

To: Mr. Gerard Long, PhD, MBA, CPA
Associate Vice President for Business Affairs

From: Mr. John Lazarine, CIA, CISA, CRISC
Chief Audit Executive Internal Audit & Consulting Services

Date: October 29, 2021

Subject: Sub-Certification Process and Monitoring of Key Controls (22-05)

Internal Audit and Consulting Services (Audit) has reviewed the Sub-Certification Process and Monitoring of Key Controls at The University of Texas Health San Antonio (UT Health) for the fiscal year (FY) ended August 31, 2021. This audit was performed to ensure compliance to the University of Texas System Policy on the Annual Financial Report (UTS 142.1).

This audit was conducted in conformance with the Institute of Internal Auditor's *International Standards for the Professional Practice of Internal Auditing*.

Objective and Scope

The primary objectives of the audit were to ascertain compliance with the Institutional Account Reconciliation and Segregations of Duties Monitoring Plan (Monitoring Plan) and determine whether sub-certifications were completed by departmental account Executive Committee members on a timely basis.

The scope included the period of September 1, 2020, through August 31, 2021.

Results

Monitoring Plan - Account Reconciliations and Segregation of Duties

The Monitoring Plan outlines UT Health's risk-based process for ensuring that accounts at the Institution were reconciled on a routine basis throughout the fiscal year. In addition, it includes the process for ensuring that appropriate segregation of duties among transaction processing, approval and reconciliation responsibilities. Audit reviewed these processes noting that the Monitoring Plan is operating as intended.

Sub-Certification

The Monitoring Plan denotes that each Dean and Vice President will complete, sign and submit a Sub-Certification annually to the Chief Financial Officer, attesting that all accounts under their responsibility have been reconciled. Audit downloaded a listing of all departments from PeopleSoft and their assigned Executive Committee member. This listing was used to validate the sub-certifications received from Business Affairs. Audit notes 100% of required sub-certifications were received and considered complete.

Conclusion

In general, the internal controls surrounding the execution of the Institutional Monitoring Plan and the sub-certification process were in place and operating as intended to ensure compliance with policy UTS 142.1.

Distribution:

William L. Henrich, M.D., MACP President UT Health Science Center San Antonio
Andrea Marks, Senior Executive Vice President and Chief Operating Officer
Ginny Gomez-Leon, Vice President and Chief Financial Officer

External Audit Committee Members:

Randy Cain
Ed Garza
Carol Severyn