### Stephen F. Austin State University

### Joint Admission Medical Program (JAMP) Audit

Fiscal Years 2022 and 2023

Audit Report 24-204



### **Department of Audit Services**

Jane Ann Bridges, CPA, CIA, CFE, Chief Audit Executive
Box 6121, SFA Station
Nacogdoches, Texas 75962
Phone 936-468-5204
Email bridgesja1@sfasu.edu

### **EXECUTIVE SUMMARY**

The Department of Audit Services has completed an audit of the Joint Admission Medical Program (JAMP) Grant. The University received \$32,826 and \$31,227 in JAMP funding in fiscal years 2022 and 2023, respectively. A breakdown of JAMP funding is reflected in *Background*.

### **AUDIT OBJECTIVE**

The audit objective was to gain assurance that the University's JAMP expenditures were appropriate and in compliance with the JAMP Grant Agreement and the JAMP Expenditure Guidelines.

### SCOPE

The audit scope included JAMP expenditures for fiscal years 2022 and 2023.

#### SUMMARY OF AUDIT RESULTS

We gained assurance that the University's JAMP expenditures were appropriate and in compliance with the JAMP Grant Agreement and the JAMP Expenditure Guidelines.

#### **ACKNOWLEDGMENTS**

We appreciate the assistance provided to us during our audit by the Pre-Health Professions Office, the Office of Financial Reporting, and the Office of Research and Sponsored Programs.

Jane Ann Bridges, CPA, CIA, CFE

11/20/21/23

**Chief Audit Executive** 

Stephen F. Austin State University

### **DETAILS OF AUDIT**

### **BACKGROUND**

JAMP was created during the 77<sup>th</sup> Texas Legislature to minimize challenges for highly qualified but economically disadvantaged Texas resident students by providing them the financial support and mentoring needed to be successful.

The University contracts with the JAMP Council to receive funding. The funds may be used as follows:

- Direct support of academic enrichment of JAMP participants.
- Implementing and expanding the school's academic programs to provide JAMP participants sufficient preparation for enrollment in participating medical schools.
- Recruitment of JAMP applicants.

The University with the assistance of the JAMP Council sponsored its 15th consecutive premedical camp in the summer of 2023 with the JAMP Special Funding. The University's Pre-Health Professions Program Office coordinates JAMP activities and oversees the use of JAMP funds. The agreement with the JAMP Council requires the University to have a committee to oversee the JAMP program. The University received JAMP funding as follows:

Fiscal Year	JAMP Funding	JAMP Special Funding	Total
2022	\$12,826	\$20,000	\$32,826
2023	\$12,747	\$18,480	\$31,227

Expenditure reports reflecting the use of JAMP funding are provided in Appendix 1.

### AUDIT OBJECTIVE, SCOPE, AND METHODOLOGY

The audit objective was to gain assurance that the University's JAMP expenditures were appropriate and in compliance with the JAMP Grant Agreement and the JAMP Expenditure Guidelines. The audit scope included JAMP expenditures for fiscal years 2022 and 2023.

We performed our audit in accordance with the *International Standards for the Professional Practice of Internal Auditing* and *Generally Accepted Government Auditing Standards* (GAGAS). The standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.

The audit methodology consisted of performing a risk assessment; reviewing applicable policies, procedures, laws, and best practices; assessing internal controls; analyzing and testing transactions; interviewing appropriate personnel; reviewing reports, information, and

## STEPHEN F. AUSTIN STATE UNIVERSITY DEPARTMENT OF AUDIT SERVICES 24-204 JOINT ADMISSION MEDICAL PROGRAM (JAMP) AUDIT

documentation; evaluating opportunities for fraud to occur; and performing other procedures as deemed necessary.

### The audit criteria included:

- · University policies and procedures;
- JAMP Grant Agreement;
- JAMP Expenditure Guidelines;
- Other sound education grant best guidelines and practices.

## APPENDIX 1 – JAMP EXPENDITURE REPORTS Fiscal Year 2022

	e 8/31/	22
Income		
FY 2022 Distribution	- 1 T	\$12,826.00
	l'otal	\$12,828.00
Expenses Salaries – Professional/Administrative		
Salaries – Prosessional Administrative Salaries – Faculty		
Salaries - Pacotty Salaries - Classified		
Wages - Students		\$7,104.80
Other Personnel Costs/Contract Services®		
Fringe Benefits	_	\$142.H
Maintenance and Operation		84,744.84
Equipment Purchases		
Capital Purchases <sup>2</sup>		The state of the s
Travel		\$813.6
Other (must specify)40	TEST TIPE	
Additional Information required: A copy of your institution's monthly statement ( for JAMP funds, as of August 31, 2022 must be provided with this report. Unspent FY21 Funds: Any funds that have been encumbered under the FY20-23 Agree no later than September 30, 2022. All remaining funds must be returned no later tha	ment should n October 31	, 2021.
Certification: By signing this document, I certify, to the best of my knowledge an and that all outlays and unliquidated obligations are for the purpose set forth in JAMP Council.	the Agreem	ent executed with th
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## APPENDIX 1 – JAMP EXPENDITURE REPORTS Fiscal Year 2022 JAMP CAMP

## Joint Admission Medical Program

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Substitute   Sub			\$ 107.2		
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### APPENDIX 1 - JAMP EXPENDITURE REPORTS Fiscal Year 2023

#### Joint Admission Medical Program FY 2023 Expenditure Report **Undergraduate Institutions**

Institution Stephen F. Austin State University 8/31/23 Date Income \$12.747.CO FY 2023 Distribution Total \$12,747.00 Expenses Salaries - Professional/Administrative Salaries - Faculty Salaries - Classified 55,125 51 Wages - Students Other Personnel Costs/Contract Services\* Fringe Benefits \$102.52 \$3,685.28 Maintenance and Operation **Equipment Purchases** Capital Purchases \$1,837,41 Travel<sup>3</sup> Other (must specify) 1. **Total Expenses for FY2023** \$10,750.72 \$ 1,996.28 Unspent Balance The expenditure report for FY 2023 is due no later than October 31, 2023

- A copy of your institution's monthly statement of accounts for IAMP funds as of August 31, 2023, must be provided with this report.
- At funds encumbered under the agreement must be expended before September 30, 2023
- . All unspent funds must be returned. Once we receive your expenditure report, we will send you an invoice with ACH or wire instruttions to return all unspent funds.

Consideration: By signing this document, I sertify, to the Dest of my knowledge and belief, that this report is correct and that all outlays and unfigurated obligations are for the purpose set forth in the Agreement executed with the JABAN Council

9/28/23 Signature Required Assoc, Dir. Financial Reporting Steffany Newsome Print Name Title

newsomess@sfasu.edu 936-468-2744

Telephone Number Email address

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

<sup>1</sup> IAMP requires a list of all equipment purchases with a value of \$750 or higher.
1 IAMP defines capital expenditures as stemn of physical improvements, i.e. classicism, resource room, lists.
1 Travel related expenditures should be for the enhancement of the program and be societed by IAMP participants and or program. factigators. No IASS funds may be used for our of state ties of with the exception of the regional and national Advisors for the Health

Professions meeting:
4 The sategory "Other" is to be used when no other category applies. Information must be provided in steritify expenditure [st

<sup>\*</sup> A detailed explanation of expenditures is required for funds listed in this category

### <u>APPENDIX 1 – JAMP EXPENDITURE REPORTS</u> Fiscal Year 2023 JAMP CAMP

# Joint Admission Medical Program FY2023 Expenditure Report Special Projects for Program Initiatives RFA 2022-2023

Stephen F. Austin State University Project Name: JAMP Camp 2023

Income		- Park
FY 2023 Special Projects for Program Initiatives Award		§ 19, \$40.00
Expenses		
Salaries – Professional/Administrative		
Salaries – Faculty		-100 0.000
Salaries - Classified		-1
Wages - Students		10,700.01
Other Personnel Costs/Contract Services*		
Fringe Benefits		3 132 12
Maintenance and Operation		
Food/Meals/Catering		1391911
Materials/Office Supplies/Printing Services		1 717 13
Simulation Center/Gross lab/Clinical Skills		1 2 (2 1 2
Advertising/Promotional/Swag		8 5 427 81
Travel/Transportation		1 1 175 21
Housing		1 4 2 4 5 00
Insurance		3 140 01
Campus Recreation		\$ 301 €1
Books/Study Guides		\$ 254 5.
Other (must specify) s*		
	Total Expenses for FY 2023	£162194
	Unypent Balance	172452

The expenditure report for FY 2023 is due no later than October 31, 2023.

- A copy of your institution's monthly statement of accounts for JAMP funds as of August 31, 2023, must be provided with this report.
- All funds encumbered under the agreement must be expended before September 30, 2023.
- At unspent funds must be returned. Once we receive your expend ture report, we will send you an invoice with ACH or wire instructions to return all unspent funds.

Certification: By signing this document, I certify, to the bost of my knowledge and belief, that this report is correct and that all outlays and enliquidated

Signature Required
Steffany Newsome
Print Name
newsomess@sfasu.edu

Date
Assoc. Dir. Financial Reporting
Title
1936-468-2744

Telephone Number

The signature required must be the Institution's officer responsible for accountability of IAMP funds

This may be a rice president, controller, director or manager of contract and grants, or other Lusiness officer a rectly responsible for funds

after enterory "Other" is to be used when no other category applies. Information must be provided studentify expend ture [s]

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

Email address