

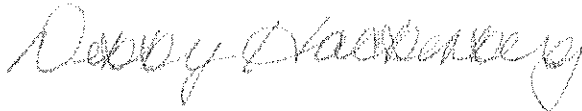
Internal Audit – ASO  
3<sup>rd</sup> & 4<sup>th</sup> Quarter 2014-2015  
Results & Findings

September 30, 2015

I reviewed samples of ASO's financial transactions that occurred 3<sup>rd</sup> and 4<sup>th</sup> quarter, 2014-2015.  
I have a few comments regarding this review:

1. Nancy Blundale, ASO's Accounting Assistant, is continuing to do an excellent job of keeping the records organized and easy to follow.
2. All check sampled were deposited within the required 5 days.
3. All bank reconciliations are current, neat, and complete
4. Every check cut during this period had the required two signatures.
5. No areas of concern were noted for this audit review

I appreciated the time Dr. Zimmerman allowed me to work with Nancy to review ASO's records.  
Please let me know if any further clarification is needed.



Debby Hackenberg  
Supervisor, Accounting & Budgeting  
Extension 6825

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For Dean Student Life

I have reviewed the comments regarding the review of the ASO's 3<sup>rd</sup> and 4<sup>th</sup> quarter transactions.


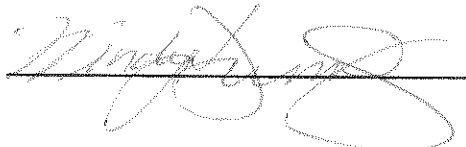
  
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Dean Student Life

Date: 10/12/2015

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# Internal Audit Review

Area Audited: ASO Quarter Audited: 3<sup>rd</sup> + 4<sup>th</sup> Qtr 2014-2015

Internal Auditor:  Director/Manager: 

Date: 9/30/15

Date: \_\_\_\_\_

Comments:

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Internal Audit Review

Date:

June

Area Audited:	Sample #1	Sample #2	Sample #3
<u>ASO</u>			
Quarter/Year:			
<u>4th Qtr 2014-2015</u>			
Deposits selected			
Supporting Documentation			
Signature Verification			
Deposited within 5 days?			
Checks	6/3 35965 300	6/2 35974 719.55	6/2 35986 54.27
Supporting Documentation	① check also request	①	① 112205 ✓
Signature Verification	stop state ✓ ASO/ASO/ASO ✓ ASO/ASO/ASO	✓	✓ ✓ ✓
Month End Closing stmts	✓ AC Bus.	✓	✓ ✓
Bank Reconciliation	✓ W/IR	✓	✓
Signatures	✓ ST/MS		
On file with BServices	① report ✓	② Minutes	③ receipts
Other reviews/notes	MARS Program	Nancy writes	③ minutes ✓
Supporting Documentation	PER meeting Prog	check to person	WI and
Signature Verification	③ Eric Ad	Aloha Iola	The Duver
Description Verification	minutes ✓	Academe Award	Alliance
Notes	each club has a committee leaders of clubs have workshops that discuss how they should have done minutes  minutes not so current	Nancy report Awards to F.A	