

## **Audit Cycle**

### **Division of Student Affairs**

#### **Purpose**

To establish a process of reviewing Division of Student Affairs department business operations in an effort to improve upon policies, procedures and practices.

#### **Process**

The Division of Student Affairs will conduct audits on an on-going, rotating basis. All departments will be a part of the audit process. Department operations and workload will be taken into account when scheduling these Divisional Audits.

#### **Types of Audits**

- Procurement Card
- Cash Receipt
- Accounts Payable
- Business Practices
- Payroll
- Others as Identified

#### **Procurement Card Audit**

- No personal Purchases
- Multiple Charges to facilitate a charge that exceeds purchase limit
- Purchase of Restricted items (see Purchasing Card Policies and Procedures)
- Cardholder is only authorized user/purchaser
- Tax exempt
- Itemized back-up supporting expenses including log or other means of tracking purchases
- Statement reconciliation
- Statement review and approval (can not sign own statement)
- Delegation of Administration Authority on File

#### **Cash Receipt**

- Frequency of deposits
- Use of cash receipts
- Restrictive endorsement of checks as they are received
- Adequate controls for receipting and recording deposits and revenue
- Appropriate use of account codes (object codes)
- Written departmental procedures for cash collection (for departments that regularly receive revenue)
- Backup to support transactions

#### **Accounts Payable**

- Areas of focus: Travel Expense Vouchers, Vouchers, purchase orders/vendor contracts, procurement card purchases, journal entries (intras)
- Appropriate Signatures
- Appropriate use of forms
- Appropriate use of account codes (object codes)
- Timeliness of payment

#### **Business Practices**

- Phone reimbursement process
- Monthly record of personal/no personal calls

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- Personal Electronic and/or Mobile Communication Device lists
- Department account reconciliation

**Payroll**

- Timesheets on file
- Timesheets properly authorized
- Supporting documentation for pay adjustments
- Timesheets match what is actually paid