



Audit Hot Spots

VOLUME 2, ISSUE 1

NOVEMBER 2009

Message from the Internal Auditor

INSIDE THIS ISSUE:

- Message from the Internal Auditor
- Featured Policy—Banner System Access & Security Policy
- Featured Policy—Property Control Regulations
- "Ask the Auditor"
- Did you know?

The Office of Internal Audit is pleased to provide the McNeese campus with the second edition of "Audit Hot Spots"! I have received many positive comments on the newsletter content and format, indicating to me that the newsletter is filling an important need. For those of you who did not have an opportunity to read the first edition, please visit our website at www.mcneese.edu/depts/auditor and then click on "Audit Hot Spots Newsletter".

Victoria M. Roach, CPA, CICA
Internal Auditor

Banner System Access and Security Policy

Everyday many of us are regularly privy to confidential University information so that we may perform our job duties. For purposes of this article, "Confidential" is defined as private student/faculty/staff information such as payroll data, social security numbers, grades, health information, etc. Part of our responsibilities as public employees is to im-



plement controls to secure and prevent theft of all kinds (identity theft, monetary, etc.). University Computing Services has established a policy that outlines good practices of data stewardship, procedures for establishing access to the Banner Accounting System, and procedures for terminations and transfers of employees. I would like to stress that it is extremely important to follow the procedures for employee terminations and transfers. The timely notification of terminations and trans-

ferees allows UCS to remove the employee or former employees' access. During a transfer between departments, the employee may be given access to different areas within Banner which can cause control concerns if the previous department did not discontinue the former employees' accesses in a timely manner. The policy and forms for completion can be found at www.mcneese.edu/depts/ucs.

Property Control

Property Control regulations are governed by the Louisiana Administrative Code Title 34: Part VII. Chapter 3 paragraph 313 requires each agency to complete a physical inventory of the property owned by the agency each fiscal year and not more than 12 calendar months since the last physical inventory. McNeese's property control office has established policies and procedures that each employee must adhere to in order to maintain compliance with state regulations. The policies, forms, and procedures can be found at www.mcneese.edu/administration/vpba/property. Some best practices for maintaining control over inventory items in your area are as follows:

- Departments should establish procedures for signing out items that are used by multiple employees.
- Building coordinators should work with personnel to ensure that rooms and buildings are secured at the close of the day or when not in use.
- Establish controls over keys to buildings, rooms, closets, etc. that contain movable property. Know who has keys those areas. If necessary, request a core replacement.
- Do not assume that the person picking up your computer or other property for repair or transfer will handle completing the required documentation. Contact property control or download the appropriate forms from the McNeese website.

Property Control continued:

Complete the forms and submit them to the property control office as soon as possible so that the inventory records will accurately reflect the location of those items.

- Remember to complete the property transfer documents when property is moved from location to location within your department. (For example: from an office to a closet)
- The reporting threshold to the state is set at \$1,000, however; each agency and department should establish controls to monitor assets purchased less than \$1,000 so that those items are also inventoried.

In Chapter 3 paragraph 305 E states..."each person to whom property is entrusted shall be **liable for the payment of damages** if wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property for which he is responsible." For example, if you are entrusted with a laptop and you leave it in your car, in plain sight, with the doors unlocked and the computer is stolen....this would be considered gross negligence. Under these circumstances, the University and/or the State of Louisiana can require you to reimburse the University for the replacement of that item. It is very important that each of us complete the annual inventory properly and maintain proper controls within each department on a regular basis.

Ask the Auditor

In the upcoming issues of the "Audit Hot Spots", I would like to include a Q&A section. I invite you to ask any question that you may have regarding the University – from auditing, policy, procedures, to internal control issues. If you have a question, you can be sure that someone else on campus is wondering the same thing.

So feel free to ask any question. I will do my best to provide you with the best advice and guidance. You can send your questions to: vroach@mcneese.edu Be sure to include "Ask the Auditor" in the subject line.



McNeese State University

450 Lawton Drive

BBC 404C

Box 93095

Phone: 337-475-5590

Fax: 337-475-5589

E-mail: vroach@mcneese.edu



Did you know...

.....that the following policies have been revised:

- Accessible Participation Policy – October 2009
- Americans with Disabilities Act Amendments Acts of 2008 – August 2009
- Bar from University Owned or Controlled Premises – January 2009
- Cash Handling Policy Cash Collections and Deposits – April 2009
- Cash Handling Policy Establishment & Administration of Petty Cash Funds – November 2009
- Conflict of Interest Policy – July 2009
- Conflicts of Interest Policy Related to Externally Sponsored Projects – July 2009
- Diversity Awareness Policy – August 2009
- McNeese State University Fire Drill Policy – September 2009
- Policy on Faculty/Dependent Enrollment in University Classes/Fee Exemption - July 2009
- Internet Use Policy – July 2009
- Non-Discrimination Policy – August 2009
- Public Forum Policy – January 2009

All of these policies can be found on the MSU website at www.mcneese.edu/policy

