Results of the 2011 University Audit of FHSS

Effective July 1, 2011, Benjamin Ogles replaced David Magleby as dean of the College of Family, Home and Social Sciences. The purpose of the audit was to review general financial operations throughout the College and test selected transactions for compliance with University policy. The audit was completed in two phases: Hourly Payroll and Expenditures and Deposits.

Overall the results of the audit were very positive, but as all audits are designed to help us improve, there were some corrective measures that were recommended. As part of our management response, we informed the auditors, and therefore President Samuelson, that we would share the findings with all College personnel and remind them of the appropriate policies in areas that we had minor problems. Here are the highlights from the audit:

I. Hourly Payroll
   a. Full-time Staff
      i. Use the clocking implement nearest to their workstation to record time (IP phone on desk or computer on desk)
      ii. Standard University hours of operation: 8:00am–5:00pm, Monday-Friday
      iii. Working from home. Dean Ogles recently sent an email to all staff and their supervisors regarding this issue
   b. Student
      i. Blocks of hours being added to timesheets rather than the actual, detailed IN and OUT punches that were worked
      ii. Student employees working more than approved hours (undergraduates limited to 20 hours/week)
      iii. Proper documentation for added punches not always retained
   c. Non-student, Part-time Staff
      i. Use the clocking implement nearest to their workstation to record time (IP phone on desk or computer on desk)
      ii. Working from home. Dean Ogles will be sending an email to all staff and their supervisors regarding this issue

II. Expenditures and Deposits
   a. Travel Authorizations and related Expense Report reimbursements
      i. Air fare expense not booked through Travel Management Services
      ii. Trips lacking the required travel authorization approval or travel authorization approval not filed prior to departure
      iii. Expense reports not submitted within fifteen days of returning
      iv. Expense reports not containing original itemized receipts
      v. Expense reports with duplicate claims or accounting errors related to per diem reporting
      vi. Expense reports with car rental expense having excess fuel charges
      vii. Personal airport mileage exceeding approved round-trip amount
b. Purchasing Cards
   i. Transactions lack original receipts
   ii. Transaction notes not sufficient (must answer the questions “who, what and why” – the why explaining the full business purpose; “office supplies” or “research book” are not sufficient)
   iii. Transactions involving meals lack required documentation (if 12 or fewer, the first and last name of each participant needs to be listed – 13 or more can be referred to as a group but must identify the types of individuals and relationship to University; brief but complete description of the business purpose and/or topics discussed must be listed)
   iv. Transactions involving food and students lack documentation of approval from the Dean (we are currently working on an approval memo that can be used for many transactions involving food and students that will be shared with College units when ready; other events will require approval on case by case)
   v. Inappropriate purchases made on purchasing cards (gift cards must be purchased through and approved by Treasury Services)

c. BYU Bookstore and Department (Signature) Cards
   i. Supporting documentation with explanation of business purchase not retained
   ii. Inadequate supervisory approval for purchases

d. Departmental Cash Collections and Deposits
   i. Receipts not issued for cash given deposit
   ii. Checks for deposit lacking date-stamp upon receipt
   iii. Checks for deposit lacking use of restrictive endorsement stamp
   iv. Deposits lacking proper receipt/documentation
   v. Deposits not submitted timely (at least weekly or each day when funds collected exceed $200)
   vi. Deposits for reimbursement not be made to proper operating unit or account (where original expense was charged)
   vii. Reimbursements for agency account or student academic club activities – the University policy includes the following statements:
      * If an organization needs to collect or expend funds, it is required to establish an agency account at the University
      * Agency checks should be used to pay for agency account expenses. Purchasing cards, bookstore cards, etc., are not allowed for making agency payments (agency not eligible for bookstore departmental discount, not tax exempt, etc.)
      * Church appropriated funds should not be used to cover agency expenses

Feel free to call Michael Nelson (2-8192), Marilyn Webb (2-2152), or our student financial assistants (Enrique Gomez, Garrett Hoffman, or Nick Manookin) at 2-8555 if you have questions about any of these items.