

**GOLDEN APPLE SCHOLARS OF ILLINOIS PROGRAM**

**AGREED-UPON PROCEDURES**

For the Year Ended June 30, 2022

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, 2022

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## GOLDEN APPLE SCHOLARS OF ILLINOIS PROGRAM

### AGREED-UPON PROCEDURES

Year Ending June 30, 2022

#### **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 each of 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, 2022. 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, 2021 through June 30, 2022 (FY2022). We observed that signed minutes were prepared for the following Foundation Board meetings: November 16, 2021 and March 29, 2022. We observed that signed minutes were prepared for the following Foundation Executive Board meetings: August 23, 2021, September 20, 2021, December 13, 2021, January 25, 2022, and April 25, 2022. We observed that signed minutes were prepared for the following Joint Committee meeting: February 22, 2022. We observed that signed minutes were prepared for the following Commission Board meetings: September 16, 2021, December 2, 2021, April 14, 2022, and June 16, 2022. We read the aforementioned meeting minutes.
3. We obtained a listing of participants in the program as of June 30, 2022, 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. 711 participants received scholarship funding during Fiscal Year 2022.
  - b. 711 participants were in school as of June 30, 2022.
  - c. 787 participants have completed school and are currently fulfilling their teaching requirement as of June 30, 2022.
  - d. 33 participants have not fulfilled their teaching requirement and are repaying their scholarship as of June 30, 2022.

- e. \$98,682 was collected by the Foundation during Fiscal Year 2022 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, 2022, 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 44% 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, 2022 (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, 2022 (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 "Scholarships – ISAC". However, the "Appropriations from the State", as shown in Schedule A, exceed the Foundation's general ledger by \$10,516.
  - 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.

We were engaged by the Office of the Auditor General to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. For the purposes of this report, we were not engaged to and did not conduct an examination or review engagement, 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, 2022. 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.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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  
January 5, 2023

**Schedule A  
Golden Apple Scholars of Illinois Program  
Schedule of Revenue and Expenditures  
for the Year Ending June 30, 2022**

**REVENUES**

<b>Appropriations from the State</b>	\$	7,285,290
<b>Private Funding</b>		1,134,349
<b>Other Contract Revenue</b>		<u>492,000</u>
<b>Total Program Revenues</b>	\$	<u>8,911,639</u>

**EXPENDITURES**

<b>Personnel Services (Salaries and Benefits)</b>		
Program Staff Salaries and Benefits	\$	2,033,817
<b>Total Personnel Services (Salaries and Benefits)</b>	\$	2,033,817
<b>Summer Institute (SI)</b>		
Instructors	69,532	
Reflective Leaders	117,200	
Supplies	1,783	
Room & Board	71,471	
Transportation	926	
Background Checks	42,600	
Contracted Services	175,466	
SI Stipends	1,485,400	
Travel	2,812	
<b>Total Summer Institute</b>		1,967,190
<b>Induction</b>		
Scholars Induction	15,379	
Travel and Lodging	182	
<b>Total Induction</b>		15,561
<b>Academic and Social Emotional Support</b>		
Hardship Funds Support	6,665	
Campus Visits	899	
Meeting	425	
Supplies	13,598	
Lodging	475	
Professional Development	245	
<b>Total Academic and Social Emotional Support</b>		22,307
<b>Recruitment and Selection Expenses</b>		
Recruitment Resource	924	
Recruitment Travel	786	
Recruitment Conference and Membership	80	
Recruitment Contract Services - Technology	21,137	
Recruitment Marketing and Communication	9,695	
Scholar Selection - Travel	839	
<b>Total Recruitment and Selection Expenses</b>		33,461

**Schedule A**  
**Golden Apple Scholars of Illinois Program**  
**Schedule of Revenue and Expenditures**  
**for the Year Ending June 30, 2022**

<b>Curriculum, Research and Analytics</b>			
General Expenses	\$	3,000	
Technology		50,788	
<b>Total Curriculum, Research and Analytics</b>			\$ 53,788
<b>Accelerator</b>			
Legal Fees for Contract Development		2,719	
Mentors		86,000	
Accelerator Induction		125	
Recruitment Communications		79,243	
Staff Travel and Conferences		11,167	
Accelerator Stipends		495,000	
<b>Total Accelerator</b>			674,254
<b>Crystal Ball</b>			
Communication		10,869	
Contracted Services		9,900	
Crystal Ball		4,288	
Travel and Lodging		45	
<b>Total Crystal Ball</b>			25,102
<b>Placement and Alumni Relations</b>			
Placement Travel		273	
Placement Contracted Services - Technology		1,046	
Placement Events		4,529	
Alumni Events		10	
Alumni Contracted Services - Technology		13,500	
<b>Total Placement and Alumni Relations</b>			19,358
<b>Mentoring and Advising</b>			
Golden Apple Teaching Scholars: Travel		27,025	
Golden Apple Teaching Scholars: Meetings		74	
Golden Apple Teaching Scholars: Contracted - Mentors		877,529	
Golden Apple Teaching Scholars: Contracted - Technology		2,790	
Staff Travel and Conferences		1,087	
<b>Total Mentoring and Advising</b>			908,505
<b>Indirect Cost</b>			
Indirect Cost		192,282	
<b>Total Indirect Cost</b>			192,282
<b>Scholarships Paid</b>			
Scholarships - ISAC		2,876,540	
<b>Total Scholarships Paid</b>			<u>2,876,540</u>
<b>Total Expenditures</b>			<u>8,822,165</u>
<b>Revenues in Excess of Expenditures</b>			<u>\$ 89,474</u>