References

Appendix C

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.

Provides Dear Colleague/Partner letters, electronic publications, and numerous other references that are excellent resources. This site should be your first stop when 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 federal 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

Click on "Current FSA Publications," then on "Audit Materials" then "Specific Guidance on FSA Audits," and under "School/School Servicer Audits" you will find "School/Servicer Audit Guide (2000)" and "Changes to School/Servicer Audit Guide (2000)."

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 "Laws and Regulations," select, "Code of Federal Regulations (GPO Compilation)."

The Federal Student Aid Handbook

Go to IFAP Web site at

http://ifap.ed.gov

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

ED's comprehensive guide to –

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

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.

U.S. Department of Education Payee Guide for Grant Administration and Payment System (GAPS)

Go to the GAPS Web site at

https://gapsweb.ed.gov/gapsweb/epWelcome.asp

Enter your user ID and password, and once you're in the system, Select "Downloads" for the "GAPS Payee's Guide."

Provides information on the operations and procedures for grants and contracts that are paid through GAPS. It helps an institution understand its responsibilities in expending payments and managing federal cash received through GAPS. GAPS is used for Title IV aid programs, as well as non-Title IV aid programs. Included in the Web site is a training module that allows users to become familiar with the various GAPS screens and data contained within those screens.

The Program Review Guide for Student Financial Assistance Programs

Go to IFAP Web site at

http://ifap.ed.gov

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

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 Register

Go to IFAP Web site at

http://ifap.ed.gov

under "Laws and Regulations, select, Federal Registers."

Published every business day (except federal holidays), the Federal Register contains federal agency final regulations (including ED's), notices of proposed rulemaking (NPRMs), executive orders, proclamations, and other presidential notices. The IFAP site contains those affecting the Title IV programs.

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 can be found at

http://www.whitehouse.gov/omb/circulars/a133/a133.html

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.

The Compliance Supplement can be found at

http://www.whitehouse.gov/omb/circulars/a133_compliance/04/04toc.html

Government Auditing Standards, 2003

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.access.gpo.gov/

then, under "GPO Access," select "Online Bookstore," and "Accounting and Auditing." From the "Browse a Topic" drop down menu, and select the publication.

NONGOVERNMENTAL ORGANIZATIONS AND PUBLICATIONS

National Association of College and University Business Officers (NACUBO)

NACUBO represents chief administrative 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.-

The NACUBO Website is at

http://nacubo.org

NACUB0
2501 M Street, NW, Suite 400
Washington, DC 20037

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

Go to the NACUBO site at

http://www.nacubo.org/

Select "Bookstore," and then the appropriate publication.

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

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.

Basic Institutional Accounting Package (FASB) NACUBO

An introduction to college and university accounting, this package is designed for independent colleges and universities, and reflects changes brought about by the latest FASB standards.

College and University Business Administration NACUBO

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)

The NASFAA Website is at

http://www.nasfaa.org/

Representing financial aid professionals at nearly 3,000 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 the Congress, the Department of Education, and other regulatory agencies, working to improve financial aid administration and the delivery of aid to students.

NASFAA
1129 20th Street, NW,
Suite 400 Washington, DC 20036-3453

Telephone: 202-785-0453

You will need a pin to access most of the site.

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

The *Guide* is an in-house assessment device that helps institutions determine the effectiveness of their administration of the Title IV programs.

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.

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

Telephone: (203) 847-0700

The FASB Website is at

http://www.fasb.org/

The American Institute of Certified Public Accountants (AICPA)

The American Institute of Certified Public Accountants is the national, professional organization for all Certified Public Accountants. Its mission is to provide members with the resources, information, and leadership that enable them to provide valuable services in the highest professional manner to benefit the public as well as employers and clients.

AICPA
1211 Avenue of the Americas
New York, New York 10036-8775

Telephone: (212) 596-6200

The AICPA Website is at

http://www.aicpa.org

Governmental Accounting Standards Board (GASB)

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.

GASB
401 Merritt 7
P.O. Box 5116
Norwalk, Conneticut 06856-5116
Telephone: (800) 748-0659

The GASB Website is at

http://www.gasb.org/