
To: Ginny Gomez-Leon, MBA, CPA
Vice President and Chief Financial Officer

From: Mr. John Lazarine, CIA, CISA, CRISC
Chief Audit Executive Internal Audit & Consulting Services

Date: December 8, 2023

Subject: Sub-Certification Process and Monitoring of Key Controls (24-05)

Internal Audit and Consulting Services (IA) has reviewed the Sub-Certification Process and Monitoring of Key Controls at The University of Texas Health San Antonio (UT Health) for the fiscal year ended August 31, 2023. This audit was performed to ensure compliance to the University of Texas System Policy on the Annual Financial Report (UTS 142.1).

Objective and Scope

The primary objectives of the audit were to ascertain compliance with the Institutional Account Reconciliation and Segregations of Duties Monitoring Plan (Monitoring Plan) and determine whether sub-certifications were completed by departmental account Executive Committee members on a timely basis. The scope of the audit included the period of September 1, 2022, through August 31, 2023.

The audit was conducted in conformance with the Institute of Internal Auditor's *International Standards for the Professional Practice of Internal Auditing and Government Auditing Standards*.

Results

Monitoring Plan - Account Reconciliations and Segregation of Duties

The Monitoring Plan outlines UT Health's risk-based process for ensuring that accounts at the Institution are reconciled on a routine basis throughout the fiscal year. In addition, the Monitoring Plan calls for ensuring that appropriate segregation of duties among transaction processing, approval, and reconciliation responsibilities are adhered. Overall, IA determined compliant processes were in place with the current Monitoring Plan. However, upon further discussion with management, it was agreed upon that the current plan should effectively capture the importance of monitoring financial operations given the Institution's extensive growth, and to provide an escalation process with delinquent submissions to assist Business Affairs in identifying and addressing potential control weaknesses with the appropriate level of management.

Sub-Certification

The Monitoring Plan denotes that each Dean and Vice President will complete, sign, and submit a Sub-Certification annually to the Chief Financial Officer, attesting that all accounts under their responsibility have been reconciled. IA obtained a listing of all departments from PeopleSoft to include the assigned Executive Committee member to validate that all sub-certifications were properly submitted to Business Affairs.

Conclusion

In general, IA confirmed compliance with the Institutional Account Reconciliation and Segregations of Duties Monitoring Plan (Monitoring Plan) and determined sub-certifications were completed by departmental account Executive Committee members on a timely basis. Upon further discussion with management, it was agreed that the current Monitoring Plan should be updated to ensure continued compliance with policy UTS 142.1.

Distribution:

*William L. Henrich, M.D., MACP President UT Health Science Center San Antonio
Andrea Marks, Senior Executive Vice President and Chief Operating Officer*

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Ed Garza
Carol Severyn*