



Office of Internal Audit

March 29, 2021

Dr. Sandra Woodley, President
The University of Texas Permian Basin
4901 E. University Boulevard
Odessa, Texas 79762

Dear Dr. Woodley:

We have completed our Cash Collection and Deposit Procedures audit as included in the FY 2021 audit plan. We conducted our audit in accordance with guidelines set forth in UTS129, the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*, and *Generally Accepted Government Auditing Standards* (GAGAS) as issued by the Comptroller General of the United States.

The objective of our audit was to perform a limited review of internal controls, and to determine whether UTPB is complying with established policies and procedures regarding cash collection, recording, depositing, reconciling, and proper segregation of duties.

From the results of our limited-scope audit, UT Permian Basin is in overall compliance with established policies and procedures regarding cash collections and deposits.

We wish to express our appreciation to the management and staff of UT Permian Basin for the courtesy and cooperation extended to us during this audit.

Sincerely,

A handwritten signature in black ink that reads "Glenn S. Spencer".

Glenn Spencer, CPA, CGMA
Chief Audit Executive

cc: Cesario Valenzuela, CPA, CFO and Vice President for Business Affairs
Felecia Burns, Director, Office of Accounting

The University of Texas Permian Basin



Cash Collections & Deposit Procedures Audit March 2021

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Executive Summary

We have completed our audit of the cash collection and deposit procedures of the University of Texas Permian Basin (UTPB), as included in the approved Audit Plan for fiscal year 2021.

Risk Level	Findings
	None

OVERALL
CONCLUSION

From the results of our limited-scope audit, UT Permian Basin is in overall compliance with established policies and procedures regarding cash collections and deposits.

Objective

The objective of our audit was to perform a limited review of internal controls, and to determine whether UTPB is complying with established policies and procedures regarding cash collection, recording, depositing, reconciling, and proper segregation of duties.

Scope and Methodology

We reviewed three departments that handle cash. Student Accounts, Institutional Advancement, and Student Life each completed an internal control questionnaire regarding cash/check receipts. A walk-through of the cash handling and deposit procedures was conducted and detailed but limited transaction testing was completed from supporting documentation. Our audit included the following procedures:

- Gained an understanding of the UTPB cash collection and deposit procedures
- Reviewed completed internal control questionnaires regarding cash/check receipts
- Conducted a walk-through of the tested department cash collections and deposit process
- Reviewed supporting documentation for each department and tested sample of transactions from each department

Due to the timing of the audit, our testing did not include cash collections associated with football operations.

We conducted our audit in accordance with guidelines set forth in UTS 129; with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*; and with *Generally Accepted Government Auditing Standards (GAGAS)* as issued by the Comptroller General of the United States.

Risk Ranking Criteria

Risk Level	Definition
PRIORITY	An issue or condition, if not addressed immediately, has a high probability to directly impact achievement of a strategic or important operational objective of UT Permian Basin or UT System as a whole.
HIGH	Risk that is considered to be substantially undesirable and results in a medium to high probability of significant adverse effects to UT Permian Basin either as a whole or at the college/department/unit level.
MEDIUM	Risk that is considered undesirable and has a low to medium probability of adverse effects to UT Permian Basin either as a whole or at the college/department/unit level. Without appropriate controls, the risk will occur some of the time.
LOW	Considered to have minimal probability of adverse effects to the UT institution either as a whole or at the college/ school/unit level. Even with no controls, the exposure to UT Permian Basin will be minimal.

Audit Results

No findings noted.

Conclusion

From the results of our limited-scope audit, UT Permian Basin is in overall compliance with established policies and procedures regarding cash collections and deposits. Due to the timing of the audit, our testing did not include cash collections associated with football operations.