



**Title:** COMPASS Test Fee Collection and Reconciliation

**Effective Date:** 10/29/2012

**Last Revision Date:** 10/29/2012

**Cancellation:**

### ***COMPASS Test Fee Collection and Reconciliation***

#### **PURPOSE**

It is the responsibility of Northshore Technical Community College to ensure that fees are collected for each COMPASS test unit administered and that the fees are reconciled with the number of tests taken by students. It is the responsibility of the Northshore Technical Community College leadership team for establishing and maintaining internal controls to prevent mishandling of funds and to safeguard against any loss.

#### **PROCEDURE**

In accordance with the NTCC cash handling policy (policy # FIN 003) and the NTCC tuition and fee schedule located on the NTCC website, students taking the COMPASS test will pay the amount indicated on the NTCC tuition and fee schedule for each test unit (currently \$5.00 per unit) OR a third party will pay the testing fees on the student's behalf. In either case:

- 1) Each campus should issue chronologically numbered Banner receipt(s) to the student(s) for fees paid.
- 2) A copy of the receipt should be presented to the test administrator and retained by the administrator for his/her files. Weekly, the test administrator should prepare a reconciliation of receipts to tests administered, using the FIN-016 form and submit to the Accounting Technician, timely. A report should be generated from the COMPASS software to obtain a list of tests administered.
- 3) Funds should be deposited daily.
- 4) Each week, the Accounting Technician will perform a review of all reconciliation forms, FIN-016, for all campuses within NTCC in a timely manner. Reconciliation records should be retained for audit purposes and to demonstrate financial internal controls. If the total number of tests administered and the total amount of fees collected do not match, the Director of Accounting and the Vice Chancellor of Finance & Administration should be notified immediately.



**Policy & Procedure No. FIN-019**  
**Northshore Technical Community College**

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*Policy Reference:* [NTCC FIN 003 Cash Handling and Bonds & Crime Policy](#)

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Director of Accounting	10/24/2012	10/29/2012
X	V.Chancellor of Fin& Admin	10/24/2012	10/29/2012
X	VC Student Learning & Dev	10/24/2012	10/29/2012
X	Dean of Students	10/24/2012	10/29/2012
X	Chancellor	10/24/2012	10/29/2012

*Distribution:* Distributed Electronically via College's Internet  
Hard Copy Distribution to NTCC Campus Deans and Leadership Team