



Attendance Accounting Basics



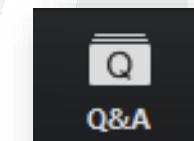
Presented by:

John Mullen, Senior Consultant, Chancellor's Office
Wrenna Finche, Director of Fiscal Standards and Accountability, Chancellor's Office
Alex Jiral, Accountability Specialist, Chancellor's Office



Housekeeping Announcements

- Brought to you by  California Community Colleges
- CPE - 2.0 hours
- Polling Questions
- Enter questions and suggest future webinar topics
- This presentation is being recorded 
- Webinar will be available on CCCCO Fiscal & Policy webpage and at the Vision Resource Center





Polling Question #1





Agenda

- **Attendance Accounting Basics**
- **COVID-19 Attendance Accounting Allowances**





Panelists

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Attendance Accounting for the California Community Colleges





Polling Question #2





COVID-19 Attendance Accounting Allowances

Executive Order

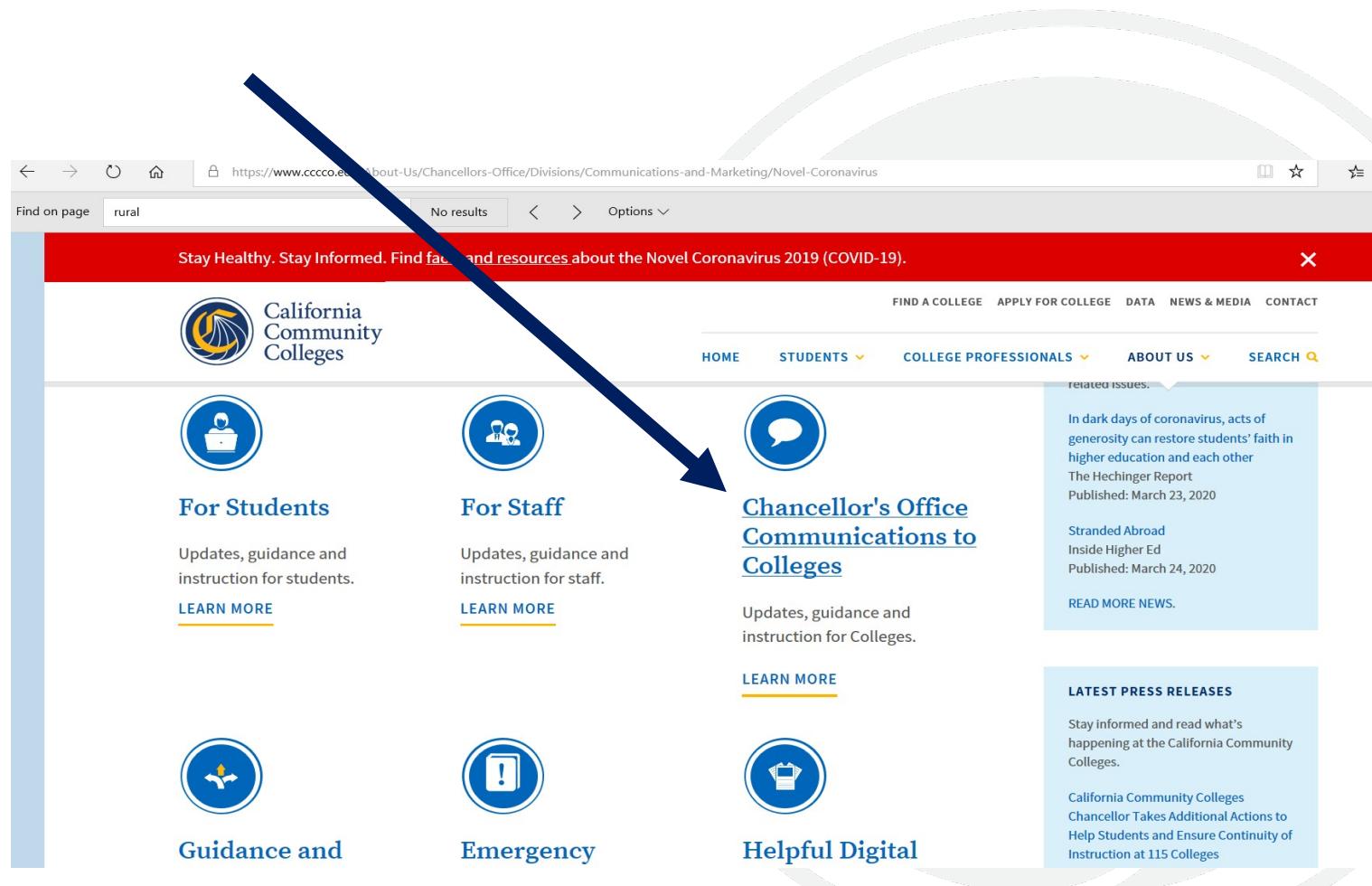
- [Temporary Suspension of Student Withdrawal Regulations](#)

COVID-19 Guidance

- [Clarification on Apportionments, Withdrawals, and Student Fee Refunds](#)
- [Attendance Accounting Implications and Guidance \(revised\)](#)
- [FAQ: Attendance Accounting – Emergency Conditions](#)
- [Protections for Apportionment Calculations](#)

Where to find future memos?

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing/Novel-Coronavirus>



Stay Healthy. Stay Informed. Find [fact and resources](#) about the Novel Coronavirus 2019 (COVID-19).

Find on page: rural | No results | Options

California Community Colleges

HOME STUDENTS COLLEGE PROFESSIONALS ABOUT US SEARCH

For Students: Updates, guidance and instruction for students. [LEARN MORE](#)

For Staff: Updates, guidance and instruction for staff. [LEARN MORE](#)

Chancellor's Office Communications to Colleges: Updates, guidance and instruction for Colleges. [LEARN MORE](#)

Guidance and Emergency: [LEARN MORE](#)

Helpful Digital: [LEARN MORE](#)

Related Issues:

- In dark days of coronavirus, acts of generosity can restore students' faith in higher education and each other. The Hechinger Report. Published: March 23, 2020.
- Stranded Abroad. Inside Higher Ed. Published: March 24, 2020.

LATEST PRESS RELEASES:

- Stay informed and read what's happening at the California Community Colleges.
- California Community Colleges Chancellor Takes Additional Actions to Help Students and Ensure Continuity of Instruction at 115 Colleges



Summary of COVID-19 Allowances

- Excused Withdrawals (EW) count toward apportionment
- Most courses in progress and converted to Distance Education (DE) retain original attendance accounting procedures
- Positive Attendance courses converted to Asynchronous DE
 - Course in progress at March 13 = can estimate
 - Course was not in progress at March 13 = Alternative Attendance accounting procedure
- CCFS-320 P2 Due Date was extended to May 4, 2020
- Can use 2019-20 P1 FTES for the Student Centered Funding Formula (SCFF) apportionment at P2 and Recal



COVID-19 – Student Withdrawals

- For Weekly and Daily Census, districts can claim FTES as of the course census date even if the student withdraws due to the COVID-19 outbreak and receives no evaluative symbol or EW
- Districts cannot claim FTES for apportionment purposes if the class did not start and was cancelled due to the COVID-19 outbreak.



COVID-19 – Converted Courses

Attendance Accounting Procedures

Attendance Accounting Procedures

- Weekly and daily census courses converted to online instruction
 - Apply original attendance accounting method
 - Census dates may not be moved
- Positive Attendance course converted to Synchronous DE
 - Continue to apply positive attendance accounting
- Positive Attendance courses converted to Asynchronous DE
 - Courses in progress at March 13 may estimate contact hours
 - Courses starting after March 13 use Alternative Attendance Accounting Method

Courses that did not start by March 13 and were cancelled do NOT count toward apportionment



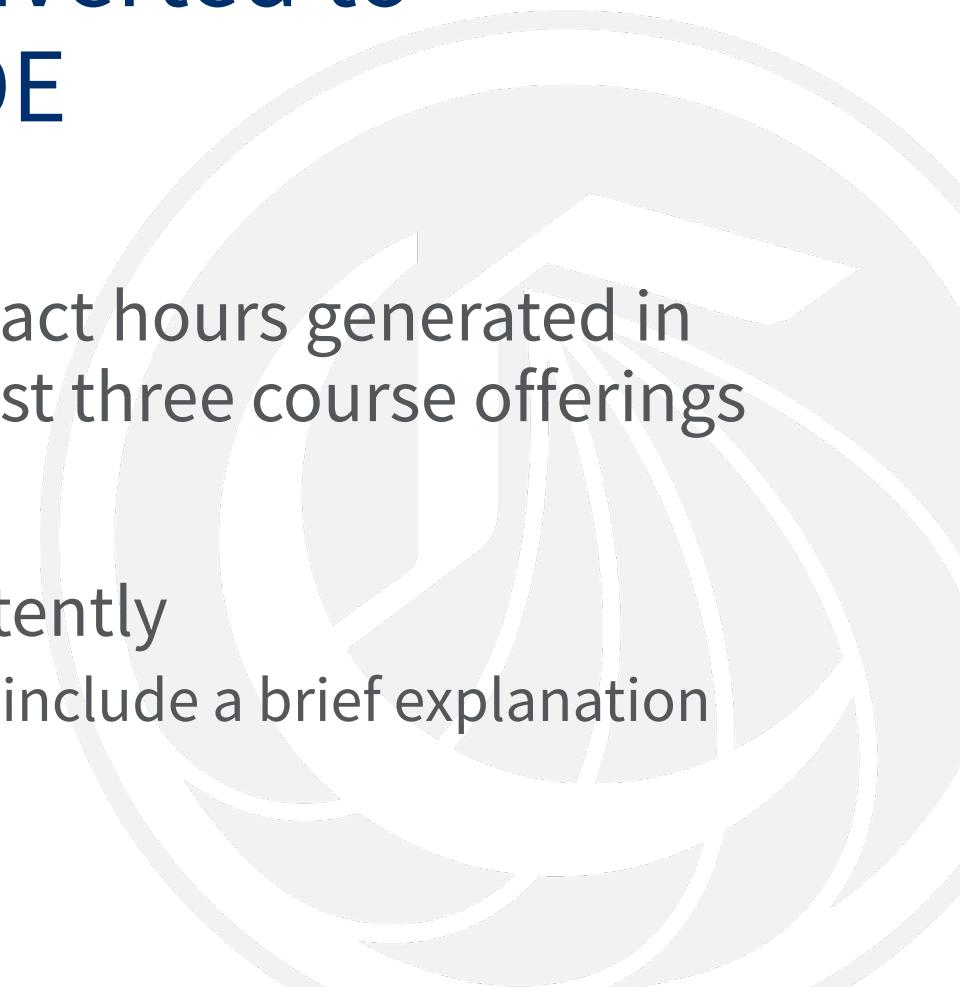
Recommended Estimation Method for Positive Attendance Courses converted to Asynchronous DE

- Estimation is for courses that are in progress as of March 13, 2020
- Recommend using the Chancellor's Office estimation method
- FTES should be entered in CCFS-320 Part IV - Actual Hours of Attendance
- Retain supporting documentation used to develop the estimation
- Estimation and supporting documentation is subject to audit
- Chancellor's Office will request additional documentation for discrepancies from prior year calculations



Recommended Estimation Method for Positive Attendance Courses converted to Asynchronous DE

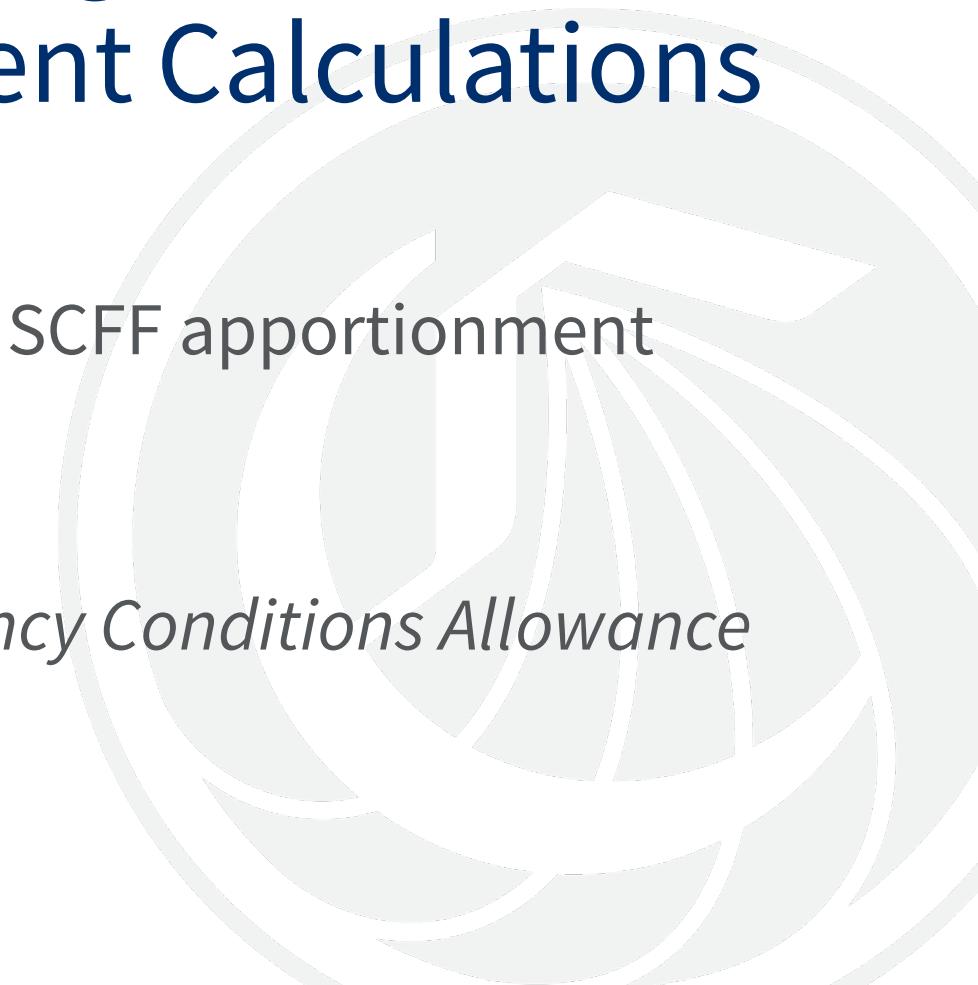
- For each course, use the average of the contact hours generated in the same course or a similar course in the last three course offerings
- For new courses or courses offered inconsistently
 - colleges can use data from a similar course and include a brief explanation of why the course was chosen.





Student Centered Funding Formula Protections for Apportionment Calculations

- CCFS-320 P1 FTES may be used for 2019-20 SCFF apportionment certifications at P2 and at Recal
- Districts must submit the *COVID-19 Emergency Conditions Allowance Form*





Final Polling Question







Fiscal & Policy Webinar Series

Watch for announcements for Future Webinars

2019-20 CDAM Updates

Friday, May 8

CPE – 2.0 hours

- Overview of the 2019-20 Contracted District Audit Manual.
- Federal Updates
- New SCFF Data Management Control Environment audit procedure
- Impact of COVID-19 on attendance accounting audit procedures

