

THE UNIVERSITY OF TEXAS AT ELPASO



Office of Auditing and
Consulting Services

DATE: September 18, 2012

TO: Anthony Turrietta
Associate Vice President for Business Affairs/Comptroller

FROM: William A. Peters *William A. Peters*
Director, Auditing and Consulting Services

SUBJECT: 2012 Fiscal Year End Cash Counts

The Office of Auditing and Consulting Services has completed a limited scope review of the cash change fund account balances recorded in BIS at year end. The objective of the year-end change fund review is to verify the existence and accuracy of the authorized change funds. We have concluded that the change fund account balances in BIS accurately reflect actual cash counted; however we noted variances and have provided additional information for your consideration. We have summarized our cash counts in the following table:

Department	Date of Cash Count	Amount Authorized as of August, 2012	Amount Verified	Variance	Notes
Library	8/10/2012	\$600.00	\$600.00	\$0.00	
Payroll Office - Financial Services	8/9/2012	\$400.00	\$400.00	\$0.00	
Student Assessment & Testing	8/23/2012	\$75.00	\$75.00	\$0.00	
Copy Center - Coin Op Mach	8/31/2012	Closed	Closed		A
Copy Center - Library	7/2/2012	Closed	Closed		B
Recreational Sports	10/13/2011	Closed	Closed		C
Print Shop	7/2/2012	Closed	Closed		D
Museum	8/17/2012	\$50.00	\$50.00	\$0.00	
Professional & Public Programs	8/13/2012	\$450.00	\$450.00	\$0.00	
Union Recreation Room	8/21/2012	\$550.00	\$550.00	\$0.00	
Ticket Center	8/16/2012	\$20,000.00	\$19,999.99	(\$0.01)	E
Texas Western Press	8/22/2012	\$25.00	\$25.48	\$0.48	E
Housing System - Miner Village	8/15/2012	\$1,000.00	\$1,000.00	\$0.00	
Housing System - Miner Heights	8/15/2012	\$500.00	\$501.25	\$1.25	E
Intercollegiate Athletics	8/27/2012	\$250.00	\$250.00	\$0.00	
University Counseling Center	8/20/2012	\$50.00	\$50.00	\$0.00	
Student Business Services - BURSAR	8/14/2012	\$30,154.68	\$48,504.45	\$18,349.77	F
University Dinner Theater	8/27/2012	\$100.00	\$100.00	\$0.00	
Student Health Services	8/9/2012	\$100.00	\$50.00	(\$50.00)	G
Total Change Funds		\$31,154.68	\$48,654.45	\$17,499.77	
Postal Meter Reading #008000701	7/2/2012		\$3,717.07		H
Postal Meter Reading #008001056	7/2/2012		\$938.56		H
Pitney Bowes	7/2/2012		\$10,287.16		H

Administration Bldg
Fourth Floor
El Paso, Texas
79968-0586
(915) 747-5191
Fax (915) 747-8913

The following notes are presented to explain the variances noted during the cash count verifications:

Note A: This account was designated as start-up funds as part of a contract for the rental of ten coin operated copy and change machines located throughout campus. The university has subsequently subcontracted the copy/change machine campus operations to RICOH, a service provider subcontractor. As per Tony Romero, Auxiliary Support Business Manager, this account was closed out as of August 31, 2012 and RICOH was billed for the account balance amount of \$340.

Note B: The Library Copy Center cash account has been closed per request from Dr. Victor Pacheco, Assistant Vice President of Business Affairs. The account balance \$1,550 was verified in DEFINE as of July 2, 2012 at the time of the scheduled cash count of the funds. Print Shop staff counted the cash \$1,550, and placed it in a deposit bag for pick up by Campus Police. The cash count and deposit pick up was observed by the General Accounting and the Auditing and Consulting Services staff on July 2, 2012.

Note C: The Recreational Sports account has been closed as of October 13, 2011 with voucher J340879 and verified in DEFINE.

Note D: The Print Shop cash account has been closed per request from Dr. Victor Pacheco, Assistant Vice President of Business Affairs. The account balance \$150 was verified in DEFINE as of July 2, 2012 at the time of the scheduled cash count of the funds. Print Shop staff counted the cash \$150, and placed it in a deposit bag for pickup by Campus Police. The cash count and deposit pick up was observed by the General Accounting and the Auditing and Consulting Services staff on July 2, 2012.

Note E: Cash Count variances were identified for the following accounts.

Ticket Center	(0.01)
Texas Western Press	0.48
Housing System – Miner Heights	1.25

These differences were considered immaterial; therefore, no further inquiries were conducted.

Note F: During the reconciling of Student Business Services (SBS) account balance with the cash count, we identified pending SBS vouchers totaling \$18,349.77 and a journal entry. The journal entry Y2VJB999942 was a balance forward test performed by Financial Services. According to SBS Cashiers' Supervisor Tony Rincon, he was not told of the balance forward test and mistakenly assumed it as a reconciling item. We recommend that any future balance forward testing performed by Financial Services should be communicated to SBS in a timely manner so that they are aware of the entry for proper reconciliation of the account.

Note G: Student Health Center Business Manager, David Porras, explained that \$50 of the change fund was erroneously included in their regular deposit and provided supporting documents. As this deposit occurred in September 2011, SHC is considering reducing the change fund to \$50.

Note H: The UTEP Mail Room postage metering system and Pitney Bowes postage account were closed out as of July 2, 2012 due to mail service operations were subcontracted. Per Tony Romero, Auxiliary Support Business Manager, the postage account balance of \$10,287.16 and postage meter balances totaling \$4,655.63 were billed to RICOH, the subcontractor awarded the contract for mail service operations on campus.

If you have any questions, please feel free to contact our office at 747-5191. Thank you for allowing us to assist you in this matter.

cc: Ms. Cynthia Villa, Vice President for Business Affairs
Ms. Laura Gutierrez, Manager, Financial Services