

From: Stephen Kegley
Sent: Thu 12/15/2011 5:38 PM
To: John Hart
Subject: RE: Please Help! Accreditation Report

John,

I would be happy to discuss this with you if you need further information. Hopefully the following brief summary helps.

As you mentioned in your email, the Foundation books are maintained in QuickBooks, which is a completely separate accounting system from the Banner system that KCCD uses. All financial records, including cash deposits and disbursements, for the BC Foundation are recorded by the BC Business Office staff and the BC Foundation employees have read-only access to the financial records. All requests for disbursements of BC Foundation funds are initiated by the BC Foundation and approved by the BC Foundation Director and then the campus Accounting Manager as a compliance approver. The signers for the BC Foundation checking accounts are the Bakersfield College Executive Director of Administrative Services and the Bakersfield College President. The BC Foundation cash and investment accounts are separate from any KCCD/Bakersfield College accounts.

Please let me know if you have any more questions about the checks and balances for the BC Foundation accounts.

Thanks,

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Kern Community College District

From: John Hart
Sent: Tuesday, December 13, 2011 5:42 PM
To: Stephen Kegley
Subject: Please Help! Accreditation Report

Stephen,

LaMont asked me to contact you to see if you could offer more information/insight into a section of our accreditation report that deals with the Foundation. It is part of standard III.D.2.f, which reads:

Contractual agreements with external entities are consistent with the mission and goals of the institution, governed by institutional policies, and contain appropriate provisions to maintain the integrity of the institution.

This is part of what we have that deals with the Foundation:

The College also maintains a separate financial system for the College's foundation. All financial activity is tracked in QuickBooks and is kept separate from the College's financial tracking system of Banner.

We have the BC Foundation Agreement With KCCD as evidence. However, when we presented this to the steering committee that is overseeing the accreditation process, they wanted to know more about the

"checks and balances" for the financial system of the Foundation (the underlined part in red above).
Could you give me any information that I could use to satisfy their request?

I REALLY appreciate your help.

John Hart
Standard III D Co-Chair