References

APPENDIX *A*

While nongovernmental organizations and their publications often provide useful information, the guidance they offer provides no defense in the case of audit and program review findings. For authoritative guidance on the FSA program requirements, schools should refer first to Department of Education publications, and then to broader U.S. Government publications.

DEPARTMENT OF EDUCATION RESOURCES

Information for Financial Aid Professionals (IFAP) Web site.

The Information for Financial Aid Professionals (IFAP) Web site consolidates guidance, resources, and information related to the administration and processing of Title IV federal student aid into one online site for use by the entire financial aid community. IFAP should be a primary resource for school officials seeking authoritative FSA reference materials.

The IFAP Web address is
http://www.ifap.ed.gov

Audit Guide of Federal Student Financial Assistance Programs at Participating Institutions and Institution Servicers, January 2000

Assists independent public auditors (IPAs) in performing audits of Title IV federal student aid (FSA) programs. It provides:

- general information about engagement planning and other considerations,
- compliance requirements and management's assertions that must be reported by the IPA, *and*
- reporting requirements.

Go to IFAP at

http://ifap.ed.gov

From the homepage, select "Publications", then select "Audit Guidance", then select "Audit Guide (for FSA school audits) in PDF Format"

Additional Audit guidance can be found at –

http://www2.ed.gov/offices/OSFAP/services/casemanagement.html

or

From the home page of ifap.ed.gov, go to the left side vertical gray tool bar and select "Participation Links – Audits". Within the drop down menu "Audits & Program Reviews" is the first tag.

Go to IFAP at

http://ifap.ed.gov

From the homepage go to the bottom right hand side and find the orange banner that reads "Laws and Regulations", then select "Code of Federal Regulations (GPO Compilation). Then select "Continue" on the new web browser that pops up and you will leave IFAP and be directed to the Electronic Code of Federal Regulations (eCFR).

Searchable Code of Student Financial Aid Regulations

Updated annually. Title 34 includes the regulations for the Title IV programs including the Federal Student Assistance (FSA) programs administered by ED.

Go to IFAP Web site at

http://ifap.ed.gov

under "Publications," select "Federal Student Aid Handbook."

The Federal Student Aid Handbook

Explains the policies and procedures required to properly administer ED's federal student assistance (FSA) programs. Based in law, in regulations, or in guidance from ED, these policies and procedures describe required elements of processing and reporting in the Title IV aid programs.

The FSA Handbook is ED's comprehensive guide to assist school officials with –

- institutional and student eligibility,
- the FSA programs,
- awarding and packaging,
- record keeping, and
- processing overpayments and returns.

Go to the G5 Web site at

https://www.g5.gov/int/wps/portal

Enter your Email ID and password. You can find assistance with understanding G5 by selecting "Main", under the "HELP" section, select "Online Training" for assistance with understanding the G5 site.

U.S. Department of Education G5 Online Guide for the G5 Payment System

The guide provides information on the operations and procedure for grants and contracts paid through G5. It helps institutions understand its responsibilities in expending payments and managing federal cash received through G5. G5 is use for the Title IV aid programs, as well as non-Title IV aid programs. The online training provides users with online training for G5.

Go to IFAP Web site at

http://ifap.ed.gov

under "Publications," select "Program Review Guide."

The Program Review Guide for Federal Student Aid Programs

Designed to set forth the guidelines and procedures of the U.S. Department of Education officials conducting institutional reviews of Title IV student financial assistance programs, this publication can help schools identify management, record keeping, and accounting procedures they need to strengthen.

Federal Registers

The Federal Register contains federal agency final regulations (including ED's), notices of proposed rulemaking (NPRM's), executive orders, proclamations, and other presidential notices. Except for federal holidays, the register is updated every business day. The IFAP site contains updates specific to Title IV programs.

Go to IFAP at

http://ifap.ed.gov

From the homepage go to the bottom right hand side and find the orange banner that reads "Laws and Regulations", then select "Federal Registers".

OTHER FEDERAL GOVERNMENT PUBLICATIONS

OMB Circular A-133. *Audits of States, Local Governments, and Non-Profit Organizations*

Circular A-133 establishes the standards for audits of states, local governments, and non-profit organizations expending federal awards. The standards established by Circular A-133 apply to non-federal entities, whether they are recipients expending federal awards received directly from federal awarding agencies, or are subrecipients expending federal awards received from a pass-through entity (a recipient or another subrecipient).

Circular A-133 and The Compliance Supplement

http://www.whitehouse.gov/omb/management

The circular and supplement sometimes relocate. You should always be able top find it by going to OMB's Management Offices' homepage and selecting the link for The Office of Federal Financial Management (OFFM), then going to the bottom of the webpage under the section Policy Information and select Circulars.

OMB Circular A-133 Compliance Supplement

The Compliance Supplement is based on the legislative requirement that provides for the issuance of a compliance supplement to assist auditors in performing the required audits. This tool allows federal agencies to effectively communicate items that they believe are important to the successful management of the program. The Supplement provides a source of information for auditors that explains the federal program's objectives, procedures, and compliance requirements relevant to the audit as well as audit objectives and suggested audit procedures for determining compliance with these requirements.

Government Auditing Standards

Contains standards for audits of government organizations, programs, activities, and functions; and of government assistance received by contractors, nonprofit organizations, and other nongovernment organizations. Also known as ***The Yellow Book***.

To find "The Yellow Book", go to

http://www.gpo.gov/

and go to the bottom left hand side of the webpage in the "GPO Quick Links" section and select, "Catalog of U.S. Government Publications", then type in, "The Yellow Book" and select "Go" to display the results.

or go to

http://catalog.gpo.gov/F?RN=370766549

type in, "The Yellow Book" and select "Go" to display the results.

NONGOVERNMENTAL ORGANIZATIONS AND PUBLICATIONS

National Association of College and University Business Officers (NACUBO)

The NACUBO Website is at

http://www.nacubo.org/

NACUBO represents chief business and financial officers at higher education institutions in the United States. Through a collaboration of knowledge, professional development, advocacy, and community, NACUBO encourages excellence in higher education, business, and financial management.-

NACUBO
1110 Vermont Ave. N.W.
Suite 800
Washington, D.C. 20005

Telephone: (202) 861-2500
Toll Free: (800) 462-4916

Process Guide to 1098-T Reporting, Third Edition eBook. NACUBO

To find assistance with TAX guidance go to the NACUBO site at

http://www.nacubo.org/

select "Business & Policy Areas" from the top menu bar, next, select "Tax", then select "Education Tax Credits Resource Page".

or

http://www.nacubo.org/Business_and_Policy_Areas/Tax.html

select "Education Tax Credits Resource Page"

This is a guide for promoting compliance with the Hope and Lifetime Learning tax credits under the Taxpayer Relief Act of 1997 and the final regulations issued in December 2002.

College and University Business Administration (CUBA)

To find "The CUBA", 7th edition go to

http://www.nacubo.org/

select "About NACUBO", select "Corporate Alliances", select "Sponsorship Opportunities", select "Leadership Sponsorships".

or

http://www.nacubo.org/About_NACUBO/Corporate_Alliances/Sponsorship_Opportunities/Leadership_sponsorships.html

scroll down to "Publications" and select "College and University Business Administration (CUBA)

A basic reference work for all phases of higher education business and financial management, it addresses both the policy and practice of business administration at postsecondary institutions. Available in hardcover and CD-ROM.

National Association of Student Financial Aid Administrators (NASFAA)

Representing financial aid professionals at nearly 2,800 institutions of postsecondary education, as well as others with an interest in the advancement of student aid, NASFAA focuses primarily on student aid legislation, regulatory analysis, and professional development for financial aid administrators. An excellent source of accurate and timely information on the federal student aid process, the Association also represents the interests of students and financial aid administrators to Congress, the Department of Education, and other regulatory agencies, working to improve financial aid administration and the delivery of aid to students.

The NASFAA Website is at

http://www.nasfaa.org/

Areas of Interest on the NASFAA site for Business Office Professionals include

Resources, at

http://www.nasfaa.org/compliance/

Advocacy and Policy, at

http://www.nasfaa.org/Advocacy/Advocacy_and_Policy.aspx

NASFAA
1101 Connecticut Avenue N.W.,
Suite 1100
Washington, DC 20036-4303

Telephone: 202-785-0453

Individuals can create a myNASFAA account without becoming a member. Individuals may also become NASFAA members and create a myNAFSAA account.

NASFAA Encyclopedia of Student Financial Aid

A comprehensive guide to administering a financial aid office.

NASFAA Self-Evaluation Guide for Institutional Participation in Title IV and Other Federal Programs

NASFAA provides tools for school officials. One example is the section on Compliance Resources for Financial Aid Professionals. Business office professionals and financial aid professionals alike are responsible for administering Title IV programs. This resource has valuable tools such as the Self – Evaluation Guide and the Policies and Procedures Tools.

The Financial Accounting Standards Board (FASB)

The mission of the Financial Accounting Standards Board is to establish and improve standards of financial accounting and reporting for the guidance and education of the public, including issuers, auditors, and users of financial information.

The FASB Website is at

http://www.fasb.org/

FASB
401 Merritt 7, P.O. Box 5116
Norwalk, Conneticut 06856-5116

Telephone: (203) 847-0700

The American Institute of Certified Public Accountants (AICPA)

The AICPA Website is at

http://www.aicpa.org

The American Institute of Certified Public Accountants represents the CPA profession on a national level. The AICPA advocates for CPA's on rule-making and standard setting not only for legislative bodies but professional organizations and public interest groups as well. Members benefit from resources, information and leadership that enable them to provide a higher level of valuable services to the public, clients and employers.

The AICPA has four offices nationwide (New York, New Jersey, Washington D.C. and North Carolina)

Governmental Accounting Standards Board (GASB)

The GASB Website is at

http://www.gasb.org/

The mission of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

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