INTERNAL CONTROL QUESTIONNAIRE
OFFICE OF INTERNAL AUDIT
UNIVERSITY OF THE VIRGIN ISLANDS

Cabinet Member or Representative responsible for completing this form:

INSTRUCTIONS FOR COMPLETING THIS FORM:
Answer each question by placing an X in the either the Yes, No, Not Sure, or Not Applicable (N/A) column. Provide comments as you deem necessary.

Question	YES	NO	Not Sure	N/A	COMMENTS
BACKGROUND					
1. Does the department have an overall mission?					
2. Has a risk assessment been performed recently for the department?					
3. Does the department have a current organization chart?					
4. Does the department have a written policies and procedures manual?					
5. Are the department's organizational structure and lines of authority clearly understood by employees?					
6. Are employee job descriptions, desk procedures, and other internal operating procedures current?					
7. Has the department undergone other audits/reviews (external, federal and/or local inspector general) in the past 3 years?					
8. Does management demonstrate the importance of integrity and ethical values, including the President's seven management values?					
9. Does the department have the time, tools, and resources to effectively accomplish its mission and objectives?					
10. Are there any special issues or areas of concern to which the department feels the Office of Internal Audit should be aware of or devote additional time?					
BUDGETING, ACCOUNTING, AND FINANCIAL REPORTING					
Training					
11. Does your department have a staff member who is properly trained in the use of the Banner system, including the chart of accounts?					

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Question	YES	NO	Not Sure	N/A	COMMENTS
12. Does your department have a staff member who is properly trained in the use of systems reports and reporting tools available in the Banner system?					
Reconciliations					
13. Are department ledgers reviewed and reconciled to supporting documentation at least monthly?					
14. Are month end financial reports in Banner reviewed and verified for accuracy on a monthly basis?					
15. Is the staff that performs the reconciliation separate from the staff that initiates and finalizes transactions?					
16. Are reconciling differences, negative balances, and/or unsupported transactions investigated and corrected timely?					
17. Does higher level management review the reconciled ledgers and appropriate supporting records and provide documentation of this review?					
Funds Management					
18. Are funds for large purchases, travel, etc., encumbered and set aside to ensure that funds will be available when payment is due?					
19. Are financial reports that compare budgets to actual financial activity generated and reviewed by appropriate management?					
20. If fund or cost account deficits are anticipated, are appropriate levels of management notified timely and appropriate corrective action taken?					
COLLECTIONS, DEPOSITS, CASH FUNDS, AND PCARDS					
Collections and Deposits					
21. Are employees responsible for cash handling and deposits provided with a manual or set of standard operating procedures?					
22. Are the collection and deposit preparation functions segregated from the accounting functions?					
23. Are receipts issued or mail logs receipts recorded immediately for all forms of collections received and at the earliest point of collection?					

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Question	YES	NO	Not Sure	N/A	COMMENTS
24. Are cash register tapes or receipts issued each time a collection (including cash, checks, and credit card transactions) is received over the counter?					
25. Are pre-numbered receipts and cash register readings independently controlled, accounted for, and compared to validated deposit documentation by an individual with no cash handling responsibilities?					
26. Are all copies of voided receipt forms and cash register voids retained and accounted for and/or approved and documented?					
27. Are all checks required to be made payable to the University of the Virgin Islands?					
28. Are checks required to be restrictively endorsed "For Deposit Only" upon receipt?					
29. Are cash drawers or cash boxes secured when the cash custodian leaves his/her workstation?					
30. Are deposits made daily?					
31. Are funds not deposited daily physically stored in a safe or other secure device?					
32. Does someone prepare the deposit other than the person collecting and recording receipts?					
33. Are collections deposited intact (i.e. no expenditures made from collections)?					
34. Are receipts and deposits reconciled at least monthly with departmental ledgers?					
35. Are duties related to accounts receivable delegated so that no one individual can collect funds, update receivable records, and reconcile accounts receivable records?					
36. Are accounts receivable billings issued at least monthly, or on some other, consistent, periodic basis?					
37. Are accounts receivable aged regularly?					
38. Does the University have a policy to write off delinquent accounts?					
Petty Cash					
39. Does the department have a petty cash fund?					

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Question	YES	NO	Not Sure	N/A	COMMENTS
40. Is there a designated petty cash custodian?					
41. Are receipts required for each petty cash expenditure?					
42. Are employees prohibited from making loans and cashing personal checks from the petty cash fund?					
43. Are periodic reconciliations of the petty cash fund conducted by someone other than the fund custodian?					
PCards					
44. Has the department issued PCards to any of its employees?					
45. Does a manager or other designated employee review PCard transactions on a periodic basis to ensure that expenditures are for authorized University purposes?					
46. Is there a specific documentation retention requirement for employees to maintain PCard receipt transactions?					
47. Are cases of suspected fraud, waste, and abuse regarding cash collections, petty cash, and PCard transactions brought to the attention of a manager or the Office of Internal Audit?					
ASSET MANAGEMENT					
48. Are department custodians provided with a property manual or operating procedure to effectively conduct their duties?					
49. Are property items over a certain dollar threshold appropriately tagged?					
50. Is the use of property off-campus properly accounted for?					
51. Is off-campus property included in the annual inventory?					
52. Are all work areas and storerooms appropriately secured to deter unauthorized entry?					
53. Are "attractive" items such as laptops, projectors, tools, and cameras kept in a secure location when not being used?					
54. When equipment is moved from one location to another within the department, are asset management personnel notified?					

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Question	YES	NO	Not Sure	N/A	COMMENTS
55. When equipment is transferred from one department to another, are asset management personnel notified?					
56. Are adequate procedures in place to facilitate the annual inventory, including procedures to resolve discrepancies in a timely manner?					
57. Is stolen or missing property timely reported to campus security or the Office of Internal Audit?					
58. Are vehicle use records maintained for the use of University owned or leased vehicles?					
59. Is vehicle use limited to personnel with valid driver's licenses?					
60. Are only appropriate employees allocated keys to the office and building?					
61. Is the building secure and after hours access limited to appropriate employees?					
PAYROLL					
62. Are employees responsible for payroll provided with a manual or operating procedure?					
63. Have employees charged with payroll and distribution responsibilities been appropriately trained?					
64. Are time and labor entries approved by the dean, director, unit head, or other manager who has supervisory responsibilities for the person whose time is being approved?					
65. Does the department track and maintain adequate records of employees' vacation time and sick leave?					
66. Have procedures been implemented to ensure that overtime and compensatory hours worked are appropriate and approved in advance by an employee's supervisor?					
67. For employees required to maintain time cards for time worked, do the time records reflect the actual hours worked rather than the hours scheduled to work?					
HUMAN RESOURCES MANAGEMENT					
68. Are hiring practices reflective of the University's non-discrimination policy?					

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Question	YES	NO	Not Sure	N/A	COMMENTS
69. Are the education and past working experience of new employees verified and documented?					
70. Are criminal background checks conducted for new employees?					
71. Is the Employee Eligibility Verification (Form I-9) processed within 3 days of the hire date for a new employee?					
72. Do employees complete sexual harassment and/or ethics training on an annual basis?					
73. Are personnel records maintained in accordance with retention schedules and access to confidential records limited to those with "need to know"?					
74. Have managers been properly trained on the Family and Medical Leave Act (FMLA)?					
75. Are procedures in place to ensure awareness and compliance with the University's policy on Conflict of Interest and Disclosure?					
76. Are procedures in place to ensure awareness and compliance with the policy on Use of University Property?					
77. Are terminations of employee appointments that separate from the University timely processed?					
PURCHASING AND DISBURSEMENTS					
78. Are employees responsible for requisition/purchasing, vendor payments, and travel familiar with University policy on these matters?					
79. Are the duties for initiating requisitions, receiving purchased items, processing of invoices for payment, and reconciliation of the department ledger separated between 2 or more employees.					
80. Does the department ensure that the best combination of quality, total price, and delivery are evaluated when acquiring goods and services?					
81. Are purchase requisitions initiated and approved by employees specifically authorized to perform this task?					
82. Are vendor invoices timely processed?					
83. Do invoices receive appropriate supervisory approval before payment?					
84. Are appropriate discounts being taken?					

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85. Are returned purchases controlled in a manner to ensure that the department receives the credit or refund it is due?					
86. Are vendor invoices and travel reimbursements controlled in such a manner to prevent duplicate payment?					
87. Are travel/business authorizations pre-approved?					
88. Are travel/business expenses documented in accordance with University policy?					
INFORMATION TECHNOLOGY					
89. Is the department's computer equipment secured to prevent theft?					
90. Is access to the computer system limited to authorized individuals?					
91. Are backups of operating systems, critical data, and key software programs made on a regular basis and stored at an off-site location?					
92. Are all copies of software used by the department appropriately licensed?					
93. Are virus protection programs used?					
94. In case of an emergency, does a contingency plan exist that would guide the department on how to continue operations?					
95. Are procedures in place to ensure awareness and compliance with the use of computers solely to conduct official University business?					
96. Is access to sensitive and/or confidential electronic information restricted to authorized users?					
97. Do any department users have the authority to modify user authorization to access sensitive and/or confidential electronic information?					
98. Are documented procedures in place to remove access to all production systems when an employee terminates from the University?					