

California State University, San Bernardino

5500 University Parkway
San Bernardino, CA 92407

MEMORANDUM

DATE: November 16, 2016

TO: Laura Sickelsteel, Manager, Printing Services

FROM: Mike Zachary, Internal Auditor

SUBJECT: Internal Audit of Cash Management Controls
Printing Services, Duplicating Center

OBJECTIVE:

The audit objective was to ascertain the effectiveness of existing policies and procedures related to the cashiering activity at your location and to determine the adequacy of internal controls that ensure compliance with relevant governmental regulations, Trustee policy, Office of the Chancellor directives, state regulations, and campus policies and procedures.

BACKGROUND:

Cashiering audits involve the assessment of the adequacy of the systems of internal accounting and administrative control surrounding cash receipts, cash handling, change funds, and purchase funds at the main and satellite cashiering facilities.

Satellite cashiering includes the collection of cash and cash equivalents at campus and off-site locations other than the main cashier. Some of these locations conduct specific cash-handling operations for the campus, while others operate as change funds and petty cash funds. Typical responsibilities at these locations may include collections in the form of checks, credit cards, debit cards, and currency. The Printing Services Duplicating Center cash handling function has been classified as a satellite cashiering location and is monitored as such.

SCOPE AND METHODOLOGY:

The scope of audit includes a review of selected business unit cashiering procedures; cash receipts processes, change and purchase funds, and the overall accountability for cash in accordance with existing Trustee policy, system-wide directives, state regulations, and campus policies and procedures for controlling cash receipts; accountability for cash; security for personnel and funds; timely deposits; and accurate recordkeeping.

RESULTS OF AUDIT:

On November 7, 2016 we conducted an internal audit of cash management internal controls for the Printing Services Duplicating Center. This internal audit is intended to assist in the implementation of campus self-monitoring responsibilities, and to prepare for future main and satellite cashiering audits from the chancellor’s office.

Printing Services provides campus departments with specific print jobs that are reimbursed through chargebacks, and it also provides students, faculty and staff with tailored printing services that are paid for directly by cash or check. Our review was focused on the cash collections and cash handling procedures, with a lesser focus on the campus department chargebacks.

We congratulate the Printing Services Duplicating Center, as there were no reportable findings or recommendations related to cash handling, accounting for cash, internal controls, or the safety and security of personnel and funds.

SAFETY AND SECURITY FOR PERSONNEL AND FUNDS

Overall, we believe that the safety and security for personnel and funds appeared to be reasonable, and in compliance with ICSUAM 3102.04, based the internal controls in place, as well as the magnitude of dollar amounts handled, and no exceptions were noted during our review.

AUDIT FOLLOW-UP AND CLOSURE:

We consider this audit closed. The normal audit cycle dictates that another such audit will be performed in about two years.

If you have any questions or concerns, please contact me at 909-537-3430.

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| cc: President Tomas Morales | Deletta Anderson | Michael Guillory |
| Doug Freer | Marilyn Lymuel | Anabel Escamilla |
| M. Monir Ahmed | Claudia Campos | |
| Jody Van Leuven | | |