Audit Tidbits

Cycle 2 Internal Control Assessment (ICA) training is scheduled for **September 19th from 1:00 p.m. to 2:00 p.m. and November 13th from 2:00 p.m. to 3:00 p.m.** in Lyceum Room 200. To register, please call 915-7017 or email auditing@olemiss.edu.

**University Terminal Interviews Policy:**

**Summary/Purpose:** Examples are given of situations that may deem it necessary for an employee to finalize issues with their department or Human Resources along with procedures to follow when an employee leaves the University.

A number of situations may deem it necessary for an employee to finalize issues with their department or Human Resources. Examples could include returning university equipment, keys, gas cards and/or procurement cards, resolving petty cash custodianships, etc. Therefore, individuals are normally expected to be present at their duty station on their last day of employment.

Anytime a petty cash custodian terminates employment with the University, an audit must be requested by the custodian's supervisor to either change the custodian or close the account. This must be done prior to the employee leaving the University. Terminating Employees and their department must complete the Exit Checklist Form prior to exiting the University. This form can be found on the Human Resources website.

**Remote Access and VPN Usage**

It has come to our attention employees may be using remote access and/or remote desktop applications (GoToMyPC, LogMeIn, TeamViewer, etc.) to access files on office computers. To reduce the risk of information being compromised, employees should NOT access computers containing confidential information remotely. To access computers not containing confidential information, employees should login to the University VPN prior to using remote access. Additionally, the campus Security Coordinator recommends a defined list for remote login to restrict access.
### ICA Cycle 2 Audit Report

The following is a template of the Internal Control Assessment (ICA) Cycle 2 audit report. Departments should use this to prepare for audits. If you have any questions, please contact Internal Audit at 915-7017 or auditing@olemiss.edu

### INTERNAL CONTROL ASSESSMENT REPORT

**FINANCIAL**

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<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>A. ACCOUNTS RECEIVABLE</td>
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<tr>
<td>1. Monthly aging schedules or other adequate tracking methods are used/documentated to track past due accounts.</td>
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<td>2. Documentation exists to prove timely/routine attempts to collect past due accounts.</td>
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<td>3. Payroll deductions are uploaded in a timely manner and are monitored adequately.</td>
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<tr>
<td>4. Bursar accounts are uploaded in a timely manner and are monitored</td>
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adequately.

5. Duties related to receiving funds, posting customer accounts, and reconciling appear to be adequately separated.

B. CASH RECEIPTING AND PETTY CASH

1. Departmental cash receipting and petty cash procedures are in accordance with university policy.
2. Funds appear to be adequately safeguarded.
3. Duties related to receipting, preparing deposits, and reconciliation of funds appear to be adequately separated.

C. PROCUREMENT

1. Expenditures processed through Procurement Services are adequately documented to fully explain purchase.
2. Adequate documentation is maintained to support fuel card expenditures.
3. Request for Payments are signed/approved by signatory officers.
4. Documentation is maintained to fully explain the purpose of purchases processed as interdepartmental charges (i.e. Inn at Ole Miss, Printing).
5. Duties related to purchasing, approving, and reconciling appear to be adequately separated.

HUMAN RESOURCES

A. EMPLOYEE TERMINATION PROCESS

1. The University’s Employee Exit Checklist appears to be used consistently within the department.
2. Accounting Office has been contacted to change signatory officers or recipients of Monthly Budget Statements and Purchasing Notification Reports.

INFORMATION SYSTEMS

A. SECURITY CONTROLS

1. Adequate controls appear to be in place to secure sensitive data, as well as equipment, against theft or physical damage.
2. Access to university records appears to be adequately restricted through the use of unique user ids and passwords.

3. The latest anti-virus software and operating system patches are installed on all departmental computers and servers.

4. Server containing critical and confidential information has a firewall.

5. Server containing confidential information or open ports is registered with the campus Security Coordinator.

B. BACKUP AND RECOVERY

1. Routine backup procedures have been established for departmental computers.

GENERAL

A. SCHOLARSHIP AWARD PROCESS

1. The department has established a formal process by which scholarship applicants are reviewed and selected.

B. POLICIES AND PROCEDURES

1. Documented departmental procedures have been established/documented for areas under review.