

Audit Program

Program Objectives

This is a limited scope review and consists solely of ensuring that credit card charges to Federally sponsored programs are in compliance with Federal rules and regulations regarding allowability, allocability, and reasonableness as well to ensure University policies and procedures were being followed.

Program Step:	Results:	W/P Reference
<p>Preliminary Documentation</p> <ol style="list-style-type: none"> 1. Obtain a download of all credit card transactions for FY2011 that have been charged to Federally Sponsored Program funds (purpose XXXX4...) from the Financial System. The query names are AUD_FEDCG_PCARD_TRANNS and AUD_FEDCG_PCARD_TRANNS_BYCH. 2. Review the transaction listing for unusual items or items that would not seem to be an appropriate purchase that would be made on a Federal contract or grant. Judgmentally select 30 transactions for further review. 3. Secure copies of the grant documentation for each transaction in the selection. 4. Secure copies of back up receipt documentation for each transaction in the selection. 	<p>A download of all contract and grant transactions charged to sponsored funds has been secured. A copy of the spreadsheet has been doc-linked here: Fed PCard Transactions 082312.xls No copy of the report has been included in the work papers due to the number of items appearing on the report.</p> <p>Several individuals reviewed the listing and selected numerous transactions for review. A final selection of 30 grant transactions was made and the spreadsheet documenting this selection is doc-linked here: 2013 Fed Grants Testing.xlsx.</p> <p>The information was requested from the department and secure for each grant selected as part of the review. The information was requested from the department and secure for each transaction selected.</p>	<p>N/A</p> <p>FPC-0-1</p> <p>Individual Sample Items Individual Sample Items</p>

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Program Step:	Results:	W/P Reference
5. Secure copies of the pertinent Office of Management and Budget's (OMB) circulars, particularly A-110 and A-21	The copies of each circular was secured and included in the workpapers. The links for the documents follow: A-110 - CIRCULAR A-110 REVISED 11/19/93 As Further Amended 9/30/99 The White House and A-21 - http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a021/a21_2004.pdf	N/A
6. Secure copies of pertinent documentation relative to the handling of expenditures for each grantee chosen as part of the selection	Copies of pertinent regulations, guidelines, and instructions were secured.	Program Documentation Vo.I 1 & 2
7. Review each transaction in conjunction with the pertinent program guidelines and recommendations as well as to the specific grant criteria to determine whether it is an allowable transaction, whether it is reasonable, and whether it is appropriately allocated to the grant. Document each result.	Each transaction was reviewed and results documented. The spreadsheet is doc-linked here: 2013 Fed Grants Testing.xlsx	Individual Sample Items
8. For any cash advance transactions chosen in the sample, ensure that not only are the expenditures appropriate as above but also that the reconciliation of the cash withdrawal is also adequate,	Five cash advance transactions were reviewed as part of the sampled items. Numerous reconciliation issues were noted during the review.	FPC 5-1 FPC 15-1 FPC 22-1 FPC 28-1 FPC 29-1
9. Document results and conclusions.	Numerous findings resulted from the review. They can be placed into three broad categories: Allowability, Allocability, Reasonableness, and Documentation of Credit Card Charges, Cash Advance Cards, and adherence University Policies and Procedures. Additional control over the processes used for credit card charges to Federal grants is required.	N/A