STATE OF CONNECTICUT
Auditors of Public Accounts

AUDIT SUMMARY
Charter Oak State College

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Fiscal Years Ended June 30, 2023 and 2024

ABOUT THE AGENCY

CharterOak STATE COLLEGE

Charter Oak State College (COSC) was established in 1973 by the Connecticut General Assembly and is accredited by the New England Commission of Higher Education and the Connecticut Board of Governors for Higher Education. The college offers credit via examinations, assessment of experiential and extra collegiate learning, and online courses. The Board of Regents for Higher Education grants undergraduate and graduate credits and degrees through Charter Oak State College.

ABOUT THE AUDIT

We have audited certain operations of Charter Oak State College in fulfillment of our duties under Section 2-90 of the Connecticut General Statutes. The scope of our audit included, but was not necessarily limited to, the fiscal years ended June 30, 2023 and 2024. The objectives of our audit were to evaluate the:

1. College's internal controls over significant management and financial functions;
2. College's compliance with policies and procedures internal to the department or promulgated by other state agencies, as well as certain legal provisions; and
3. Effectiveness, economy, and efficiency of certain management practices and operations, including certain financial transactions.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

[Link to full report]

4 Findings

2 Repeat Findings

Our audit identified internal control deficiencies and instances of noncompliance with laws, regulations, or policies.

NOTEWORTHY FINDINGS

Findings	Recommendations
Charter Oak State College (COSC) lacks a written policy or formal procedures for establishing telecommuting arrangements for non-management and non-confidential employees, as required by the terms of the collective bargaining agreement and six out of ten employees reviewed did not have documented approval of their telecommuting arrangements on file.	COSC should establish formal procedures for the application and approval of employee telecommuting arrangements to ensure it properly documents its approvals (Recommendation 1).
Three out of ten employees reviewed did not have approved dual employment forms on file prior to starting a secondary position.	COSC should strengthen internal controls over its dual employment procedures to ensure compliance with Section 5-208a of the General Statutes (Recommendation 2).
We reviewed 20 vouchers related to 18 purchase orders, totaling $1,544,749, and noted funds were not committed timely for eight, totaling $472,721. The college delayed committing the funds between two and 209 days. We also noted an additional 23 vouchers, totaling $251,864, charged to the tested purchase orders without sufficient funds available.	COSC should strengthen internal controls to ensure it issues purchase orders in compliance with Section 4-98 of the General Statutes (Recommendation 3).
Our review of asset management at the college found one asset was reported as disposed but remained in service; nine assets had inaccurate or incomplete data reported in Core-CT, and one asset was disposed without the proper approvals.	COSC should strengthen internal controls over its asset management to ensure compliance with the State Property Control Manual, to ensure that its property records are accurate and contain all required information and prevent the disposal of property without the necessary approvals (Recommendation 4).