
To: Ginny Gomez-Leon, MBA, CPA
Senior Vice President and Chief Financial Officer

From: Mr. John Lazarine, CIA, CISA, CRISC, CDPSE
Associate Vice President, Chief Audit Executive Internal Audit & Consulting Services

Date: October 31, 2024

Subject: Monitoring of Key Financial Controls – UTS 142

Internal Audit and Consulting Services (IA) has reviewed the Sub-Certification Process and Monitoring of Key Controls at UT Health San Antonio for the fiscal year ended August 31, 2024, in accordance with The University of Texas System (UTS) Policy 142 Financial Accounting and Reporting.

Objective and Scope

The primary objective of the audit was to ascertain compliance with the Institutional Account Reconciliation and Segregations of Duties Monitoring Plan (Monitoring Plan) and determine whether sub-certifications were completed by departmental account Executive Committee members on a timely basis. The scope of the audit included the period of September 1, 2023, through August 31, 2024.

The audit was conducted in conformance with the Institute of Internal Auditor's *International Standards for the Professional Practice of Internal Auditing and Government Auditing Standards*.

Results

Monitoring Plan - Account Reconciliations and Segregation of Duties

The Monitoring Plan outlines UT Health San Antonio's risk-based process for ensuring Institutional accounts are reconciled and the involvement of the department's senior fiscal administrators. Additionally, the Monitoring Plan calls for ensuring appropriate segregation of duties among transaction processing, approval, and reconciliation responsibilities are adhered. Overall, IA determined compliant processes were in place regarding the Monitoring Plan protocols concerning Account Reconciliations and Segregation of Duties.

Sub-Certification

The Monitoring Plan requires each Dean and Vice President (Executive Committee Members) to complete, sign, and submit a Sub-Certification annually to the Chief Financial Officer, attesting that all accounts under their responsibility have been properly reconciled and appropriate segregation of duties are in place. IA validated that all Executive Committee members submitted their respective sub-certification to Business Affairs.

Conclusion

Overall, Internal Audit confirmed compliance with the Institution's Account Reconciliation and Segregations of Duties Monitoring Plan and determined sub-certifications were completed by departmental account Executive Committee members timely.

Distribution:

*Dr. Robert Hromas Acting President UT Health San Antonio
Andrea Marks, Senior Executive Vice President, and Chief Operating Officer*

External Audit Committee Members:

*Randy Cain
Ed Garza
Carol Severyn*