

## MEMORANDUM

TO: Board of Visitors Audit Committee

Ross Mugler, Chair  
Frank Reidy, Vice Chair  
Carlton F. Bennett (*ex-officio*)  
Lisa B. Smith (*ex-officio*)  
R. Bruce Bradley  
Donna L. Scassera  
Robert M. Tata '86

FROM: Gregory E. DuBois  
Vice President for Administration and Finance

DATE: November 27, 2017

SUBJECT: Meeting of the Committee, December 7, 2017

The Board of Visitors Audit Committee will meet on Thursday, December 7, 2017 from 8:00 to 9:00 a.m., in Committee Room A (Room 2203) of Broderick Dining Commons. The agenda for the meeting is noted below.

### AGENDA

- I. Approval of Minutes – The Committee will consider a motion to approve the minutes of the Audit Committee meeting held on Thursday, September 21, 2017.
- II. Report from the Internal Audit Director – Amanda Skaggs, Internal Audit Director
  - A. Completed Audit Reports (Summaries Enclosed)
    1. Office of the President FY2017 Annual Audit
    2. Accounts Receivable Cashiering, Student Billing & Touchnet
    3. Banner Document Management System
    4. Open Audit Issues from Audits Completed Prior to October 1, 2017

## B. Ongoing Audit Projects

1. Research Center for Bioelectrics
2. General Accounting
3. Institutional Equity and Diversity
4. College of

OLD DOMINION UNIVERSITY INTERNAL AUDIT DEPARTMENT  
Audit of the Office of the President FY 2017

AUDIT SUMMARY

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Department Contacts:

Cheryl Davis, Executive Secretary to the President

Velvet Grant, Assistant to the President

Responsible Executive:

John R. Broderick, President

Auditor:

Nina Lopez, Senior Auditor

Audit Report Date:11/8/2017

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This audit consisted of reviewing expenditures made in fiscal 2017 for the following budget codes within the Office of the President: 1PR00, 6PR02, 6PR08, and 6PR62. The categories of expenditures reviewed included travel

**OLDDOMINIONUNIVERSITYINTERNALAUDITDEPARTMENT**  
**Audit of Accounts Receivable Cashiering & Student Billing & Touchnet FY2017**

AUDIT SUMMARY

Department Heads: Deborah Swiecinski, Associate Vice President for Financial Services Mary Deneen, Assistant Vice President for Finance/University Controller Delores White, Director of Student Account Services Responsible Vice President: Gregory DuBois, Vice President for Administration & Finance	Auditors: Lauren Eady, Senior Auditor Glenn Wilson, IT Audit Manager  Audit Report Date: 11/13/2017
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**Background**

Old Dominion University's Accounts Receivable department is organized under

**Scope and Objectives**

The objectives of the audit were to: (1) assess the operational effectiveness and efficiency of the department's methods and procedures; (2) determine the extent of adherence to policies, plans, and procedures and to verify compliance with applicable state and federal laws, regulations and standards; (3) determine that risks are appropriately removed or satisfactorily mitigated through a systematic





### Audit Action Plan Status by Report Date

Area	Audit Title	Audit Finding	Category	Report Date	Original Due Date	Status
Academic Affairs	International Student and Scholar Services	Improve Essential Processes	Process	5/17/12	9/15/12	In Progress

Admin & Finance    Foundation Relationships/Transactions    Updated or Formal Written

