

## Business Practices Assessment Checklist

A “yes” answer suggests an appropriate level of control is in place. A “no” answer suggest there *may* be an internal control concern that may require correction or improvement. Call the internal audit director, ext.1549, if you have any questions, concerns, or need assistance in completing the checklist. Not all categories may be applicable to your operations.

### General Control Environment

YES   NO

- Employees are familiar and have access to GC Policies and Procedures Manual outlined at policies.gcsu.edu.
- Department has developed written internal procedures, handbooks, or department-specific expectations.
- University and department-specific procedures are communicated (e.g. through staff meetings and training sessions) to employees consistently and on a recurring basis.

### Budget Management

- At least one individual (generally the PeopleSoft budget manager) is designated to monitor, review and approve departmental financial transactions.
- The department designates a specific individual to reconcile **budget activity reports** to supporting **expenditure** documentation.
- The department designates a specific individual to reconcile **ledger history reports** to supporting **revenue** documentation.
- The reconciliations are documented and reviewed by the budget manager (manager’s initials on reconciliation documentation is good support that a review process was carried out).
- The department has an organized filing system in place for financial documents and required supporting documentation to assure easy retrieval.

**General Expenditures and Procurement**

YES NO

- \_\_\_ \_\_\_ All purchase requests and quotes are submitted through eProcurement for preapproval prior to contracting or confirming any purchases with vendors.
- \_\_\_ \_\_\_ IT equipment, licenses, or software purchases receive DoIT approval prior to purchasing.
- \_\_\_ \_\_\_ VOIP telephone bills from DoIT are reviewed, annually, for accuracy to eliminate excessive phone lines and any changes needed are immediately sent to SERVE.
- \_\_\_ \_\_\_ Non-VOIP telephone bills, such as fax lines, are reviewed monthly and any changes needed are immediately sent to Purchasing. Manager procedures should include manager's initials and date when review is performed.
- \_\_\_ \_\_\_ Cell phone bills are reviewed monthly by employee and department head. Materials Management is contacted immediately with any discrepancies. Cell phone plans are monitored for appropriateness and personal calls are reimbursed to the university Business Office.
- \_\_\_ \_\_\_ The traveler requesting reimbursement signs travel reimbursement form and follows campus and statewide travel regulations.
- \_\_\_ \_\_\_ Travel reimbursements reflect only authorized business travel expenditures.
- \_\_\_ \_\_\_ Purchases using University funds are made only for business purposes. Business reason can be cited in E-procurement and on purchasing card (p-card) documents.
- \_\_\_ \_\_\_ Staff members and their supervisors who are assigned a University p- cards complete annual refresher training conducted by Purchasing.
- \_\_\_ \_\_\_ P-card users and their supervisor carefully monitor supporting documentation to ensure each p-card purchase is supported by itemized receipts.
- \_\_\_ \_\_\_ All purchases using University funds are delivered directly to Central Receiving (e.g., no purchases are delivered to addresses other than the University).

**Safeguarding Assets**

YES NO

- A designated individual in the department is assigned property control responsibilities.
- The property control individual is responsible for ensuring that each piece of equipment has an inventory control tag, if applicable, and may be found in its designated location.
- The property control individual periodically performs an inventory of equipment indicated on the University's inventory listing for the unit and contacts Materials Management with any discrepancies.
- The department tracks and safeguards sensitive or high-theft University assets regardless if it meets the \$3000 system-wide asset threshold.
- The property control individual documents University equipment removed from the department for off-campus work-related activities on the *Authorization for Off-Campus Use Form*.
- Prior to the employee's termination date or before transferring to another department, a checklist is completed by supervisor to ensure that all University property on loan to an employee (e.g., keys, credit/purchasing cards, computers, cameras, cell phones, etc.) is returned.

**Cash Handling**

YES NO

- Employees handling cash, checks or credit cards take online cash handling training on a routine basis.
- In general, the department has two employees involved when handling cash and checks.
- The department issues standard University receipts (approved by the Business Office) when funds are collected by/received for the University.
- The department *immediately* prepares receipts when funds are collected. Receipts are pre-numbered and used in sequential order.
- The department requires a one-up approval on voided receipts and discounts.
- If checks are received by mail, a check log is used for tracking and oversight.

- The department uses a restrictive endorsement stamp on checks and money orders when they are received. Endorsement stamps are provided by the Business Office.
- Receipts are regularly reconciled to assure all receipts are accounted for.
- All funds collected are deposited with the University Business Office, timely. (generally by the next business day).
- An employee who does not have access to cash verifies daily totals from cash registers/POS terminals.
- Collected funds are secured until deposited.
- Duties of opening mail, collecting cash, preparing receipts, and account reconciliation are separated among several individuals (i.e., one individual is not responsible for two or more of these activities).
- Individuals primarily responsible for handling cash take at least five consecutive days of leave (i.e., vacation) annually.
- Safe combinations and keys to cash boxes or files are restricted to a limited number of essential employees.
- Safe combinations and locks to files are changed periodically, and after turnover in personnel assigned direct responsibility for the combinations or locks.
- All bank accounts are established only through the University Comptroller/Chief Accounting Officer.

**Change and Petty Cash Funds**

YES NO

- Permission to maintain a petty cash fund has been secured from the comptroller/business manager and the comptroller is notified of any changes to the business reason for the cash fund.
- Change funds are balanced daily to ensure cash equals the fund balance.
- Change funds are audited on a regular, unannounced basis by an individual other than the fund custodian.
- Employees are prohibited from using change funds to make loans (IOU's), or to cash personal or

payroll checks.

\_\_\_ \_\_\_ Over or short amounts should be booked at least quarterly through the Business Office. These amounts will be charged/credited to the department's over/short account.

\_\_\_ \_\_\_ Change funds are kept locked in a secure location except when being used to accept funds or transact business (i.e., a locked drawer out of public view during business hours).

\_\_\_ \_\_\_ The change fund authorized balance is assessed at least annually for the appropriateness of the assigned fund (e.g., not too large or too small.)

**Human Resources and Payroll**

YES NO

\_\_\_ \_\_\_ A personnel action form (PAF) is completed for all employment actions (i.e. hires, status changes and separations).

\_\_\_ \_\_\_ All employees complete the USG BOR ethics training within 90 days of employment.

\_\_\_ \_\_\_ Department certifies to compliance awareness training, annually.

\_\_\_ \_\_\_ Background checks for **all** new employees are verified as completed with the department prior to the start date. Credit/MVR checks are verified completed as position requirements deem necessary.

\_\_\_ \_\_\_ Performance evaluations are completed annually by supervisors and submitted to HR. In addition, probation period evaluations are submitted to HR prior to the end of new hires completing their probationary period.

\_\_\_ \_\_\_ The Department maintains written job descriptions for each staff member and updates them as needed in the *Classification and Compensation Module* in PeopleAdmin.

\_\_\_ \_\_\_ The Department has processes in place to ensure that staff receives the training necessary to do their job to the best of their ability.

\_\_\_ \_\_\_ An employee's supervisor or another individual designated by the Department, *who has specific knowledge regarding the hours worked by the employee*, approves the employee's time or exception reporting in ADP eTime.

\_\_\_ \_\_\_ Employee notifies supervisor whenever they are absent from work.

- Employee leave records are balanced and verified by the employee and the appropriate departmental representative on a monthly basis.
- Departmental practices do not allow individuals to be supervise or be supervised by a relative.
- Termination checklist for employee terminations and transfers are processed prior to the effective date of termination or transfer, if practical, and submitted to Human Resources.

**Information Technology Management**

**YES** **NO**

- All Employees (faculty, staff, student workers, etc.) have their own unique ID's and passwords to GC systems and they are kept secret (**sharing is prohibited**).
- The department has an information security plan and has designated its data security coordinator.
- All employees have read and understand the departmental information security plan and have signed the confidentiality agreement.
- Computers in the Department are backed-up on a regular basis.
- Backup system is routinely tested to ensure that data can be restored.
- The Department, if applicable, maintains the appropriate individual/site licenses for each piece of software that is installed or used on GC computers.
- The Department has protocols for identifying and encrypting sensitive information. All sensitive information stored will be encrypted by either whole hard drive encryption or file encryption software, or both.
- Departmental practices disallow state purchased computers and other equipment to be used for personal use of gain.
- Employees in the department keep their computers up-to-date with current virus protection software and patch levels.
- Department consults with Department of Information Technology, Enterprise Applications before developing or purchasing any new applications to ensure proper infrastructure support.

**Miscellaneous Department Operations**

YES NO

- Documents are retained for the appropriate time period as prescribed by University policy, BOR policy, and the State Records Management Act.
- The Department has an up-to-date organizational chart that depicts employees' current responsibilities and reporting relationships.
- The Department has procedures detailing the delegation of duties when employees are absent.
- The Department has periodic staff meetings in which relevant information is communicated within the unit.
- Department has a process to disclose conflicts of interests or an appearance of conflicts of interests and consults with Legal Affairs when applicable.
- Department has an Ethics and Compliance Reporting Hotline poster posted in a common employee area such as a break room.

**Public Safety, Emergency Planning and Business Continuity**

- The Department is familiar with GC Emergency Action Plan as outlined at [www.gcsu.edu/publicsafety](http://www.gcsu.edu/publicsafety)
- The Department has identified, in conjunction with Public Safety, positions whose functions involve relationships with students, such as advisors to student groups, coaches, and residential advisors, also referred to as Campus Security Authorities (CSA) so that these individuals are trained on protocols for timely incident reporting.
- Employees have been made aware of the location of emergency equipment, evacuation routes, assembly areas, and safe sheltering areas respective to their building as well as the location to which emergency procedures may be accessed.
- The Department has created an emergency plan to address immediate issues such as fire, severe weather, medical or chemical spills and communicated to staff with consultation from the Public Safety Division of Emergency Management and Environmental Safety.
- The Department has created a business continuity plan for communication, staffing, and operations for post emergency with consultation from the Public Safety Division of Emergency Management and Environmental Safety.

**Administration of Grants and Sponsored Projects**

YES NO

- The Department works closely with the Office of Grants and Sponsored Projects on the administration of external grants.
- At least one individual in the Department has been trained to administer external sponsored programs by the Office of Grants and Sponsored Projects staff (i.e., any program sponsored and funded by external agencies).
- The department administrator receives regular (i.e., at least annual) refresher training related to management of sponsored programs by the Office of Grants and Sponsored Projects staff.
- The department administrator is knowledgeable in the applicable OMB circulars (A-133, A-110, A-21) relative to appropriate management of sponsored program funds.
- The department administrator reviews each request for reimbursement from grant funds for compliance with grant provisions and OMB circulars.
- Effort reports are prepared on a regular basis in accordance with University or sponsoring agency requirements.
- Effort reports reflect actual effort applied to sponsored programs, and not payroll distribution or appointment status unless it is identical to actual effort.
- Effort reports are signed by the individual whose effort is being reported.
- Grant funds are expended as authorized by the sponsoring agency and University rules, including approval by Grants Compliance Manager.
- Equipment purchases using grant funds are made in accordance with sponsoring agency and federal rules.