

MEMORANDUM

TO: Board of Visitors Audit Committee

Ross Mugler, Chair
Frank Reidy, Vice Chair
Carlton F. Bennett (*ex-officio*)
Lisa B. Smith (*ex-officio*)
R. Bruce Bradley
Donna L. Scassera
Robert M. Tata '86

FROM: Gregory E. DuBois
Vice President for Administration and Finance

DATE: November 27, 2017

SUBJECT: Meeting of the Committee, December 7, 2017

The Board of Visitors Audit Committee will meet on Thursday, December 7, 2017 from 8:00 to 9:00 a.m., in Committee Room A (Room 2203) of Broderick Dining Commons. The agenda for the meeting is noted below.

AGENDA

- I. Approval of Minutes – The Committee will consider a motion to approve the minutes of the Audit Committee meeting held on Thursday, September 21, 2017.
- II. Report from the Internal Audit Director – Amanda Skaggs, Internal Audit Director
 - A. Completed Audit Reports (Summaries Enclosed)
 1. Office of the President FY2017 Annual Audit
 2. Accounts Receivable Cashiering, Student Billing & Touchnet
 3. Banner Document Management System
 4. Open Audit Issues from Audits Completed Prior to October 1, 2017

B. Ongoing Audit Projects

1. Research Center for Bioelectronics
2. General Accounting
3. Institutional Equity and Diversity
4. College of

OLD DOMINION UNIVERSITY INTERNAL AUDIT DEPARTMENT
Audit of the Office of the President FY 2017

AUDIT SUMMARY

Department Contacts:

Cheryl Davis, Executive Secretary to the President

Velvet Grant, Assistant to the President

Responsible Executive:

John R. Broderick, President

Auditor:

Nina Lopez, Senior Auditor

Audit Report Date:11/8/2017

This audit consisted of reviewing expenditures made in fiscal 2017 for the following budget codes within the Office of the President: 1PR00, 6PR02, 6PR08, and 6PR62. The categories of expenditures reviewed included travel

OLDDOMINIONUNIVERSITYINTERNALAUDITDEPARTMENT
Audit of Accounts Receivable Cashiering & Student Billing & Touchnet FY2017

AUDIT SUMMARY

Department Heads: Deborah Swiecinski, Associate Vice President for Financial Services Mary Deneen, Assistant Vice President for Finance/University Controller Delores White, Director of Student Account Services Responsible Vice President: Gregory DuBois, Vice President for Administration & Finance	Auditors: Lauren Eady, Senior Auditor Glenn Wilson, IT Audit Manager Audit Report Date: 11/13/2017
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Background

Old Dominion University's Accounts Receivable department is organized under the Office of Finance. It is responsible for billing, collecting, posting and depositing revenues and receivables, as well as providing both internal and external reporting. The department primarily serves students, alumni, businesses, state/federal agencies, and University colleges and departments. Touchnet is a contracted software as a service suite of information technology products that provides the University with e-commerce services for student billing, to include online credit card and debit card payments and web enabled

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OpenAudit Issuesfrom Audits CompletedPrior to October1, 2017

The Internal Audit Department follows up with management to the status of previously recommended corrective actions related to issues identified in previous audit reports. In accordance with the Statement of Policies of the Internal Audit Department, which was approved by the Board of Visitors, the Internal Audit Director is responsible for ensuring that individual departments have taken appropriate actions to correct internal control weaknesses, which were reported at the conclusion of the internal audit.

For purposes of the follow up, interviews with appropriate departmental personnel were conducted to obtain updates on the corrective actions outlined by management responses to the original audit report. In order to confirm corrective action, examination of documentation and appropriate audit testing was also conducted. Action taken by management were rated for the degree to which they address the audit point and affect correction, as noted in the following table:

StatusRating	Criteria
Complete	Actions taken completely address the concerns cited in the audit point and recommendations made or were rectified to the extent reasonably possible.
In Progress	Corrective action is actively taking place; some aspects may be complete; however additional steps need to be completed to rectify all of the main concerns of the original issue.
Planned	An action plan has been decided 0 0

Audit Action Plan Status by Report Date

Area	Audit Title	Audit Finding	Category	Report Date	Original Due Date	Status
Academic Affairs	International Student and Scholar Services	Improve Essential Processes	Process	5/17/12	9/15/12	In Progress

Admin & Finance Foundation Relationships/Transactions Updated or Formal Written

