

Joint Admission Medical Program (JAMP) Internal Audit Report

Project # 2014-42

October 7, 2013

Reviewed by:

Or. Ricardo Romo President

Background

The Joint Admission Medical Program (JAMP) is a special program created by the Texas Legislature to support and encourage highly qualified, economically disadvantaged Texas resident students pursuing a medical education. At The University of Texas at San Antonio (UTSA), Dr. Vince serves as the JAMP Faculty Director and was provided \$15,563 in FY 2013 for the program.

Objective and Scope

The audit objective is to provide assurance that UTSA complies with the JAMP Expenditure Guidelines and the JAMP Agreement requirements. The audit included a review of the financial activity for the period of September 1, 2012 through August 31, 2013. See attached FY 2013 expenditure report for details. This audit is required on a rotational basis by the JAMP Council Agreement.

Conclusion

Based on the procedures performed, internal controls appear to be operating satisfactorily and the UTSA JAMP program complies with the JAMP Expenditure Guidelines. As outlined in the JAMP Faculty Director Responsibilities, the JAMP Faculty Director should convene a committee to oversee all aspects of the program and to obtain academic and administrative guidance relevant to the administration of the program; however, a committee has not met since 2008.

Recommendation:	Convene the committee to oversee all aspects of the Joint
	Admission Medical Program (JAMP).
Management's	I fully agree that convening an advisory committee can serve to
Response:	benefit UTSA prospective & continuing JAMP students.
Responsible	
Person:	Dr. Alan Vince, JAMP Faculty Director
Implementation	May 31, 2014.
Date:	

This engagement was conducted in accordance with The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.

J. Richard Dawson
Executive Director, Audit,

Compliance and Risk Services

Paul T∲ler Director, Auditing and

Consulting Services

Jaime Fernandez Internal Auditor II

cc: Dr. Lawrence Williams, Vice Provost and Dean for Undergraduate Studies UT San Antonio

Dr. Alan Vince, JAMP Faculty Director UT San Antonio

Stacy Williams, Post Award Liaison/Audit – OSPA UT San Antonio

Jennifer Silver, RSC Director, OPSA-COLFA-COB-Honors Research Service Center UT San Antonio

Paul Hermesmeyer, Assistant Director UT System

Dr. Scott Wright, Executive Director UT System

Joint Admission Medical Program FY 2013 Expenditure Report - Undergraduate Institutions

Institution The University of Texas at San Antonio	Date	8/31/2013
Income		
FY 2013 Distribution		\$15,653.0
	Total	\$15,653.0
Expenses		
Salaries - Professional/Administrative		\$9,992.7
Salaries - Faculty	mys spite as	
Salaries - Classified		
Wages – Students		
Other Personnel Costs/Contract Services*		
Fringe Benefits		\$2,902.0
Maintenance and Operation	3304	\$2,095.3
Equipment Purchases ¹		
Capital Purchases ²		
Travel ³		
Other (must specify) ⁴ *		
	Total Expenses for FY	\$14,990.1
	2013 Unspent Balance	\$662.9

Additional information required: A copy of your institution's monthly statement of account for JAMP funds, as of August 31, 2013 must be provided with this report.

Unspent FY13 Funds: Any funds that have been encumbered under the FY09-15 Agreement should be expended no later than September 30, 2013. All remaining funds must be returned no later than October 31, 2013

Certification: By signing this document, I certify, to the best of my knowledge and belief, that this report is correct and that all outlays and unliquidated obligations are for the purpose set forth in the Agreement executed with the JAMP Council.

Signature Required	9-21-13
Signature Required	Date
Carol Hollingsworth	Director, Grants
Print Name	Title
carol.hollingsworth@utsa.edu	210-458-6377
Email address	Telephone Number

The signature required must be the institution's officer responsible for accountability of JAMP funds. This may be a vice president, controller, director or manager of contract and grants, or other business officer directly responsible for funds.

¹ JAMP requires a list of all equipment purchases with a value of \$250 or higher.

² JAMP defines capital expenditures as items of physical improvement, i.e. classroom, resource room, labs.

Travel using JAMP funds must be conducted using the conducted using JAMP funds.

4 the category "Other" is to be used when no other category applies. Information must be provided to identify expenditure(s).

A detailed explanation of expenditures is required for funds listed in this category.