Departmental Change in Management Audits Fiscal Year 2012

November 2012

The University of Texas at Austin
Office of Internal Audits
UTA 2.302
471-7117
The University of Texas at Austin
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This report has been distributed to Internal Audit Committee members, the Legislative
Budget Board, the State Auditor’s Office, the Sunset Advisory Commission, the
Governor’s Office of Budget and Planning, and The University of Texas System Audit
Office for distribution to the Audit, Compliance, and Management Review Committee of
the Board of Regents.

Departmental Change in Management Audits
Project Number 779.12
November 27, 2012

President William C. Powers, Jr.
The University of Texas at Austin
Office of the President
P.O. Box T
Austin, Texas 78713

Dear President Powers,

We are in the process of completing the Change in Management Audit. Our scope included 16 units selected based on a risk assessment and changes in departmental management as part of our Fiscal Year 2012 Audit Plan. Our audit process included surveying department heads by questionnaire, interviewing management and staff in each unit, reviewing electronic office structures, and transaction testing.

Eight reports have been issued thus far. Due to the individual nature of each review, we have attached the following reports for your information:

4620-000 Texas Student Media
2631-000 Center for Information Assurance and Security
3550-000 Professional Development Center
0055-000 Dell Pediatric Research Institute
3900-000 Tarlton Law Library
6130-000 University of Texas Press
4035-000 University of Texas Elementary School
5010-000 University Development Office

We appreciated the cooperation and assistance of all University personnel involved in this review and hope that the information presented herein is beneficial.

Sincerely,

Michael W. Vandervort, CPA
Director

cc: Internal Audit Committee Members
MEMORANDUM

To: Dr. Bruce W. Porter, Department Chair  
   Department of Computer Sciences

From: Mr. Michael W. Vandervort, CPA  
       Director

Subject: Final Report – Change in Management Audit, Fiscal Year 2012  
        Unit #2631-000: Center for Information Assurance and Security (CIAS)

Date: September 7, 2012

We have completed our audit of your compliance with and awareness of certain  
University of Texas at Austin (UT Austin) policies and procedures.

We reviewed internal controls in the following areas:

- Electronic Office Structure
- General Departmental Information/Organization/Activities
- Account Reconciliation
- Outside Employment/Conflict of Interest
- Cash and Cash Equivalent Handling
- Inventory
- Purchasing Activities
- Travel Expenditures
- Entertainment and Official Occasion Expenditures
- Time Reporting

We performed the following procedures to complete this audit:

- Reviewed your electronic office structure;
- Tested account reconciliations, entertainment and official occasion transactions,  
  inventory completion, and employees’ appointment statuses;
- Surveyed via questionnaire to ascertain your reported strength in internal controls  
  and compliance with UT Austin rules; and
- Clarified follow-up issues with you and your staff.

This audit was conducted in accordance with the International Standards for the  
Professional Practice of Internal Auditing and with Government Auditing Standards.

Based on the above procedures, CIAS appears to have strong controls in all areas  
reviewed. No recommendations were necessary.
Because the information technology (IT) resources for CIAS are supported by the Department of Computer Sciences within the College of Natural Sciences, any future audit of the Department of Computer Sciences will include a review of the IT resources within CIAS.

Attached you will find a Change in Management Report Card, which is based on our understanding of the controls in place in your unit at the time of our review.

We appreciate the assistance and cooperation of you and your staff in this audit and hope that the information presented herein is beneficial. If you have any questions, please contact Brenda Guerrero at 471-9256 or via email brenda.guerrero@austin.utexas.edu.

MWV: bmg

Attachment

cc: Dr. Steven W. Leslie, Executive Vice President and Provost
    Dr. Charles A. Roeckle, Deputy to the President
<table>
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<tr>
<th>Areas Reviewed</th>
<th>Reasonable to Strong Controls in Place</th>
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¹ A weakness that significantly impacts the UT Austin's operations or finances