1009.534(1)-(4)</td>
</tr>
<tr>
<td>Florida Merit Scholars Awards</td>
<td>240.40206(1)-(3)</td>
</tr>
<tr>
<td></td>
<td>1009.535(1)-(3)</td>
</tr>
<tr>
<td>Florida Gold Seal Vocational Scholars Awards</td>
<td>240.40207(1)-(4)</td>
</tr>
<tr>
<td></td>
<td>1009.536(1)-(4)</td>
</tr>
<tr>
<td>Eligibility for Bright Futures - Transition</td>
<td>240.40208(1)-(3)</td>
</tr>
<tr>
<td></td>
<td>1009.537(1)-(3)</td>
</tr>
<tr>
<td>Recipients Attending Nonpublic Institutions - Calculation of Awards</td>
<td>240.40209</td>
</tr>
<tr>
<td></td>
<td>1009.538</td>
</tr>
</tbody>
</table>
January 30, 2003

Mr. William O. Monroe
Auditor General
State of Florida
G74 Claude Pepper Building
111 West Madison St.
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

This letter is in response to the tentative audit findings and recommendations on the operational audit of the Administration of the Florida Bright Futures Scholarship Program for the fiscal year ended June 30, 2002.

Response to Finding #3, Report Filing:

Brevard Community College submitted the report electronically to certify to the Department the eligibility of each student who receives an award for Florida Bright Futures. Several days later, a staff member realized that a confirmation receipt was never received. Upon checking, the college found that the initial submission did not go through. At that point, five days later, the college resubmitted the data successfully. In the future, the college staff will verify confirmation of receipt prior to the deadline.

Please do not hesitate to contact Mr. Al Little, Vice President, Finance and Administrative Services, if additional information is required.

Sincerely,

[Signature]
Thomas E. Gamble
District President

cc: Mr. Al Little
February 20, 2003

William O. Monroe, CPA
Auditor General
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

Subject: Preliminary Audit Findings

Dear Mr. Monroe:

In response to your request, and pursuant to the provisions of Section 11.45(4)(d), Florida Statutes, the enclosed response to your tentative and preliminary audit findings is being forwarded.

We appreciate your comments and recommendations. Should you require any additional information, please let us know.

Sincerely,

[Signature]

William A. Seeker

WAS/ea

cc: District Board of Trustees

Enclosure
*******PRELIMINARY AND TENTATIVE AUDIT FINDINGS*******
FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM
OPERATIONAL AUDIT
Florida Keys Community College Response

Finding No. 1: Return of Undisbursed Advances
Florida Keys Community College was not cited for this finding. We do, however, continue to improve the processing of our advances to ensure proper disbursement to students and timely return of any undisbursed amounts.

Finding No. 2: Over Awards
In reviewing the audit data, it was discovered that we actually had under awarded a total of $34.00 rather than over awarded. The problem was caused with the implementation of a new Financial Aid program and two new lab fee codes that were not set up in a timely manner for Financial Aid access. This problem has been corrected and constant verification procedures are now in place.

Finding No. 3: Report Filing
According to the audit findings, Florida Keys Community College was nine days late in submitting its Disbursement Eligibility Report (DER). We were, during that period, undergoing a transition of staff with a newly hired Director of Financial Aid and did not realize we had passed the due date for the report. In addition, we were experiencing problems with our computer software in properly uploading the DER to OSFA. Report time lines are now reviewed monthly by the Director of Financial Aid and monitored for prompt adherence to the required schedule.
MEMORANDUM

TO: William O. Monroe  
Auditor General, State of Florida

FROM: Charles W. Hall, Ed.D.  
President

RE: Preliminary and Tentative Audit Findings  
Bright Futures Scholarship Program  
For the fiscal year ended June 30, 2001

DATE: February 20, 2003

In response to preliminary and tentative findings of the Bright Futures Scholarship Program, the following responses are given:

Finding No. 2: Over Awards – The College inadvertently miscalculated the total amount of fees in one instance and failed to adjust total amount of award in the second instance after a class was dropped from the student’s schedule after the drop/add period. The College will make sure the appropriate totals are reported in the future.

Finding No. 3: Report Filing – The College failed to submit the Disbursement Eligibility Report within the 30 days after the end of regular registration as mandated in Florida Statutes because the computer designated to submit this data crashed in the middle of the submission time frame. A new computer had to be purchased and there was no backup system. The College will have a backup computer that will have the same capability to process this report in the event of technical problems in the future.

CC: Dr. Douglass, Vice President for Instruction and Student Services  
Ms. Marilyn Hamm, Vice President for Business Services  
Ms. Barbara Anderson, Dean of Student Services
February 5, 2003

William O. Monroe, CPA
Auditor General
State of Florida
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

Following is Lake Sumter Community College’s response to the preliminary and tentative findings and recommendations pertaining to the audit of the Florida Department of Education, Florida Bright Futures Scholarship Program Operational Audit for the fiscal year ended June 30, 2002.

Finding No. 1: Return of Undisbursed Advances

Section 240.40201(5), Florida Statutes (2001), provides that the Department shall issue awards from the Florida Bright Futures Scholarship Program annually, and shall transmit payment for awards to each institution before the registration period each semester. Section 240.40201(5)(b), Florida Statutes (2001), provides that an institution receiving funds from the Bright Futures Scholarship Program shall certify to the Department the amount of funds disbursed to each student, and shall return to the Department any undisbursed advances within 60 days after the end of regular registration. As similarly noted in audit report No. 02-180, our review disclosed that eight institutions did not timely return the undisbursed Bright Futures Scholarship Program funds to the Department for the Fall 2001 and Spring 2002 terms.

Response:

Personnel constraints and the closing of the College for Spring Break created problems that delayed the remittance of funds by the required time. Subsequent to the audit, the College has established procedures that will ensure that undisbursed advances are coordinated in a more timely fashion between the financial aid office and the business office, and returned to the Department in accordance with Section 240.40201(5)(b), Florida Statutes (2001)

If the College can be of further assistance in this matter, please do not hesitate to contact me or the chief financial officer, Mr. Ray Kinsey.

Sincerely,

Charles R. Mojock
President
February 26, 2003

Mr. William O. Monroe  
Auditor General  
State of Florida  
G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Dear Mr. Monroe:

Transmitted herewith are the written statements of explanation and the actual or proposed corrective actions to the Preliminary and Tentative Audit Findings and Recommendations which may be included in a report on the audit of the:

Administration of the Florida  
Bright Futures Scholarship Program  

If my office can be of any further assistance concerning the resolution of these findings, please do not hesitate to contact my staff or me.

Sincerely,

Sarah H. Pappas  
President

SHP/pj

Enclosure: as stated
RESPONSE TO PRELIMINARY AND TENTATIVE AUDIT FINDINGS
District Board of Trustees, Manatee Community College
Administration of the Florida
Bright Futures Scholarship Program
For the Fiscal Year Ended June 30, 2002

MANATEE COMMUNITY COLLEGE
5840 26th Street, West
Post Office Box 1849
Bradenton, Florida 34206

February 26, 2003

Finding No. 3: Report Filing

Section 240.40201(5)(a), Florida Statutes (2001), provides that within 30 days after the end of regular registration each semester, the institution shall certify to the Department the eligibility status of each student who receives an award. The number of hours enrolled is reported on the Disbursement Eligibility Report (DER).

<table>
<thead>
<tr>
<th>Institution</th>
<th>Untimely Reports</th>
<th>Grade and Hour Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Disbursement Eligibility Reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of Instances</td>
<td>Number of Days Late</td>
</tr>
<tr>
<td>Manatee Community College</td>
<td>2</td>
<td>49 and 33 days</td>
</tr>
</tbody>
</table>

We noted similar findings in audit report No. 02-180. We recommend that the institution ensure that the reports are filed with the Department on a timely basis.

Response to Finding No. 3:

The first part of the finding related to the reporting of disbursements to the Florida Department of Education, Office of Student Financial Aid (OSFA) programs for the Bright Futures Program. During the 2001-2002 academic year, we converted to Banner, our new administrative software. During both fall and spring terms we encountered problems with obtaining the information required to complete the Disbursement Eligibility Reports (DER). Some of the problems involved the correct calculation of the awards based upon hours enrolled and special fees, excluding college preparatory courses, to generating a usable report that could be used to complete the DER’s. We now have corrected all the calculation and report generation problems so that for the 2002-2003 academic year, the DER’s will be submitted on time.
The second part of the finding related to the reporting of grades and hours for all, OSFA programs. Beginning on May 28, 2002, we began trying to download the Grade and Hour Report from OSFA’s web site. On the same day, an e-mail was sent to Sunney Clenney informing her that we were unable to download the file. We were able to download the file from OSFA on June 11th and had the file ready to upload on July 1st after our computer service staff and OSFA’s computer service staff worked together. Now that the process for requesting and submitting the file from and to OSFA have been resolved, we will be able to complete the grade and hour report on time.
February 26, 2003

Mr. William O. Monroe  
Auditor General  
G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

We have received the Preliminary and Tentative Audit Findings for the Bright Futures Scholarship Program for the fiscal year ended June 30, 2002.

Regarding Audit Finding No. 1: Return of Undisbursed Advances, the College implemented a process to ensure the timely remittance of all future undisbursed advances under the Bright Futures Scholarship Program.

Thank you for your suggestions and recommendations to improve the College’s operation.

Sincerely,

[Signature]

Dennis P. Gallon, Ph.D.  
President

cc: District Board of Trustees  
Richard Becker  
Vernon Haley  
Michele Bowles
February 25, 2003

William O. Monroe, CPA
Auditor General
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

Finding No. 3 in the Florida Department of Education Florida Bright Futures Scholarship Program Operational Audit for the fiscal year ended June 30, 2002 listed Pensacola Junior College as being 22 days late in submitting our 2002-2 disbursement eligibility report.

Due to turnover in our financial aid department and a software problem, this report was 22 days late. We have corrected the problem and all reports since the 2002-2 have been filed on time.

Sincerely,

G. Thomas Delaino
President

GTD/cq
February 25, 2003

Mr. William O. Monroe  
Auditor General  
State of Florida  
G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

In response to the Preliminary and Tentative Audit Findings of the Administration of the Florida Bright Futures Scholarship Program for the fiscal year ended June 30, 2002 for The District Board of Trustees of Polk Community College, the following is provided for your information.

Report Filing
Section 240.40201(5), Florida Statutes (2001), provides that within 30 days after the end of regular registration each semester, the institution shall certify to the Department the eligibility status of each student who receives an award. The number of hours enrolled is reported on the Disbursement Eligibility Report (DER). Sections 240.40205(3), 240.40206(3), and 240.40207(3), Florida Statutes (2001), for the Florida Academic Scholars, Florida Merit Scholars, and Florida Gold Seal Vocational Scholars awards, respectively, require that, to be eligible for a renewal award in the Program, a student must maintain a specified grade point average for all postsecondary work attempted. In order to determine eligibility for renewal awards, the Department requires each institution to annually submit a grade and hour report which includes the cumulative grade point average and annual earned hours for each student who received a Bright Futures Scholarship Program award. For the 2001-02 award year, the Department required this report to be filed by June 21, 2002.

We noted similar findings in audit report No. 02-180. We recommend that the institutions ensure that the reports are filed with the Department on a timely basis.

Response: In order to ensure that reports are filed on a timely basis, the Director of Financial Aid has renewed and expanded internal training efforts to include additional information regarding the DOE reporting system and related deadlines. Phone and email communication with staff of DOE is now scheduled as a sequence of the report filing process.

If there are any questions or further information is needed, please contact Teresa Vorous, Comptroller, at (863) 297-1089 or Suncom 580-1089

Sincerely,

J. Larry Durrence  
President

cc: Teresa Vorous, Comptroller  
Leonard Porter, Director, Financial Aid

Lakeland • Winter Haven
Equal Access / Equal Opportunity Institution • www.polk.cc.fl.us
ST. JOHNS RIVER COMMUNITY COLLEGE
FLORIDA SCHOOL OF THE ARTS
CLAY, PUTNAM AND ST. JOHNS COUNTIES COOPERATING

February 25, 2003

William O. Monroe, CPA
Auditor General
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Dear Mr. Monroe:

This is in response to the preliminary and tentative audit findings and recommendations for Administration of the Florida Bright Futures Scholarship Program:

In response to the one finding of late filing of the Disbursement Eligibility Report (page 4, Preliminary & Tentative Findings), the Financial Aid Office works closely with the Florida Office of Student Financial Assistance (OSFA) to ensure timely filing of reports and to request deadline extensions if and when necessary.

Procedures have been reviewed to ensure timely filing of reports in the future.

Sincerely,

R. L. McLendon, Jr.
President

CC:  Dr. Lott
     V.P. Hanes
     V.P. Miller
February 25, 2003

Mr. William O. Monroe, CPA
Auditor General
P.O. Box 1735
Tallahassee, FL 32302-1735

Re: Administration of the Florida Bright Futures Scholarship Program
For the Fiscal Year Ended June 30, 2002

Dear Mr. Monroe:

In response to the preliminary and tentative audit findings related to the Florida Bright Futures Scholarship Program, for Tallahassee Community College, for the fiscal year ended June 30, 2002, we submit the following statement of explanation and corrective action:

Finding No. 1

Registration activity continues beyond the 60 day period used for the audit determination. For example, in the Spring 2002 semester, registration for the main term ended on January 8 and registration for Accelerated term B continued until February 28. Therefore, 60 days after the end of registration for the main term is only 9 days after the end of registration for the B term. Nevertheless, in future semesters, the College will return any balance held 60 days after the end of registration for the main term of that semester.

We wish to express our appreciation to your staff for the professional and helpful manner in which they conducted the audit.

If I can be of further assistance, please do not hesitate to call me.

Sincerely,

William D. Law, Jr.
President
February 10, 2003

Mr. William O. Monroe  
Auditor General  
Q74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, FL 32399-1450  

Dear Mr. Monroe:

I am enclosing Valencia Community College’s response to the preliminary and tentative audit findings on the Administration of the Florida Bright Futures Scholarship Program for the fiscal year ended June 30, 2002.

The College wishes to express its appreciation to the representatives of the office of the Auditor General for their courtesies and assistance while conducting this audit.

Sincerely,

Sanford C. Shugart

pn
Enclosure

c:  
Ms. Brenda Racis
Ms. Linda Downing
Dr. Michael Hooks
Mr. Robert S. Austin, Jr.
Mr. Todd Rogers
VALENCIA COMMUNITY COLLEGE

RESPONSE TO

PRELIMINARY AND TENTATIVE AUDIT FINDINGS

ADMINISTRATION OF THE
FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

FINDING NO. 1:

Remittances of Undisbursed Advances

Section 240.40201(5), Florida Statutes (2001), provides that the Florida Department of Education (FDOE) shall issue awards from the Bright Futures Scholarship Program annually and shall transmit payment for awards to each institution before the registration period each semester. Section 240.40201(5)(b), Florida Statutes, provides that an institution receiving funds from the Bright Futures Scholarship Program shall certify to the FDOE the amount of funds disbursed to each student and shall remit to the FDOE any undisbursed advances within 60 days after the end of regular registration. As similarly noted in Audit Report No. 02-180, our review disclosed that eight institutions did not timely remit the undisbursed Bright Futures Scholarship Program funds to the FDOE for the Fall 2001 and Spring 2002 Terms. The following chart summarized the results of our review:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Amount</th>
<th>Number of Days Late</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td>Valencia Community College</td>
<td></td>
<td>$1,527</td>
</tr>
</tbody>
</table>

Several institutions continue to make significant improvements in timely returning undisbursed advances. We recommend that the institutions continue improving their procedures to ensure that undisbursed advances are remitted to FDOE in accordance with Section 240.40201(5)(b), Florida Statutes (2001).

RESPONSE:

For the Spring Term of 2002, the College did have a balance of $1,527 in its records of Bright Futures funds at the 60-day deadline. However, for the Fall Term 2001, the College was owed $1,990.71 at this date. Therefore, at the 60-day deadline, in net, the College contends that no undisbursed Bright Futures Program funds existed. The College will continue to work at improving our system of reconciling and returning funds in a timely manner.
February 26, 2003

Mr. William O. Monroe, CPA
Auditor General
111 West Gaines Street
Tallahassee, Florida 32399-1450

Dear Mr. Monroe:

Pursuant to Section 11.45(4)(d), Florida Statutes, we are required to submit to you within thirty (30) days after receipt of the preliminary and tentative audit findings and recommendations, a written statement of explanation concerning all of the findings for Florida A&M University, including our actual or proposed corrective actions.

Enclosed is the response to the tentative audit finding and recommendation for the Administration of Florida Bright Futures Scholarship Program for Florida A&M University.

Sincerely,

Fred Gainous
President

Enclosure
Florida Agricultural and Mechanical University
Legislative Audit of the Bright Futures Scholarship Program
Response to Audit

Recommendation: We recommend that the institution insure that disbursements are accurately calculated.

Responses: An automated calculation program is in place that interfaces with the fee system and the Department of Education’s website to ensure fee payment and hours of eligibility are not exceeded. However, this student’s Florida Merit scholarship was manually updated with a prior term balance inadvertently added to tuition and fee charges. The student was enrolled for 16 hours Fall ($1,420.35 x .75 = $1,065.27) and 13 hours Spring ($1,174.48 x .75 = $880.86). The prior term balance was included; therefore, the student was paid $1,260.93 and $1,188.28 respectively causing an overpayment of $503.01. The student’s account has been adjusted to collect the ineligible amount disbursed.

Responsible Auditee: Barbara Barrett, Interim Vice President for Student Affairs

Expected Implementation Date: February 27, 2003
February 25, 2003

Mr. William O. Monroe, Auditor General
G74 Claude Pepper Bldg
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

Pursuant to the provisions of Section 11.45(7)(d), Florida Statutes, attached is the response to the one preliminary and tentative Bright Futures audit finding that pertained to Florida Gulf Coast University. The combination of limited staffing in our Office of Financial Aid and Scholarships and a hiring freeze in 2001 was impacted by our rapid growth in enrollment. We have increased the staff and addressed the finding as noted in the attached response of the Director of Financial Aid.

This document is being transmitted by email in addition to a mailed hard copy with signatures of acknowledgement. If you have any questions about the attached response form, please contact Linda Ciprich, the university's Inspector General.

Sincerely,

William Menwin
President
Florida Gulf Coast University

cc: Dr. Brad Bartel, Provost
    Linda Ciprich, Inspector General
FLORIDA GULF COAST UNIVERSITY
Florida Bright Futures Scholarship Program
Operational Audit
FOR THE FISCAL YEAR ENDED JUNE 30, 2002

Title of Finding: Report Filing

Recommendation: Section 240.40201(5)(a), Florida Statutes (2001), provides that within 30 days after the end of regular registration each semester, the institution shall certify to the Department the eligibility status of each student who receives an award. We recommend that the institutions ensure that the reports are filed with the Department on a timely basis.

Response: We concur with the audit finding. The FGCU Office of Financial Aid filed one report 8 days late in fiscal year 2002 due to a lack of staff. The hiring freeze during 2001 negatively impacted the Office of Financial Aid and the position was empty for 7 months. The responsible position has been filled and subsequent reports will be filed in a timely manner.

Responsible Auditee: Venita Jones, Director of Financial Aid

Implementation: October 1, 2001

Signature
Florida International University

MEMORANDUM

To: Jim Raulerson, Audit Manager

From: Ana R. Sarasti, Director of Financial Aid

Date: February 14, 2003

Subject: 2001-2002 Bright Futures Scholarship Audit

We have reviewed our records and concur with Finding #1. The undisbursed Spring 2002 Bright Futures scholarship funds were not returned to the Florida Dept of Ed. in a timely manner as stated in Section 240.40201(5)(b), Florida Statutes (2001).

To comply with the statutes, we will strengthen our 2002-03 procedures to ensure that undisbursed funds are returned to the Department within 60 days after the end of the regular registration period.

If you have any questions, please feel free to contact Maria Tolon, Associate Director of Financial Aid at 305-348-2340
February 11, 2003

William O. Monroe
Auditor General
State of Florida
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

Enclosed please find UCF's response to the Preliminary and Tentative Findings of the legislative audit of the Bright Futures Scholarship Program for the fiscal year ended June 30, 2002.

Please call Barbara Ratti at 407-823-2889 or me if you have any questions or concerns about the response.

Cordially yours,

John C. Hitt
President

JCH/ab
University of Central Florida

Response to Auditor General
Florida Bright Futures Scholarship Program Audit

Return Of Undisbursed Advances

Recommendation:

We recommend that the institutions continue improving their procedures to ensure that undisbursed advances are returned to the Department in accordance with Section 240.40201(5)(b), Florida Statutes (2001).

Response:

The standard due dates for the Bright Futures refund are being added to monitoring calendars to ensure undisbursed advances are returned to the Department in accordance with policy.

Responsible Manager: Mary McKinney
Director, Student Financial Assistance

Implementation Date: March 1, 2003
Mr. William O. Monroe  
Auditor General  
Office of the Auditor General  
G74 Claude Pepper Building  
111 West Madison Street  
Tallahassee, FL 32399-1450

Dear Mr. Monroe:

Enclosed is our response to the Preliminary and Tentative Audit Findings and Recommendations for the Florida Bright Futures Scholarship Program, Operational Audit administered by the State of Florida for the fiscal year ended June 30, 2002. We will implement the recommendations identified during the audit in accordance with the enclosed schedule of responses.

Thank you for your continuing support of the University of Florida. Please contact me if I can provide additional assistance.

Sincerely yours,

Charles E. Young

Enclosures

cc:  Honorable Tom Gallagher  
Mr. Ed Poppell, Vice President  
Ms. Nur Erenguc, Inspector General  
Mr. John P. Kruczek, University of Florida
Return of Undisbursed Advances - Finding No. 1

Recommendation: We recommend that the institutions continue improving their procedures to ensure that undisbursed advances are returned to the Department in accordance with Section 240.40201(5)(b), (2001).

Response: The Office of Student Financial Affairs will continue to improve procedures to return undisbursed funds to the Department of Education in accordance with Section 240.40201(5)(b), (2001).

Responsible Auditee: Karen Fooks

Implementation Date: July 1, 2002 and continuing
February 20, 2003

William O. Monroe
Auditor General
State of Florida
G74 Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

Dear Mr. Monroe:

Enclosed is the University of West Florida’s acknowledgment of and response to the listing of preliminary and tentative findings and recommendations, as transmitted by your correspondence of January 29, 2003. The findings relate to your Bright Futures audit of the University of West Florida for the fiscal year ended June 30, 2002.

We continue to find the Auditor General provides constructive assistance to us, as we strive to maintain an acceptable level of accountability.

Sincerely,

[Signature]

John C. Cavanaugh
President

JCC/jeb

Enclosure

cc: Dr. Dimsdale
    Dr. Metarko
    Dr. Wooten
    Ms. Bowers
    Ms. Brown
    Ms. Woody
1. Return of Undisbursed Advances

Finding: UWF did not timely return the Bright Futures Scholarship Program Funds to the Department. The amount of $91,683 was returned 34 days late.

Recommendation: UWF should continue improving their procedures to ensure that undisbursed advances are returned to the Department in accordance with Section 240.40201(5)(b), Florida Statutes (2001).

Response: We have investigated the issue that prompted this finding and have taken appropriate action to ensure the timely return of undisbursed advances in accordance with Section 240.40201(5)(b), of the Florida Statutes.

Responsible Auditees: Dr. Wooten and Ms. Woody

Implementation Date: January 2003

2. Over Awards

Finding: One student was over awarded $100.

Recommendation: We recommend that UWF ensure that disbursements are accurately calculated.

Response: The method used by the Financial Aid Office for determining Bright Futures amounts is a manual process. We base the initial award on assumed full-time enrollment. Amounts are adjusted up or down depending on actual enrollment after drop-add period. The Financial Aid Office will continue to exercise caution when calculating amounts.

With assistance from ITS, a new computer report has been implemented that compares the Bright Future awarded amount to the actual tuition fees. This report can be run as often as necessary.

Responsible Auditees: Dr. Metarko and Ms. Brown

Implementation Date: December 2002