
Audit Recommendations Checklist

Overview

This checklist is a tool provided to Administration to assign recommendation implementation and follow-up tasks to faculty and staff. President Carlston requested this checklist be developed by Internal Audit to help Administration keep track of the assignments for remediation to findings and recommendations from audit reports.

Upon completion of audits, internal audit will update the checklist with the findings and recommendations, and Administration will delegate out the projects / tasks to be completed. Once the projects and tasks are completed, Internal Audit will follow-up to verify that the implementation satisfactorily resolved the findings.

IIA Standards

Snow College internal audit charter states: The Institute of Internal Auditors “International Standards for the Professional Practice of Internal Auditing (Standards) shall constitute the operating procedures for the department”. **The Standards, section 2500 – Monitoring Progress** States: “The chief audit executive must establish and maintain a system to monitor the disposition of results communicated to management”. In addition, **section 200.A.1 states:** “The chief audit executive must establish a follow-up process to monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action.”

Internal Audit Recommendation Checklist

#	Audit #	Audit Name	REF #	Recommendation	Assigned to	Target Date	Status of implementation
1	A.03.2017	R541 Investments	2	Update Snow Policy on Endowments and monitor pools performance using benchmarks	Jake Dettinger	10/1/2017	Completed
2	A.03.2017	R541 Investments	3	Investment Advisor meet with Finance Committee semi-annually to review the portfolio	Jake Dettinger	10/1/2017	Completed
3	A.03.2017	R541 Investments	1	Work to identify and resolve the discrepancy between audited statement of net assets and reported total of investments	Jake Dettinger Meagan White		
4	A.03.2017	R541 Investments	4	Train budget Director on the use of the MMA checklist and implement into the process	Jake Dettinger Sherrri Hansen	4/6/2017	Completed
5	A.04.2017	Athletics	1a, 1d	Develop and implement policies or procedures regarding authorized signers for contracts, contract limits, and a language approval process	Jake Dettinger	9/1//2018	Policy Completed. Currently implementing procedures
6	A.04.2017	Athletics	1b	Obtain approval and properly bid out services from third party fundraising organizations	President Carlston Rob Nielson		In Progress
7	A.04.2017	Athletics	1c	Establish sole source agreement, or bid out the services with Sidearm Sports, KMTI and the play-by-play announcer	President Carlston Rob Nielson		Completed
8	A.04.2017	Athletics	2a	Implement the college ticketing point-of-sale application (TICKETSage) for ticket sales and reconciliation of deposits	President Carlston Rob Nielson		
9	A.04.2017	Athletics	2b, 2c, 2d	Implement cash handling procedures and training for Athletics	President Carlston Rob Nielson Meagan White		
10	A.04.2017	Athletics	3	Conduct fundraising in accordance to Snow College policies	President Carlston Rob Nielson		

#	Audit #	Audit Name	REF #	Recommendation	Assigned to	Target Date	Status of implementation
					Rosie Connor		
11	A.04.2017	Athletics	4	Implement controls for safety of minors on campus. Background checks for employees and contractors, written agreements, training, policies and procedures, Informed consent forms	President Carlston Randy Braby Rob Nielson		
12	A.05.2017	Admissions	1	Develop strategies, goals, objectives and performance measures for recruiting and application processing.	Craig Mathie		
13	A.05.2017	Admissions	2	Improve turnaround time for application processing and acceptance letters.	Craig Mathie		
14	A.05.2017	Admissions	3	Implement controls to prevent budget overruns and improve accountability for budgets and spending	Craig Mathie		
15	A.05.2017	Admissions	4, 5	Ensure staffing and funding are adequate for the implementation and administration of the CRM. Implement additional purchasing controls.	Craig Mathie		
16	A.05.2017	Admissions	6	Implement cash handling procedures and training for Snow Blast.	Craig Mathie		
17	A.05.2017	Admissions	7	Enforce the purchasing card policy	Craig Mathie		
18	A.08.2017	Scholarship	1	Implement additional budgeting controls for private scholarships	Jake Dettinger Sherri Hansen Dana Bagnall		In Progress
19	A.08.2017	Scholarship	2	Implement additional budgeting controls and monitoring of tuition waivers	Jake Dettinger Sherri Hansen Dana Bagnall	7/1/18	In Progress
20	A.08.2017	Scholarship	3	Align awards with enrollment strategies and maintain compliance with policy	Jake Dettinger Sherri Hansen Dana Bagnall	9/1/18	In Progress

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21	A.08.2017	Scholarship	4	Establish separate fund codes for waivers and scholarships and update policy language to differentiate between scholarships and waivers	Jake Dettinger Sherri Hansen Dana Bagnall		
22	A.08.2017	Scholarship	5	Improve process efficiency for awarding scholarships and eliminate unnecessary forms and documents.	Jake Dettinger Sherri Hansen Dana Bagnall		
23	A.08.2017	Scholarship	6	Improve procedures for scholarship and waiver deferrals. Ensure deferral procedures are performed in compliance with policy.	Jake Dettinger Sherri Hansen Dana Bagnall		
24	A.08.2017	Scholarship	7	Review and update the scholarship policy.	Jake Dettinger Sherri Hansen Dana Bagnall		
25	A.08.2017	Scholarship	7a	Consider forming a scholarship oversight committee or provide oversight for granting exceptions to the scholarship policy.	Jake Dettinger Sherri Hansen Dana Bagnall		
26	A.07.2017	Travel & P-Card	1	Evaluate and implement a solution to record all travel related expenses on the same form.	Jake Dettinger Meagan White		
27	A.07.2017	Travel & P-Card	2	Review and update the travel policy	Jake Dettinger Meagan White		
28	A.07.2017	Travel & P-Card	2	Review and update the p-card policy	Jake Dettinger Meagan White		
29	A.07.2017	Travel & P-Card	2	Implement a process to retain and track signed TAR forms (pre-approval for travel)	Jake Dettinger Meagan White		
30	A.07.2017	Travel & P-Card	3	Restrict merchant category codes for restaurants and fast food establishments.	Jake Dettinger Meagan White		
31	A.07.2017	Travel & P-Card	3	Enforce the travel and p-card policies for pre-approval, tracking of expenses, reimbursement requests, etc.	Jake Dettinger Meagan White		