



**TEXAS**

The University of Texas at Austin

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# **Joint Admission Medical Program (JAMP)**

*Dell Medical School*

*October 2023*



# Executive Summary

## Joint Admission Medical Program (JAMP) Dell Medical School Project Number: 24.029

### Audit Objective

The objective of this audit was to provide reasonable assurance that The University of Texas at Austin (UT Austin) Dell Medical School (DMS) complies with the JAMP agreement and expenditure guidelines.

### Conclusion

Overall, controls are effective, and DMS complies with the JAMP agreement requirements and expenditure guidelines. There are opportunities for DMS to improve controls over faculty stipends.

### Scope and Methodology

The scope of this review includes fiscal years 2022 and 2023.

In accordance with the agreement between DMS and the JAMP Council, DMS is required to provide an internal audit report on the appropriateness of program expenditures, \$116,370 in FY22 and \$170,659 in FY23. To achieve the audit objective, we adopted the JAMP Suggested Audit Program; reviewed JAMP and UT Austin policies, procedures, and guidelines; conducted interviews with the Department of Medical Education (DME), UT Austin Office of Sponsored Projects (OSP), and DMS Office of Research; and conducted detailed testing of revenues, expenditures, payroll, budgeting, and return of unspent funds.

### Audit Observations<sup>1</sup>

Recommendation	Risk Level	Estimated Implementation Date
Faculty Stipends	Low	N/A

### Engagement Team

Ms. Autumn Gray, CIA, Assistant Director  
Ms. Mary Cam Anderson, Auditor II

<sup>1</sup> Each observation has been ranked according to The University of Texas System Administration (UT System) Audit Risk Ranking guidelines. Please see the last page of the report for ranking definitions.



## Detailed Audit Results

### Observation #1 Faculty Stipends

One faculty member received a \$2,000 overpayment for work completed during the JAMP FY22 summer program because the faculty member’s Sporadic Employment and One Time Payments form was processed twice. Further, DMS did not provide the faculty member a stipend memorandum outlining the performance expectations and proposed payment amount prior to work being performed. As a result, the faculty member did not realize an overpayment occurred, and the reconciliation process did not identify the error. Without effective controls, DMS will not be in compliance with JAMP Council expenditure guidelines, and fewer funds will be available to support the JAMP program and participants.

**Recommendation:** Dell Medical School should work with human resources or payroll to recover the overpayment. Since any unspent funds must be returned to the JAMP Council, once the funds are recovered, DMS should work with the JAMP Council to return the unused funds.

Going forward, DMS should provide a stipend memo to faculty outlining the performance expectations and amount to be paid for those services. At the end of the grant DME should compare the stipend memo to the account transaction detail to ensure the correct stipend amount was paid.

## Conclusion

Overall, controls are effective, and DMS complies with the JAMP agreement requirements and expenditure guidelines. There are opportunities for DMS to improve controls over faculty stipends.

**Table: Controls Assessment**

Audit Objective	Controls Assessment
The objective of this audit was to provide reasonable assurance that DMS complies with the JAMP agreement and expenditure guidelines.	Effective with low-risk opportunities around payment of faculty stipends.

## Methodology

This audit was conducted in conformance with The Institute of Internal Auditors’ *International Standards for the Professional Practice of Internal Auditing*. Additionally, we conducted the audit in accordance with Generally Accepted Government Auditing Standards and meet the independence requirements for internal auditors. Those 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. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions on our audit objectives.

### Criteria

- JAMP Fiscal Year 2020-2023 Agreement
- JAMP Medical School Expenditure Guidelines
- UT Austin Handbook of Business Procedures
  - Part 2. Fund Accounting 2.2.4 Contracts and Grants—26-Accounts
  - Part 4. Fund Transfers 4.2.1 Budget Transfers - FRMS Transfer System Guide

### Observation Risk Ranking

Audit observations are ranked according to the following definitions, consistent with UT System Audit Office guidance.

Risk Level	Definition
Priority	If not addressed immediately, has a high probability to directly impact achievement of a strategic or important operational objective of The University of Texas at Austin (UT Austin) or the UT System as a whole.
High	Considered to have a medium to high probability of adverse effects to UT Austin either as a whole or to a significant college/school/unit level.
Medium	Considered to have a low to medium probability of adverse effects to UT Austin either as a whole or to a college/school/unit level.
Low	Considered to have minimal probability of adverse effects to UT Austin either as a whole or to a college/school/unit level.

In accordance with directives from UT System Board of Regents, Internal Audits will perform follow-up procedures to confirm that audit recommendations have been implemented.

### Report Submission

We appreciate the courtesies and cooperation extended throughout the audit.

Respectfully Submitted,

Sandy Jansen, CIA, CCSA, CRMA, Chief Audit Executive



## **Distribution**

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The University of Texas System Audit Office

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JAMP Council