

Audit Report

Distributed Revenue/Cash Collections Audit

March 2022

Summary & Background – Distributed Revenue/Cash Collections

Summary

We completed an audit of Distributed Revenue/Cash Collections and Controls at The University of Texas at Arlington (UTA). Overall, we determined that cash handling processes were operating in accordance with UTA procedures by reviewing sampled departments as identified on page 3 of this report.

There were no reportable global issues identified in this engagement. Other less significant opportunities were communicated to management separately.

We appreciate the courtesy and cooperation received from Accounting Services and the cash custodians among the various departments as identified in this report.

Background

UTA has 43 accounts identified as working funds with balances ranging from \$25 to \$75,000 (the latter being the Bursar's Office/Office of Student Accounts). Funding sources include General, Designated, Auxiliary and Restricted, with total fund balances of \$75,200, \$17,805, \$8,725 and \$8,475 respectively -- resulting in a grand total of \$110,205. The funds are designated as either change funds (a set amount of money used by a department to make change for customers who purchase goods or services), petty cash funds (a small amount of funds kept on hand to pay for minor or incidental expenses), or funds used to pay Research Participants.

Audit Objective and Scope & Methodology

Audit Objective

The objective of the audit was to determine whether cash handling processes are operating in accordance with UTA procedures BF-AS-PR10, *Working Fund*, and BF-AS-PR14, *Cash and Check Handling*.

Audit Scope and Methodology

The scope of the audit focused on a sample size of 8 funds (comprised of 7 departments as indicated below) which totaled \$93,500 – or 85% of total working funds. The selections made were to ensure at least one fund per funding source was reviewed.

Department Name	Fund Amount
Bursar Services/Student Accounts	\$ 75,000
Information Systems and Operations Management	\$ 5,000 \$ 2,000
Housing/Apartment & Residence Life	\$ 4,500
UTA Box Office	\$ 3,000
Mail Services/Post Office	\$ 2,000
Physics/Planetarium	\$ 1,500
Theatre Arts	\$ 500

Audit methodology included conducting extensive interviews with the cash custodians and management of each account to evaluate (1) his/her awareness of cash handling processes and procedures, and (2) compliance with UTA's cash handling procedures. Onsite, physical reviews of the controls the custodian has in place to secure and manage cash were examined and evaluated. Cash balance verifications were performed.

Our examination was conducted in accordance with guidelines set forth in the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

Distribution – Distributed Revenue/Cash Collections

To: Teik Lim *President ad interim, UTA*
Randal Rose *Audit Committee Chairman*

Audit Committee:

Pranesh Aswath *Interim Provost and Vice President for Academic Affairs, UTA*
Shelby Boseman *University Attorney and Chief Legal Officer, UTA*
John Davidson *Associate Vice President and Interim Chief Financial Officer, UTA*
Helen Dickey *Partner, Harris & Dickey LLP*
Harry Dombroski *Dean, College of Business, UTA*
Jacqueline Fay *FY 2022 Faculty Senate Chair (Associate Professor, English), UTA*
John Hall *Vice President for Administration and Campus Operations, UTA*
Chris Mitchell *Chief Diversity Officer, Crowe LLP*
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Jewel Washington *Chief Human Resources Officer, UTA*

From: David Price *Chief Audit Executive, UTA*



cc: Jennifer Chapman *Compliance Officer, UTA*
Carolyn Record *Assistant Vice President, Accounting Services, UTA*
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Auditor in Charge:

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