

GOLDEN APPLE SCHOLARS OF ILLINOIS PROGRAM

AGREED-UPON PROCEDURES

For the Year Ended June 30, 2021

Performed as Special Assistant Accountants for the
Auditor General, State of Illinois

GOLDEN APPLE SCHOLARS OF ILLINOIS PROGRAM

AGREED-UPON PROCEDURES
Year Ending June 30, 2021

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AGREED-UPON PROCEDURES Year Ending June 30, 2021

Summary

The Illinois Student Assistance Commission administers the Golden Apple Scholars of Illinois Program which is managed by the Golden Apple Foundation for Excellence in Teaching (Foundation). The agreed-upon procedures report and accompanying schedule of revenues and expenditures is included herein related to this program.

Summary of Findings

The accountants did not identify exceptions related to the Golden Apple Scholars of Illinois Program.

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Honorable Frank J. Mautino
Auditor General
State of Illinois, and

Ms. Niketa Brar, Audit Committee Chair and
Mr. Eric Zarnikow, Executive Director
Illinois Student Assistance Commission, and

Ms. Nancy Golder Northrip, Chair of the Board of Directors and
Ms. Alicia Winckler, Chief Executive Officer
Golden Apple Foundation

As Special Assistant Accountants for the Auditor General, we have performed the procedures enumerated below, which were agreed to by the management of the Illinois Student Assistance Commission (Commission), management of the Golden Apple Scholars of Illinois Program (Program), and the Office of the Auditor General, on the Program's compliance with the Higher Education Student Assistance Act (110 ILCS 947/52) during the year ended June 30, 2021. The Commission and the Program's management are responsible for its compliance with those requirements. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed, and our findings are as follows:

1. We confirmed that the Foundation is registered with the Illinois Office of the Attorney General.
2. We obtained evidence that the Commission and the Foundation Boards met during the period July 1, 2020 through June 30, 2021 (FY2021). We observed that signed minutes were prepared for the following Foundation Board meetings: November 17, 2020, March 23, 2021, and June 21, 2021. We observed that signed minutes were prepared for the following Foundation Executive Board meetings: August 17, 2020, September 21, 2020, October 19, 2020, December 14, 2020, January 19, 2021, February 23, 2021, and May 17, 2021. We observed that signed minutes were prepared for the following Commission Board meetings: September 17, 2020, December 3, 2020, April 15, 2021, and June 17, 2021. We read the aforementioned meeting minutes.
3. We obtained a listing of participants in the program as of June 30, 2021, provided to us by the Foundation from the Foundation's "FileMaker" database, which is maintained by the Foundation's Director of Research, Analytics, and Accountability, and we extracted and summarized the following data:
 - a. 646 participants received scholarship funding during Fiscal Year 2021.
 - b. 663 participants were in school as of June 30, 2021.

- c. 695 participants have completed school and are currently fulfilling their teaching requirement as of June 30, 2021.
 - d. 46 participants have not fulfilled their teaching requirement and are repaying their scholarship as of June 30, 2021.
 - e. \$120,600 was collected by the Foundation during Fiscal Year 2021 on repayments of scholarships.
4. We obtained and read *23 Illinois Administrative Code Part 2764 Golden Apple Scholars of Illinois Program (Code)* outlining applicant eligibility and statutory limits on scholarship awards. We obtained the total amount of scholarships paid directly by the Commission (see Schedule A “Scholarship-ISAC”), and we obtained a detailed listing of students awarded these scholarships. This information was provided by the Commission’s Director of the Department of Program and Product Services in the Program Services and Compliance Division. From this listing we haphazardly selected 25 students who received a scholarship award. For each student selected, we obtained the student’s file from the Foundation and performed the following:
- a. Inspected the student’s application and other documents pertaining to eligibility and observed the applicant’s eligibility was supported by copies of the following, which were maintained in the file: social security card and personal information (state identification, driver’s license, or passport). No exceptions were noted.
 - b. Inspected the student’s “Program Agreement and Promissory Note” and observed the “Program Agreement and Promissory Note” was complete and signed. No exceptions were noted.
 - c. Compared the total amount of the scholarship awarded to the student to the maximum allowable scholarship as outlined in the Code. No exceptions were noted.
 - d. Compared all semester/quarter hours for scholarships awarded to the student and determined the semester/quarter hours awarded did not exceed 8 semesters or 12 quarters of scholarship assistance. No exceptions were noted.
 - e. Inspected the student’s file and observed that the student’s status as a United States citizen or eligible noncitizen was supported by copies of one of the following, which were maintained in the file: birth certificate, passport, or Deferred Action for Childhood Arrivals (DACA) documents. No exceptions were noted.
5. We obtained a listing of participants in the Program as of June 30, 2021, provided to us by the Foundation from the Foundation’s “FileMaker” database, which is maintained by the Foundation’s Director of Research, Analytics, and Accountability. This listing contains all students receiving scholarship assistance and indicates the county in which the student resides. The Code requires that at least 30% of students receiving scholarship assistance reside in counties having a population of fewer than 500,000. We recalculated the percentage of students receiving scholarship assistance who reside in such counties. We calculated that 43% of students reside in such counties.
6. The Director of Research, Analytics, and Accountability of the Foundation provided policies and procedures for monitoring the continuing eligibility of prior scholarship recipients towards the fulfillment of their teaching obligation, which we read. We obtained a listing of all scholarship recipients who have graduated from college, which includes recipients who have fulfilled their teaching requirement and recipients who have not fulfilled their teaching requirement. This listing came from the Foundation’s “FileMaker” database. From this listing:
- a. We haphazardly selected 25 recipients who have fulfilled their teaching obligation. For the selected recipients we inspected:
 - i. Signed mentoring site visit notes, which indicated that the recipient began teaching within the requisite years by policy following completion of the postsecondary education degree or certificate program for which the scholarship was awarded. No exceptions were noted.
 - ii. Verification of employment forms for teaching scholars which supported the scholarship recipients’ fulfillment of their five-year teaching obligation. No exceptions were noted.
 - b. We haphazardly selected 25 prior scholarship recipients who have not fulfilled their teaching requirement. For the selected recipients we inspected, we obtained

scholarship repayment history information from the Foundation's "FileMaker" database. We observed that interest at a rate of 5% per annum was charged to recipients sampled for loans made subsequent to Fiscal Year 2010. All 25 of the recipients were charged the correct interest.

7. We obtained and read the policies and procedures for obligating and spending program funds received from the Vice President of Finance. We obtained the Schedule of Program Revenues and Expenditures for the year ended June 30, 2021 (see Schedule A). We obtained the Foundation's detailed general ledger supporting non-payroll expenditures and payroll expenditures listed on Schedule A. From the detailed general ledger, we haphazardly selected a sample of 25 non-payroll expenditures and 25 payroll expenditures.
 - a. We inspected the invoice or other support for the 25 non-payroll expenditures paid by the Foundation and observed:
 - i. The expenditure was directly related to the Program as evidenced by the description on the invoice's approval form and the activity description within the invoice. No exceptions were noted.
 - ii. The invoice or other support contained required supervisor approval as outlined in the policies and procedures. No exceptions were noted.
 - iii. The associated checks to determine if two signatures were included, as required in the policies and procedures. No exceptions were noted.
 - iv. Persons with signature authority did not approve their own expenditures. No exceptions were noted.
 - b. For the selected payroll expenditures, we:
 - i. Recalculated gross pay from pay rate authorizations in the employee's personnel file and time sheets which contained the hours worked. We agreed gross pay to the payroll register. No exceptions were noted.
8. We obtained the Schedule of Revenues and Expenditures for the year ended June 30, 2021 (Schedule A):
 - a. We agreed "Appropriations from the State" and Commission scholarship expenditures ("Scholarships – ISAC") from Schedule A to the Commission's general ledger. No exceptions were noted when agreeing "Appropriations from the State". However, the "Scholarships –ISAC", as shown in Schedule A, exceed the Commission's general ledger by \$1,500.
 - b. We agreed "Private Funding" revenue and all other expenditures from the Schedule of Revenues and Expenditures to the Foundation's general ledger. No exceptions were noted.
 - c. We compared the Schedule of Revenues and Expenditures to the budget presented with the application for the grant at the beginning of the fiscal year and computed the amount by which budgeted expenditures were over (under) actual expenditures. No exceptions were noted.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with the Higher Education Student Assistance Act (110 ILCS 947/52) during the year ended June 30, 2021. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Commission, management of the Program, and the Office of the Auditor General and is not intended to be, and should not be, used by anyone other than the specified parties.

SIGNED ORIGINAL ON FILE

Crowe LLP

Oak Brook, Illinois
December 10, 2021

Schedule A
Golden Apple Scholars of Illinois Program
Schedule of Revenue and Expenditures
for the Year Ending June 30, 2021

REVENUES

Appropriations from the State	\$	7,298,350
Private Funding		1,636,931
Other Contract Revenue		<u>512,500</u>
Total Program Revenues	\$	<u><u>9,447,781</u></u>

EXPENDITURES

Personnel Services (Salaries and Benefits)		
Program Staff Salaries and Benefits	\$	1,920,360
Total Personnel Services (Salaries and Benefits)	\$	1,920,360
 Summer Institute (SI)		
Instructors	121,906	
Reflective Leaders	125,200	
Supplies	14,752	
Background Checks	51,864	
Contracted Services	128,534	
SI Stipends	1,428,000	
Total Summer Institute		1,870,256
 Academic and Social Emotional Support		
Meeting	319	
Supplies	2,264	
Total Academic and Social Emotional Support		2,583
 Recruitment and Selection Expenses		
Recruitment Resource	4,659	
Recruitment Travel	3,074	
Recruitment Conference and Membership	95	
Recruitment Contract Services - Technology	6,278	
Recruitment Marketing and Communication	6,320	
Scholar Location	204	
Scholar Selection - Travel	10	
Total Recruitment and Selection Expenses		20,640
 Curriculum, Research and Analytics		
Contracted Services	8,050	
SI Contracted Services	12,000	
Technology	32,015	
Total Curriculum, Research and Analytics		52,065

Schedule A
Golden Apple Scholars of Illinois Program
Schedule of Revenue and Expenditures
for the Year Ending June 30, 2021

Accelerator			
Technical Assistance to Development Residency Program	\$	75,000	
Legal Fees for Contract Development		6,998	
Mentors		45,000	
Accelerator Induction		604	
Recruitment Communications		175,855	
Staff Travel and Conferences		75	
Accelerator Stipends		354,500	
Total Accelerator			\$ 658,032
 Crystal Ball			
Communication		23,694	
Contracted Services		9,000	
Crystal Ball		53	
Total Crystal Ball			32,747
 Placement and Alumni Relations			
Placement Resources		7,319	
Placement Contracted Services - Technology		1,743	
Alumni Meetings		320	
Alumni Events		140	
Alumni Technology		3,250	
Total Placement and Alumni Relations			12,772
 Mentoring and Advising			
Technology		650	
Travel		213	
Golden Apple Teaching Scholars: Contracted - Mentors		584,601	
Golden Apple Teaching Scholars: Conference & Membership		2,890	
Supplies		30	
Total Mentoring and Advising			588,384
 Indirect Cost			
Indirect Cost		182,435	
Total Indirect Cost			182,435
 Scholarships Paid			
Scholarships - ISAC		2,450,002	
Total Scholarships Paid			2,450,002
 Total Expenditures			
			<u>7,790,276</u>
 Revenues in Excess of Expenditures			
			<u>\$ 1,657,505</u>