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April 23, 2019

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Dr. Juan Sánchez Muñoz, President
University of Houston - Downtown
One Main Street
Houston, Texas 77002

RE: Desk Review of Formula Funding at University of Houston - Downtown

Dear Dr. Muñoz,

University of Houston - Downtown complied with relevant Coordinating Board rules and regulations for enrollment data used for formula funding and with Texas Administrative Code (TAC) Title 19, Section 13.100, in the areas of student semester credit hour eligibility, tuition payment, and enrollment.

Summary

Our review included tests of relevant enrollment data reported and certified by University of Houston - Downtown for accuracy and completeness in accordance with TAC, Section 13. Our desk review focused on the following enrollment data and time periods:

- Semester Credit Hours and Tuition Payments for CBM001 (Student Report) during summer 2017, fall 2017, and spring 2018; and
- Enrollment for CBM004 (Class Report) during summer 2017, fall 2017, and spring 2018.

Our work included procedures to verify:

- Reported semester credit hours were eligible for formula funding;
- Student tuition payments were received in accordance with requirements; and
- Reported enrollment was eligible for formula funding.

The cooperation of your staff during this review is greatly appreciated. If you have any questions or comments on the conduct of this review, please let me know.

Sincerely,

A handwritten signature in black ink that reads "Mark A. Poehl".

Mark A. Poehl, CPA, CIA, CISA, CFE
Director, Internal Audit and Compliance

PERFORMED BY:

Ms. Jamyen Robinson-Hall, Compliance Specialist

CC:

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