

# MAS NEWSLETTER

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## [WHAT'S NEW?](#)

### **Universal Voucher Uses Clarified:**

The appropriate uses for the UV are:

- Honorariums/stipends
- RSTARS payments
- Registrations (where the p-card is not accepted)
- Association memberships (where the p-card is not accepted)
- Refunds of revenue
- Intellectual Property Rights Payment
- Student cultural events (where P-card is not accepted)

At the Business Managers Meeting of September 9, 2008 Ben Lowenthal advised the campus that the use of universal vouchers does not expedite payments to vendors.

If you have any questions on the use of the UV, please call Sharon Quinn, Director of Procurement (52540) or Jim Citro, Director of Business Services (53632).

## [AUDIT NEWS](#)

### **Legislative Audit**

As everyone should know, the Legislative Audit started on campus on September 25, 2008. The audit will cover the period October 1, 2005 through September 30, 2008. The auditors will review areas including, but not limited to, cash receipts, payroll, procurement (including P-cards), accounts receivable and property. They will follow-up on areas they reviewed in the previous audit, as well as new areas (e.g., conversion to new PeopleSoft modules).

The auditors are located on the first floor of the University Center building and are planning to be on campus into March 2009. Their names are:

Joel E. Kleiman  
Ramin Niknava (Meir)  
Chiaka Opara  
Bill Smith

The campus community should contact Sharon Doherty-Ritter at [doherty@umbc.edu](mailto:doherty@umbc.edu) (51620) or Terry Cook at [tcook@umbc.edu](mailto:tcook@umbc.edu) (52939) if there are any questions or concerns about the auditors.

### **Follow-Up IT Disaster Recovery/Contingency Audit**

USM Office of Internal Audit is currently performing a follow-up audit to the Information Technology Recovery/Contingency audit performed in September 2007. The purpose of the audit was to determine the adequacy of UMBC's existing disaster recovery plan and evaluate whether the plan could be executed in the event of a disaster. The follow-up audit is being conducted to determine if the recommended corrective actions have been implemented.

### **Clery Act Audit**

USM Office of Internal Audit recently performed an audit of the Clery Act reporting requirements as performed by the UMBC Police Department. The purpose of the audit was to determine whether UMBC crime statistics were documented in a complete, accurate, and timely manner. In addition, the audit was conducted to determine whether crime statistics and safety information were made available to constituents as required by the Clery Act. The Police Department is addressing the audit report recommendations.

### **P-CARD CORNER**

#### **Gift Cards/Certificates Prohibited on the P-card**

In order for cardholders and supervisors to be sure they are aware of any changes to Purchasing Card Program policy, we recommend they review **the revised User's Guide on Procurement's web site** under Departmental Information. Please note a new restriction which prohibits cardholders from purchasing gift cards/certificates using the P-card as determined by the State General Accounting Division (GAD). Also, please note additional information on restrictions regarding the purchase of gifts and clothing; that is, the policy now includes examples of prohibited purchases. If you have any questions on Purchasing Card policy, contact Ina Caplan, the Purchasing Card Program Administrator (53915).



#### **P-card Allowed For Catered Events with Two On-Campus Vendors Only**

The Office of Procurement is pleased to announce that the P-card can now be used for catering services provided only by Chartwells and Glenmore Caterers for any authorized event per University policy. For such events the cost must be under \$5,000 and the supporting documentation must include a list of attendees as well as the purpose of the event along with the invoice/receipt. For any catering events over \$4,999, please contact Procurement (52273) directly so that the appropriate solicitation can be conducted to contract with a caterer.

**FYI****Audit Update Meeting Highlights**

On October 10<sup>th</sup>, 2008 an Audit Update meeting was held to inform the campus community about (i) the Legislative Audit at UMBC which commenced on September 25<sup>th</sup>, 2008, (ii) prior legislative audit findings as well as findings from other recent Legislative Audits, (iii) the status of corrective actions taken, and (iv) all of the services offered by Management Advisory Services. President Hrabowski stressed the importance of internal controls such as departments taking the responsibility to ensure inventory is tagged and properly reported. Critical internal control points checklists and a monthly P-card control checklist are available on the MAS web site.

**Internal Control Education Sessions Update**

Management Advisory Services now provides Internal Control Education training sessions quarterly. Our next training session will be in January 2009. The date and time will be announced in Insights several weeks prior to the session and posted on OIT's training web site. All new employees are required to attend the session and we highly recommend the session to administrative staff and faculty who have administrative responsibilities. As a result of increased interest in the training sessions by the campus community, the future training locations will allow for greater attendance than our previous locations. MAS has recently provided training to the Library and Student Life staff. If your department has twelve or more staff interested in attending an Internal Control Education session, please contact Frances Toth at [ftoth@umbc.edu](mailto:ftoth@umbc.edu) (56257) or Sharon Doherty-Ritter at [Doherty@umbc.edu](mailto:Doherty@umbc.edu) (51620).

**KUDOS...**

...to the following P-Card cardholders on their first P-Card review: Dawn Galindo and Jerilyn Johnson. Recently completed reviews by MAS show that these cardholders are managing their cards well. Thanks for your efforts and keep up the good work!

...to Commons staff for recently detecting a shortage in the weekend Commons deposit through their daily reconciliation process. The occurrence was also picked up by their surveillance camera and the funds have since been returned. Reconciliations are one of the control activities that help ensure directives are carried out and objectives are achieved. Way to go!

**MANAGEMENT ADVISORY SERVICES**

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