

INTERNAL AUDIT REPORTS ISSUED

Action Requested: Receive the original and follow-up internal audit reports.

Executive Summary: Completed institutional internal audit reports are reported to the Audit and Compliance Committee as required by Board policy.

ORIGINAL REPORTS	CEA*	Status
UNIVERSITY OF IOWA <ul style="list-style-type: none"> • NCAA Compliance – Playing and Practice Seasons • Payroll • UI Student Health & Wellness 	  	Closed Open Open
IOWA STATE UNIVERSITY <ul style="list-style-type: none"> • Department of Apparel, Events, and Hospitality Management • Study Abroad Center 	 	Open Open
UNIVERSITY OF NORTHERN IOWA <ul style="list-style-type: none"> • ACH and Wire Transfer Processes 		Open

**Assessment of Controls/Efficiencies (CEA) are defined on the following page.*

FOLLOW-UP REPORTS

UNIVERSITY OF IOWA

- Extra Compensation for Teaching Academic Courses Closed
- Off-site Medication Supply Chain Closed
- State Hygienic Lab IT Closed
- UI Heart and Vascular Center Closed
- Volunteer Services Closed

IOWA STATE UNIVERSITY

- Recreation Services Closed

UNIVERSITY OF NORTHERN IOWA

CONTROLS/EFFICIENCIES ASSESSMENT (CEA)

<p>HIGH</p> 	<ul style="list-style-type: none"> • Could seriously affect several areas within the university. Exposes the university to unacceptable risks or liability if not corrected OR • Involves difficult issues requiring the attention of executive management OR • Involves compliance with Federal, State, or other laws and could result in serious consequences if not implemented OR • Unacceptable weakness in the internal and/or accounting controls OR • Substantial savings (perhaps millions) can potentially be realized by correcting.
<p>MODERATE</p> 	<ul style="list-style-type: none"> • Could seriously affect a department or area within the university OR • Involves a difficult issue requiring the attention of upper management OR • Involves compliance with Federal, State or other law and could result in minor consequences if not implemented OR • Weakness in the internal and/or accounting controls OR • Savings (perhaps thousands) can potentially be realized by correcting.
<p>LOW</p> 	<ul style="list-style-type: none"> • Can affect a department or may be common to several areas OR • Could result in improved internal and accounting control OR • Can be corrected relatively easily OR • Could result in improved efficiency or effectiveness of operations OR • No reportable observations or corrective action taken prior to report issuance.

The internal auditors have utilized the colors for the CEA in evaluating each overall audit report.



**University of Iowa
NCAA Compliance – Playing and Practice Seasons**

Issued September 25, 2018

Status: Closed

As a Division I member, the University of Iowa is obligated to comply with the National Collegiate Athletic Association (NCAA) rules and regulations. This audit was performed to fulfill the portion of the NCAA's requirements related to playing and practice seasons. No findings were identified and the audit is closed.



**University of Iowa
Payroll**

Issued September 25, 2018

Status: Open

In fiscal year 2018, Payroll processed over 388,000 time records totaling over \$1.6 billion in salaries for over 25,000 full-time equivalent university employees. This audit was performed to provide reasonable assurance that business processes have appropriate controls in place and are operating as intended. Audit recommendations included limiting access to the Automated Clearing House files prior to submission to Wells Fargo, and implementing PeopleSoft user activity auditing when data can be manually changed, inserted or deleted. Management expects to complete its action plans by November 2018.



**University of Iowa
UI Student Health & Wellness**

Issued September 25, 2018

Status: Open

The UI Student Health & Wellness audit was completed to examine departmental processes and controls. Audit recommendations include revisions of provider scheduling templates to increase patient access, reduction of manual billing processes where possible, implementation of relative value unit (RVU) reviews and benchmarks against peers to track efficiency, and continuation of financial data monitoring for the IMU Outreach Clinic. Additional recommendations include implementation of a clinic cancellation policy, a coding audit process, and a standard intake process to ensure insurance information is gathered at check-in; and creation of a group immunization policy. Management expects to complete its action plans by May 2019.



**Iowa State University
Department of Apparel, Events, and Hospitality Management**

Issued October 9, 2018

Status: Open

The Iowa State University Department of Apparel, Events and Hospitality Management audit was completed to evaluate the adequacy of significant administrative and fiscal processes to provide reasonable assurance that internal controls are in place and operating as intended. Audit recommendations include communicating the financial position of the department to faculty and staff, improving the monitoring of special course fees, developing an inventory process for the Tearoom, ensuring proper building access controls, improved monitoring of sponsored program expenditures, and performing reconciliations for deposits. Management expects to complete its action plans by December 2018.



**Iowa State University
Study Abroad Center**

Issued October 9, 2018

Status: Open

The Study Abroad Center (SAC) seeks to develop substantive international learning adventures for students. The SAC develops study abroad programs, advises students, provides pre-departure training, promotes study abroad on campus, maintains agreements with partner institutions overseas, and assists with student visa applications. In fiscal year 2018, 438 students studied abroad for academic credit on SAC-sponsored programs. Revenue and expense activities were reviewed as were processes to protect institutional and study abroad participant information. Processes to evaluate study abroad programs and calculate fees were examined. Health, safety and crisis response procedures were also assessed. Implementing audit recommendations will improve program evaluation, fee justification, information security, and expenditure processing. Management expects to complete its action plans by November 2018.



**University of Northern Iowa
ACH and Wire Transfer Processes**

Issued September 20, 2018

Status: Open

The ACH and Wire Transfer Processes audit is an audit of the incoming electronic revenue and outgoing electronic payments processes. Electronic revenue is identified on the daily bank statement report and recorded in the daily Cash Receipt Voucher (CRV). Electronic payments are processed in one of two ways: Automated Clearing House (ACH) or wire transfer. The audit recommendations focused on improving the electronic revenue process by fully recording all revenue the same day or the following day after it is received at the bank and including appropriate supporting documentation for sponsored program revenue in the daily CRV. Management expects to complete its action plans by June 2019.

STATUS OF AUDIT FOLLOW-UPS

University of Iowa

Title	Report Date	Original Follow-Up Date	Revised Follow-Up Date	Action Status
1. Stead Family Children's Hospital Physical Security	Nov 29, 2017	March 2018		
2. UI Health Care Marketing and Communications	June 27, 2017	April 2018		
3. UI Health Care User Access	June 19, 2018	July 2018		
4. User Access	July 19, 2017	Aug 2018		
5. Joint Office for Compliance	Oct 31, 2017	Aug 2018		
6. Division of Student Life	Feb 27, 2018	Aug 2018		
7. Benefits	June 27, 2017	Sept 2018		
8. Office of Student Financial Aid	Dec 15, 2017	Sept 2018		
9. Capital Assets Management	Feb 27, 2018	Sept 2018		
10. Student Disability Services	June 19, 2018	Sept 2018		
11. Durable Medical Equipment	Sept 21, 2017	Oct 2018		
12. UIHC Capital Management New Clinic Build	Jan 24, 2018	Oct 2018		
13. UI Health Care Patient Access Center	May 2, 2018	Nov 2018		
14. School of Social Work	Aug 15, 2018	Nov 2018		
15. Protected Health Information on Mobile Devices	March 28, 2018	Dec 2018		
16. Telemedicine	May 2, 2018	Dec 2018		
17. Hospital Late Charges	Dec 15, 2017	Jan 2019		
18. Occupational Health	Feb 27, 2018	Jan 2019		
19. Campus Volunteers	March 28, 2018	Jan 2019		
20. UIHC Environmental Services	June 19, 2018	Jan 2019		
21. Cherwell System	Aug 15, 2018	Feb 2019		
22. UIHC Violence Protocols	March 28, 2018	May 2019		
23. Animal Research Compliance	May 2, 2018	June 2019		
24. Environmental Health and Safety Office	June 19, 2018	June 2019		
25. ITS Data Center Operations	March 28, 2018	July 2019		
26. Payment Card Industry Compliance	June 4, 2018	Aug 2019		
27. University of Iowa Physicians	June 19, 2018	Aug 2019		
28. Prepaid Services	Aug 15, 2018	Aug 2019		

29. Emergency Preparedness	Oct 31, 2017	Nov 2019		
30. Building Access Security	Aug 15, 2018	Feb 2020		

Iowa State University

Title	Report Date	Original Follow-Up Date	Revised Follow-Up Date	Action Status
31. Thielen Student Health Center	April 9, 2018	Aug 2018		
32. Greenlee School of Journalism and Communication	June 26, 2018	Nov 2018		
33. Department of Sociology	Aug 13, 2018	Jan 2019		

University of Northern Iowa

Title	Report Date	Original Follow-Up Date	Revised Follow-Up Date	Action Status
34. Academic Learning Center	Sept 1, 2017	July 2018		
35. Environmental Health and Safety	Dec 19, 2017	Aug 2018		
36. Regents' Center for Early Developmental Education	Dec 19, 2017	Oct 2018		
37. Capital Assets	March 22, 2018	Jan 2019		
38. College of Business Administration	May 7, 2018	March 2019		
39. Compensated Effort	July 24, 2018	April 2019		
40. School of Music	July 24, 2018	May 2019		

Follow-Up Legend

	<ul style="list-style-type: none"> Planned corrective action and/or follow-up report not completed within six months of originally scheduled date.
	<ul style="list-style-type: none"> Planned corrective action and/or follow-up report not completed within three months of originally scheduled date.
	<ul style="list-style-type: none"> Follow-up report is due and is within three months of originally scheduled completion date.
	<ul style="list-style-type: none"> Follow-up report not yet due.