

**SUMMARY OF INFORMATION FOR THE
METROPOLITAN COMMUNITY COLLEGE BOARD OF GOVERNORS
REGARDING ALCOHOL PURCHASES**

JULY 2005 THROUGH JUNE 2006

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Issued on August 31, 2006

APA Summary of Evaluation Procedures

The Auditor of Public Accounts (APA) was requested by the Metropolitan Community College (College) Board of Governors to examine the College's records related to the purchase of alcohol. We began our evaluation on July 27, 2006, at the College's Campus on 30th and Fort. Our evaluation included the following procedures regarding the College's Fiscal Year 2006 expenditures:

1. Obtained an understanding of the College's controls over the purchase and use of alcohol for the Institute for the Culinary Arts. The Operations Manager for the Institute is responsible for the purchase of alcohol and for the actual alcohol inventory.
2. Evaluated all purchases made with the College's purchasing cards (P-Card) to alcohol related vendors to determine if any purchases of alcohol were made for purposes other than the Institute for the Culinary Arts. Alcohol related vendors included grocery stores, gas stations, and super centers. See **EXHIBIT A** and **EXHIBIT B**. This included tracing the purchases to detailed supporting documentation.
3. Evaluated checks (accounts payable purchases) issued by the College to vendors through account 5222 (Conferences/Meetings) and to alcohol related vendors through accounts 5320 (Classroom Supplies) and 5395 (Cost of Goods – Resale) to ensure purchases of alcohol were for classroom use. This included tracing the purchases to detailed supporting documentation.
4. Evaluated expense reimbursements to employees of the College to determine if the College paid for alcohol. This included tracing the reimbursements to detailed supporting documentation.

¹ Fiscal Year 2006 represents the period of July 1, 2005 through June 30, 2006.

APA Summary of Evaluation Results

The overall summary of our evaluation noted:

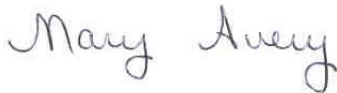
1. There was no documented review or approval of alcohol purchases made by the Operations Manager of the Institute for the Culinary Arts to ensure purchases were made only for classroom use. A form titled “Documentation for Purchase of Alcohol for Culinary Classes” is completed each time alcohol is purchased. However, this form is completed by the Operations Manager and no one else reviewed or approved the form.
2. The Operations Manager of the Institute for the Culinary Arts approved and made all purchases of alcohol; maintained the inventory; and checked out the alcohol to the instructors. The inventory maintained at the time was only an end of the quarter count of alcohol on hand. There was no independent, documented reconciliation of all purchases and uses of alcohol to the inventory list. Therefore, the College could not ensure all alcohol purchased was used for approved, educational purposes.
3. The Operations Manager of the Institute for the Culinary Arts allowed another staff member to use her purchasing card; the other employee did not have a purchasing card assigned to them. The College’s Purchasing Card Program guidelines state “As a cardholder, you will be asked to complete a Cardholder User Agreement...Most importantly; *you are the only person entitled to use the card...*”
4. There were 31 purchases of alcohol noted during the fiscal year. The total amount of alcohol purchased was \$3,144.71. Five of these alcohol purchases did not include the required form, “Documentation for Purchase of Alcohol for Culinary Classes” to indicate the alcohol was for approved uses. These 5 purchases totaled \$294.73. See **EXHIBIT C**
5. There were 22 purchases tested that did not have adequate documentation to determine if alcohol was included. The total of the purchases without detailed documentation was \$1,867.11. See **EXHIBIT D**.
6. We noted an overpayment of \$2,298.90 made to Doubletree Suites on 10/26/2005; V0330842 for a conference held by the College. The College was billed twice for the same three invoices for a conference held at the Doubletree Suites Hotel in Omaha. This was discussed with Dave Koebel, College Business Officer. He indicated he would request the Doubletree Suites to issues a credit to the College.

We recommend the Board of Governors review the College’s procedures for the purchase of alcohol for the Institute for the Culinary Arts. Additional procedures should be developed to ensure no alcohol is purchased for personal consumption using the College’s funds. Additional procedures may include:

- The Operations Manager’s supervisor should approve the purchase of alcohol by signing the form titled “Documentation for Purchase of Alcohol for Culinary Classes” in order to provide better control over purchases made by the Operations Manager.

- There should be at least two individuals involved in the process to purchase and track alcohol to ensure an adequate segregation of duties over the alcohol purchased. All purchases and uses of alcohol should be individually recorded on the inventory list. Periodically, the Operations Manager's supervisor should perform a documented comparison of all approved alcohol purchases and all documented uses of the alcohol to ensure alcohol was only used for educational purposes.
- The College should ensure purchasing cards are only used by individuals authorized.
- The College should implement procedures to ensure all purchases of alcohol have the appropriate approval form on file before payment is made by the accounting staff for the alcohol purchased.
- The College should ensure detailed supporting documentation is maintained for all purchases and expense reimbursements. Adequate supporting documentation would include detailed receipts, not just credit card copies of a receipt.
- The College should work to obtain a refund of the overpayment made to the Doubletree Suites Hotel in Omaha.

If you have any questions regarding the above information, please contact:



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Metropolitan Community College
P-Card Holders Examined for Possible Alcohol Purchases
July 2005 through June 2006

EXHIBIT A

CARDHOLDER NAME	JOB TITLE
ALBERTHA DAWSON	Executive Assistant to the President
AMANDA HOKLIN	Graphic Designer
ANITA LEE	Single/Parent Displaced Homemaker Coordinator
ASHLEY MORTON	Multimedia Computer Specialist Technician
BARB VELAZQUEZ	Coordinator International/Intercultural Education
BERNADINE CUTSOR	Science Lab Coordinator
BERNIE SOJKA	Electronics Technician
BROOKE LAFARR	Communications Associate
CATINA NELSON	Assistant to VP Campuses & Student Affairs
CHRIS EDMUNDS	Facilities Management Technician
COLLEEN HERNANDEZ	Campus/Center Services Assistant
CONNIE GALVIN	Campus/Center Services Assistant
CONNIE VANESKE	Academic Affairs Associate
DAVE GOLDA	Buildings & Grounds Manager
DAVID BUDIN	Heating/Air Conditioning Engineer
DENNIS SCHLICKBERND	General Maintenance Specialist
DIANE VAUGHN	Assistant to VP Technology Support & Cultural Services
DONNA BELL	Administrative Assistant, Dean of Continuing Education
DOUG LASSITER	Science Lab Coordinator
EARLENE BRITTINGHAM	MIS Generalist
ED HEITMAN	Automotive Lab Technician
ED SVAJGL	Facilities Manager Interior Design Project Coordinator
ELIZABETH SHEPHERD	Apprenticeship Program Assistant II
FRANK KOMPARE	Journeyman Plumber
GARY HOMAN	General Maintenance Worker
GENE BREWER	Coordinator Public Safety & Environmental Health
GEORGE VANA	Buildings & Grounds Manager
HAMID DEROUICH	International intercultural Education Clerk (term 3/2006)
HANNE KRUSE	Event Services Specialist
JANICE RUTLEDGE	Technology Support & Cultural Services Secretary
JENNIFER POWERS	Science Lab Coordinator
JIM ANDERSON	General Maintenance Worker
JIM MCARDLE	Groundsperson Maintenance Assistant
JOYCE MARKWORTH	Executive Assistant to the President (term 7/2005)
KIETH HANSEN	Fort Omaha Grounds Supervisor (term 5/2006)
KURT GLOVERETTRICH	Fort Omaha Grounds Supervisor
LINDA HOAGLAND	Assistant to the College Business Officer
LINDA MILTON	Faculty Secretary
LISA TOOKER	Operations Manager, Institute for Culinary Arts ¹
LUKE KLINGBEIL	Diesel Instructor
MARTIN VAUGHAN	Master Electrician
NANCY LEWIS	Career Academy Activities Coordinator
NORRIS SHELTRAW	Photography Lab
PAM LEMKAU	Assistant Coordinator, College for Kids & Adjunct Continuing Education Instructor
PAUL KNAPP	Painting Specialist
PEGGY MITCHELL	Project Assistant Nebr. Corrections Education Connection
PHYLLIS GOSIER	Library Assistant
RICH NEWCOMER	Utility Line Technician Instructor

Metropolitan Community College
P-Card Holders Examined for Possible Alcohol Purchases
July 2005 through June 2006

EXHIBIT A

CARDHOLDER NAME	JOB TITLE
RICK SANDVIG	Truck Driving CDL-A Instructor
SHANDA CLARK	Project Coordinator ¹
SHARYN LEIGH	Instructional Media Design Specialist
STEVEN GRONSTAL	Science Lab Coordinator
SUE CULLEN	Facilities Management Assistant (term 9/2005)
SUSAN KAISER	Communications Services Specialist
TERESA KALLHOFF	Interim Academic Affairs Associate
TINA MORGAN	Community Education Program Planner
TINA PEBLEY	Research Analyst
TOM DICKERSON	Buildings & Grounds Manager
TONYA ARVIN	Facilities Management Assistant
WALLY LUKSA	AV Production Specialist
ZENEE WOODARD	Human Resources Clerk

Grand Total

¹Shanda Clark was the previous Operations Manager for the Institute for the Culinary Arts; prior to Lisa Tooker. The total purchases examined for possible alcohol by Shanda and Lisa were \$8,930.37 and \$1,928.35 respectively.

Source: www.mccneb.edu - Staff Directory Search

Metropolitan Community College
P-Card Vendors Examined for Possible Alcohol Purchases
July 2005 to June 2006

EXHIBIT B

MERCHANT NAME
AKI ORIENTAL FOOD & GIFTS
ALBERT USTER IMPORTS
AMERICA S PARTY WHOLESALE
AMOCO OIL
BAG N SAVE
BAKERS
CULINARY SERVICES CATERING
DAWN FOOD PRODUCTS
DICKS HILLRISE MARKET
EDDYS
FLORENCE FOOD MART
HY-VEE FOODS
INDIAN GROCERY AND VIDEO
JB PRINCE CO., INC
KEYSTONE PHARMACY
KMART
KUBAT PHARMACY
KUM & GO
KWIK SHOP
LE GOURMET CHEF
MEDITERRANEAN FOODS INC
NATIONAL RESTAURANT
NO FRILLS SUPERMARKET
OMAHA BAKERY SUPPLY
QT
SAFE-MART
SAPP BROS
SHELL OIL
SINCLAIR
SUPER SAVER
TARGET
TURBOCHEF TECHNOLOGIES
WALGREEN
WAL-MART
WHOLE FOODS MARKET
WILD OATS

Metropolitan Community College
 Total Alcohol Purchases
 July 2005 through June 2006

EXHIBIT C

General Ledger Date	Cardholder or Payment Type	Vendor	Document Total	Total Alcohol Purchased on Document	Quantity & Type of Alcohol Purchases	Note#
10/4/2005	Expense Reimbursement	Patricia J. Trebbien	\$ 56.81	\$ 49.17	1 Bottle of Champagne; 4 Bottles of Wine	3
3/29/2006	P Lisa Tooker	Hy-Vee Foods	\$ 31.96	\$ 31.96	2 Bottles of Sherry; 2 Bottles of Wine	3,4
9/28/2005	P Shanda Clark	Hy-Vee Foods	\$ 31.45	\$ 31.45	5 Bottles of Wine	1
11/8/2005	P Shanda Clark	Hy-Vee Foods	\$ 188.95	\$ 188.95	1 Bottle of Wine; 5 Bottles of Liquor	2, 4
9/21/2005	P Shanda Clark	Hy-Vee Foods	\$ 23.96	\$ 23.96	4 Bottles of Sherry	3
9/30/2005	P Shanda Clark	Hy-Vee Foods	\$ 145.88	\$ 145.88	12 Bottles of Wine	3,4
10/7/2005	P Shanda Clark	Hy-Vee Foods	\$ 378.74	\$ 378.74	9 Bottles of Sherry; 6 Bottles of Wine; 11 Bottles of Liquor	3,4
10/19/2005	P Shanda Clark	Hy-Vee Foods	\$ 282.78	\$ 282.78	7 Bottles of Liquor; 20 Bottles of Sherry; 5 Bottles of Wine	3,4
10/20/2005	P Shanda Clark	Hy-Vee Foods	\$ 64.75	\$ 64.75	6 Bottles of Wine	3,4
12/2/2005	P Shanda Clark	Hy-Vee Foods	\$ 196.76	\$ 196.76	9 Bottles of Sherry; 13 Bottles of Wine; 2 Bottles of Liquor	3,4
1/10/2006	P Shanda Clark	Hy-Vee Foods	\$ 11.98	\$ 11.98	2 Bottles of Sherry	3,4
1/31/2006	P Shanda Clark	Hy-Vee Foods	\$ 23.98	\$ 23.98	2 Bottles of Wine	3,4
1/4/2006	P Shanda Clark	No Frills Supermarket	\$ 83.84	\$ 83.84	4 Bottles of Champagne; 4 Bottles of Wine	1
10/12/2005	P Shanda Clark	No Frills Supermarket	\$ 36.69	\$ 36.69	2 Bottles of Liquor; 2 Bottles of Wine; 1 Six-Pack Beer	3,4
10/21/2005	P Shanda Clark	No Frills Supermarket	\$ 23.34	\$ 23.34	6 Bottles of Wine	3,4
12/20/2005	P Shanda Clark	No Frills Supermarket	\$ 60.42	\$ 60.42	6 Bottles of Liquor	3,4
1/18/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 158.85	\$ 158.85	10 Bottles of Liquor; 5 Bottles of Sherry; 1 Bottle of Wine	3
4/19/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 267.53	\$ 267.53	8 Bottles of Liquor; 11 Bottles of Wine; 8 Bottles of Sherry	3
2/8/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 196.76	\$ 196.76	8 Bottles of Wine; 7 Bottles of Liquor; 3 Bottles of Sherry; 2 Bottles of Champagne	3
6/21/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 437.27	\$ 416.90	14 Bottles of Liquor; 36 Bottles of Sherry; 8 Bottles of Wine	3
9/28/2005	Vendor Invoice Payment	Hy-Vee Foods	\$ 717.39	\$ 220.87	4 Bottles of Liquor; 9 Bottles of Wine	3,6
4/12/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 181.11	\$ 15.98	2 Bottles of Wine	3
4/5/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 152.92	\$ 15.99	1 Bottle of Liquor	3
4/19/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 347.51	\$ 10.99	1 Bottle of Liquor	3
4/26/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 215.56	\$ 5.49	1 Bottle of Sherry	3
9/28/2005	Vendor Invoice Payment	No Frills Supermarket	\$ 73.36	\$ 18.99	1 Bottle of Liquor	3

Metropolitan Community College
Total Alcohol Purchases
July 2005 through June 2006

EXHIBIT C

General Ledger Date	Cardholder or Payment Type	Vendor	Document Total	Total Alcohol Purchased on Document	Quantity & Type of Alcohol Purchase	Note#
11/9/2005	Vendor Invoice Payment	No Frills Supermarket	\$ 153.77	\$ 27.96	2 Bottles of Wine	3
5/24/2006	Vendor Invoice Payment	No Frills Supermarket	\$ 476.87	\$ 90.72	4 Bottles of Liquor; 3 Bottles of Wine; 1 Bottle of Champagne	3,5
11/30/2005	Vendor Invoice Payment	No Frills Supermarket	\$ 119.76	\$ 14.64	3 Bottles of Champagne	3
4/19/2006	Vendor Invoice Payment	No Frills Supermarket	\$ 155.84	\$ 7.66	1 Bottle of Wine	3
4/26/2006	Vendor Invoice Payment	No Frills Supermarket	\$ 122.49	\$ 20.96	2 Bottles of Wine	3
7/3/2006	Vendor Invoice Payment	No Frills Supermarket	\$ 357.55	\$ 19.77	2 Bottles of Liquor	3,7
Total						
				<u>\$ 3,144.71</u>		

NOTES:

- P** Indicates purchase was made with the Metropolitan Community College Purchasing Card
- 1** These alcohol purchases did not have documentation that alcohol purchase was for the Culinary Arts Program of \$115.29
- 2** This purchase did not have documentation that \$54 of alcohol purchased was for the Culinary Arts Program
- 3** Documentation that alcohol purchase was for Culinary Arts Program was completed and attached to receipt
- 4** Indicates that purchase was made by Linda Barr, who is not an authorized Purchasing Cardholder
- 5** This purchase did not have documentation that \$41.51 of alcohol purchased was for the Culinary Arts Program
- 6** This purchase did not have documentation that \$83.93 of alcohol purchased was for the Culinary Arts Program
- 7** This alcohol purchase was made on July 3, 2006; however, total document amount included non-alcohol purchases of \$274.28 made in June 2006.

Metropolitan Community College
Purchases Without a Detailed Receipt
Unable to Determine if Alcohol was Purchased
July 2005 through June 2006

EXHIBIT D

General Ledger Date	Cardholder or Payment Type	Vendor	Document Total	Amount Without Detailed Receipt
2/28/2006	Vendor Invoice Payment	Hy-Vee Foods	\$ 107.72	\$ 22.01
11/30/2005	Vendor Invoice Payment	No Frills Supermarket	\$ 127.34	\$ 38.06
2/28/2006	Vendor Invoice Payment	No Frills Supermarket	\$ 215.72	\$ 7.96
5/9/2006	Vendor Invoice Payment	No Frills Supermarket	\$ 244.71	\$ 27.16
4/12/2006	P David Budin	Eddy's	\$ 65.60	\$ 65.60
4/11/2006	Expense Reimburesment (Meals)	Carl W. Fielder	\$ 189.85	\$ 12.84
2/13/2006	Expense Reimbursement (Meals)	Carl W. Fielder	\$ 1,179.44	\$ 30.80
6/30/2006	Expense Reimbursement (Meals)	Carl W. Fielder	\$ 3,012.56	\$ 21.35
2/8/2006	Expense Reimbursement (Meals)	Daryl E. Hansen	\$ 48.86	\$ 48.86
7/28/2005	Expense Reimbursement (Meals)	Jo Ann C. McDowell	\$ 107.32	\$ 44.54
7/28/2005	Expense Reimbursement (Office Supplies)	Jo Ann C. McDowell	\$ 85.60	\$ 85.60
5/30/2006	P Lisa Tooker	America's Party Wholesale	\$ 35.92	\$ 35.92
4/25/2006	P Lisa Tooker	Baker's	\$ 11.98	\$ 11.98
5/18/2006	P Lisa Tooker	Baker's	\$ 5.99	\$ 5.99
9/21/2005	P Paul Knapp	Kwik-Shop	\$ 35.96	\$ 35.96
9/21/2005	P Shanda Clark	AKI Oriental Food	\$ 15.20	\$ 15.20
8/24/2005	P Shanda Clark	Hy-Vee Foods	\$ 25.99	\$ 25.99
10/10/2005	P Shanda Clark	J.B. Prince & Company	\$ 528.00	\$ 528.00
10/10/2005	P Shanda Clark	J.B. Prince & Company	\$ 733.36	\$ 733.36
8/2/2005	P Shanda Clark	Mediterranean Foods Inc.	\$ 26.06	\$ 26.06
6/19/2006	P Shanda Clark	No Frills Supermarket	\$ 27.70	\$ 27.70
4/7/2006	P Steven Gronstal	Hy-Vee Foods	\$ 16.17	\$ 16.17
Total Amount on Documents			<u>\$ 6,847.05</u>	
Total Amount without Detailed Receipt				<u><u>\$ 1,867.11</u></u>

P Purchase made with Metropolitan Community College Purchasing Card