



UNIVERSITY of WEST FLORIDA

Internal Auditing & Management Consulting



The Rest of the Team

Cynthia Talbert, CPA, CIA, CFE, CICA, CRMA
Internal Auditor III

Elizabeth Mrachek, CPA
PCard Auditor

Lauren Alidor
Internal Auditor/Investigator

Jolie Tow
Student, PCard Auditor

2018/19 Annual Report

Message from the AVP, Chief Audit Executive

It is our pleasure to present the Annual Report for UWF Internal Auditing & Management Consulting. Fiscal year 2018/19 was a very productive year for us, despite the multiple position changes and staffing vacancies that occurred. The department was led by an interim director during the first seven months of the fiscal year, and myself as CAE during the final five months. We were able to:

- ◆ Complete 4 operational/compliance audits;
- ◆ Complete 36 Purchasing Card audits;
- ◆ Provide 4 management advisory services;
- ◆ Follow up on 35 audit findings;
- ◆ Conduct 8 investigations; and
- ◆ Participate on multiple university committees /in campus events

IAMC reports functionally to the UWF Board of Trustees and administratively to the President. The BOT Audit & Compliance Committee continues to provide tremendous support, enabling our department to serve as an effective, independent resource.



Audit team from left to right:

Jolie, Cindy, Vito, Elizabeth, and Lauren



Our staff stay actively involved in community service projects, including spearheading the USO food drive at the airport. Additionally, they supported the College of Business students with a half-day opportunity to discuss career, education, and certification opportunities in the internal audit profession.

John "Vito" Hite
AVP, Chief Audit Executive
CPA (Maryland), CIA, CFE, MBA

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Audits

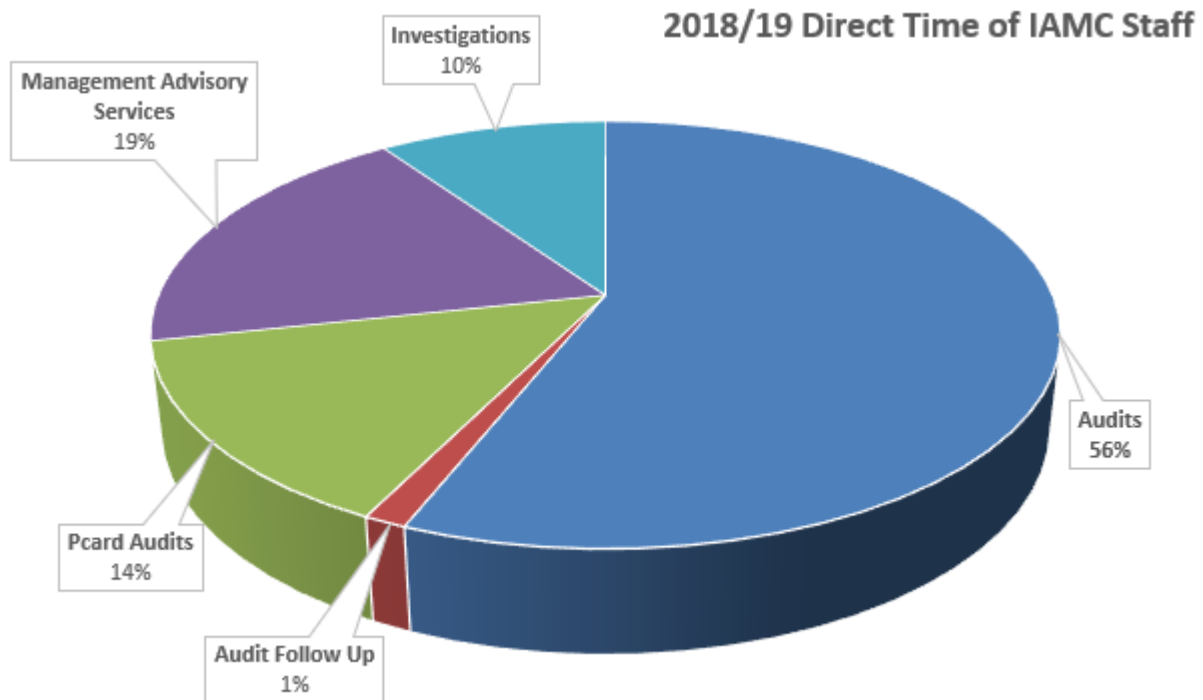
A recap of audit projects completed includes:

Performance Funding Data Integrity: This is an annual Board of Governors required audit. We evaluated the completeness, accuracy, and timeliness of data file submissions to the Board of Governors.

Affiliation Agreements: This audit focused on academic related affiliation agreement terms and conditions, approvals, monitoring, and compliance with applicable laws, regulations, and policies.

IT Data Governance: We reviewed controls for data access, collection, storage, use, management, and retention of data. Additionally, we evaluated controls related to data integrity, confidentiality, and availability, and reviewed compliance with 1) federal regulations addressing privacy and security of both sensitive and private data, and 2) General Data Protection Regulation (GDPR).

Dive Safety Program: This audit focused on 1) safety for all persons affected by program activities, 2) compliance with American Academy of Underwater Sciences (AAUS) Standards for Scientific Diving, and 3) mitigation of risk exposures for the University.



PCard Audits

Most of our PCard audits are conducted by two part-time employees, including an experienced CPA and a student auditor. Statistics related to the 36 PCard audits issued during fiscal year 2018/19 are displayed in the adjacent table. PCard audit reports are issued to department management with a rating assigned, based on the level of compliance with University PCard policies, as determined by the audit work. Ratings assigned were:

Excellent—25 Good—7 Fair—4 Poor—0

Departments receiving a rating of Fair or Poor are now required to submit a remediation plan to the Board of Trustees. Departments with cardholders are audited on a cycle of every two to three years.

PCard Statistics

PCard Audits	36
Dollars tested	\$1.8 mil
Cardholders audited	141
Cardholders	393
Cardholder Depts	145
Total PCard charges	\$17 mil
Vendors	3,551
# of Transactions	38k

Professional Activities

During the year, IAMC staff participated as members and/or leaders in:

- Institute of Internal Auditors
- Association for College and University Auditors
- Association of Certified Fraud Examiners
- Institute for Internal Controls

Key Performance Indicators	18/19	17/18	16/17	15/16	Comments
Percentage of audit plan completed	57%	88%	63%	100%	Includes carryover audit- 2017/2018 (Affiliation Agreements)
Number of audits completed	4	9	6	7	Includes carryover audit- 2017/2018 (Affiliation Agreements)
Average Score: Post-Audit Client Satisfaction Survey s	4.9	4.9	4.9	4.9	Out of 5 points
Percentage of effort spent on audits	70%	76%	63%	53%	Internal Audits and PCard audits compared to the total Direct Time of IAMC auditors
Number of Management Advisory Services	5	9	21	19	
Number of PCard audits	36	35	33	34	
Number of follow-ups on audit findings	35	49	69	33	
Number of investigations completed	8	7	6	7	
Number of certifications held by staff	9	8	11	10	3-CPA, 2-CIA, 2-CFE,1-CRMA 1-CICA,
Average number of years of audit experience	18	16	19.5	18	28 yrs. (CAE) , 17 yrs. (Auditor III), 1 yr. (Auditor), and 26 yrs. (PCard Auditor)