Audit Report
Distributed Revenue/Cash Collections Audit
March 2022
Summary & Background – Distributed Revenue/Cash Collections

Summary
We completed an audit of Distributed Revenue/Cash Collections and Controls at The University of Texas at Arlington (UTA). Overall, we determined that cash handling processes were operating in accordance with UTA procedures by reviewing sampled departments as identified on page 3 of this report.

There were no reportable global issues identified in this engagement. Other less significant opportunities were communicated to management separately.

We appreciate the courtesy and cooperation received from Accounting Services and the cash custodians among the various departments as identified in this report.

Background
UTA has 43 accounts identified as working funds with balances ranging from $25 to $75,000 (the latter being the Bursar's Office/Office of Student Accounts). Funding sources include General, Designated, Auxiliary and Restricted, with total fund balances of $75,200, $17,805, $8,725 and $8,475 respectively -- resulting in a grand total of $110,205. The funds are designated as either change funds (a set amount of money used by a department to make change for customers who purchase goods or services), petty cash funds (a small amount of funds kept on hand to pay for minor or incidental expenses), or funds used to pay Research Participants.
Audit Objective
The objective of the audit was to determine whether cash handling processes are operating in accordance with UTA procedures BF-AS-PR10, Working Fund, and BF-AS-PR14, Cash and Check Handling.

Audit Scope and Methodology
The scope of the audit focused on a sample size of 8 funds (comprised of 7 departments as indicated below) which totaled $93,500 – or 85% of total working funds. The selections made were to ensure at least one fund per funding source was reviewed.

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar Services/Student Accounts</td>
<td>$75,000</td>
</tr>
<tr>
<td>Information Systems and Operations Management</td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Housing/Apartment &amp; Residence Life</td>
<td>$4,500</td>
</tr>
<tr>
<td>UTA Box Office</td>
<td>$3,000</td>
</tr>
<tr>
<td>Mail Services/Post Office</td>
<td>$2,000</td>
</tr>
<tr>
<td>Physics/Planetarium</td>
<td>$1,500</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>$500</td>
</tr>
</tbody>
</table>

Audit methodology included conducting extensive interviews with the cash custodians and management of each account to evaluate (1) his/her awareness of cash handling processes and procedures, and (2) compliance with UTA’s cash handling procedures. Onsite, physical reviews of the controls the custodian has in place to secure and manage cash were examined and evaluated. Cash balance verifications were performed.

Our examination was conducted in accordance with guidelines set forth in the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing.
Distribution – Distributed Revenue/Cash Collections

To: Teik Lim  
    President ad interim, UTA  
    Randal Rose  
    Audit Committee Chairman

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John Davidson  
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