



# Policy Compliance Reviews

Amy Wilegus, Audit Director

July 22, 2020

# Agenda

- Traditional department audits
- New approach
- Policy compliance reviews
- Resources

## Traditional Department Audits

---

- Assess key internal controls for select business processes
- One or two control areas selected for testing
- Individual department selected for testing





# New Approach



Assess key internal controls for business processes, including check register review, electronic ledger review, and 12 additional functional areas.



All control areas of a selected division for each campus will be tested, if applicable.



Reviews will include all departments reporting to a respective division each year.



Rotational testing between administrative and academic areas each year.



# Policy Compliance Reviews

Finance

Human Resources

Information Technology

Family Education Rights & Privacy Act  
(FERPA)

University Key Control

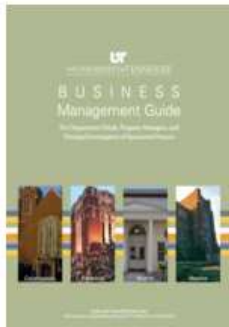
State Vehicle Management

Emergency Management

## Department Assistance

- Business managers' guide
- Update in progress
- New version to be finalized by spring 2021
- <https://audit.tennessee.edu/internal-audit/assistance-for-ut-departments/>

# Assistance Publications



## [UT Business Management Guide](#) [PDF]

This is a guide to UT's financial operations and the fiscal responsibilities involved in running a department, written especially for department heads, program managers, and principal investigators of sponsored projects.



## [Best Business Practices in the IRIS Environment](#) [PDF]

This guide is meant to help departments comply with applicable policies and ensure that their financial records are accurate and the University's assets are safeguarded.

# Assistance Questionnaires

<b>AUDIT &amp; COMPLIANCE</b>
About ▾
Audit ▾
Compliance ▾
Title IX >

## Self-Assessment of Controls

Self-Assessment of Controls documents can be used by departments to perform a self-audit in the areas addressed to evaluate the adequacy of your department’s controls, or safeguards. Please note that this self-audit is not a comprehensive review of all internal controls associated with the topical areas. These are just general controls that apply to most departments. Your department may have an important vulnerability requiring internal controls not mentioned in the questionnaires. Also, it is very important to evaluate the suggested corrective actions in the context of other compensating controls your department may have. If the suggested corrective action requires significant additional resources, or if you question its applicability, please contact your campus/institute auditor for advice before you implement changes.

- [2019 – Movable Equipment and Accounts Receivable](#)
- [2018 – Procurement of Goods and Services and Sponsored Projects](#)
- [2017 – Computer Usage and Money Handling](#)
- [2016 – Human Resources/Payroll and Inventories](#)

<https://audit.tennessee.edu/internal-audit/assistance-for-ut-departments/self-assessment-of-controls/>



# Relevant Policies & Procedures

Finance	Human Resources	Information Technology	Operations
<ul style="list-style-type: none"><li>• FI0115 Ledgers</li><li>• FI0150 Expenditures</li><li>• FI0505 Accounts Payable</li><li>• FI0705 Travel</li><li>• FI0530 PCards</li><li>• FI0310 Cash</li><li>• FI0605 Equipment</li><li>• FI0930 Payroll</li><li>• FI0120 Records</li><li>• FI0725 Vehicles</li></ul>	<ul style="list-style-type: none"><li>• HR0105 Employee Status</li><li>• HR0305 Annual Leave</li><li>• HR0380 Sick Leave</li><li>• HR0445 Overtime</li><li>• HR0455 Pay Rates</li></ul>	<ul style="list-style-type: none"><li>• IT0115 Information &amp; Computer System Classification</li><li>• IT0110 Acceptable Use of Information Technology Resources</li><li>• InfoSec – GP – 002 Data Classification</li><li>• InfoSec – GP – 005 Data Security</li></ul>	<ul style="list-style-type: none"><li>• SA0200 Emergency Management</li><li>• Key Control Policy</li></ul>



*Note: This list includes the most common policies to be tested; however, it is not intended to be a full list of university policies. See the resources page and university policy links to ensure compliance with all university policies.*

# Resources and Links

UT System Policies:

<https://policy.tennessee.edu/>

UTHSC Policies & Procedures:

<https://uthsc.policymedical.net/policymed/home/index?ID=de47aa28-16aa-408b-9c96-cb04f232964f&>

Department Assistance Resources:

<https://audit.tennessee.edu/internal-audit/assistance-for-ut-departments/>