

# Campus Finance & Administration Representatives Meeting

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WAKE FOREST  
UNIVERSITY

- **Lions, Tigers and Auditors...Oh My!**  
*Presented by Internal Audit & Compliance*
  - **Code of Conduct Roundtable Discussion**  
*Facilitated by Compliance Office*
  - **Exempt PTO Management & Demonstration**  
*Presented by Cathy Dillingham*
  - **Journal Entry Training Development**  
*Presented by Jennifer Killingsworth*
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# Lions, Tigers, and Auditors...

## Oh My!

**Yates Lackey**, Chief Audit and Compliance Officer

**Rhett Johnson**, Director of Internal Audit

**JT Moser**, Director, Compliance and Privacy

**Mary Truell**, Compliance Communication and Education Specialist

# Internal Audit and Compliance Office

- ▶ Provide independent oversight on both WFU campuses
  - University
  - Medical Center
- ▶ Independence
  - Administratively reports to Drs. Hatch and McConnell
  - Directly reports to the WFU, WFBMC, WFUHS & NCBH Boards' Audit and Compliance Committees


# Internal Audit and Compliance Office (cont.)

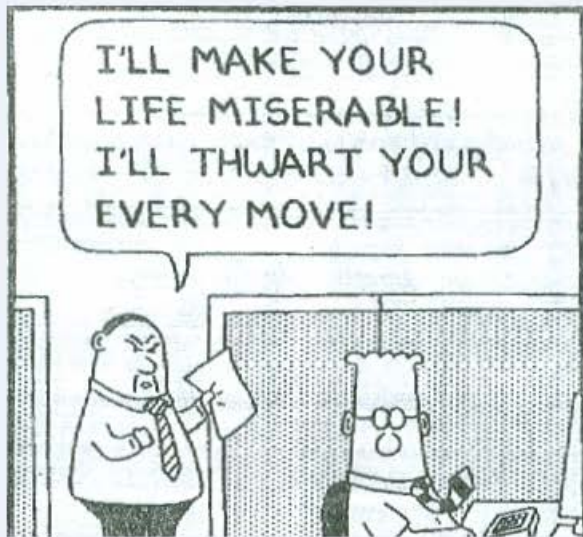
- ▶ Office areas of focus
  - Internal Audit
  - University Compliance
  - Hospital Compliance
  - Physician Compliance
  - Research Compliance
  - Privacy
  - Conflict of Interest
- ▶ Identify opportunities to share resources across campuses
- ▶ Enterprise Risk Management

# Internal Audit

Rhett Johnson

# Why Internal Audit?

- ▶ History
  - ▶ Charter
  - ▶ Audit Committee
  - ▶ Standards
- 



I'LL MAKE YOUR LIFE MISERABLE! I'LL THWART YOUR EVERY MOVE!

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HI. I'M THE NEW SADIST.

WHAT HAPPENED TO THE OLD ONE?

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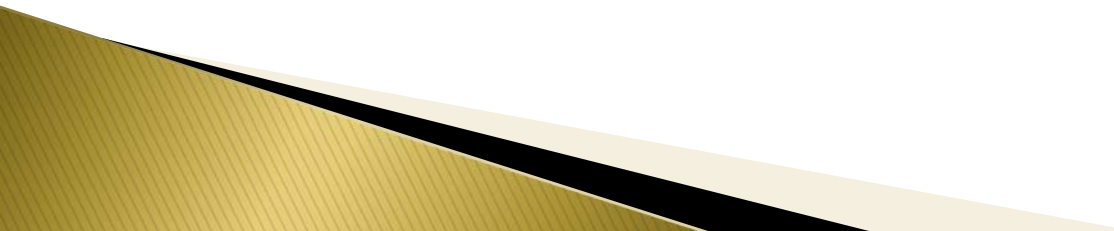


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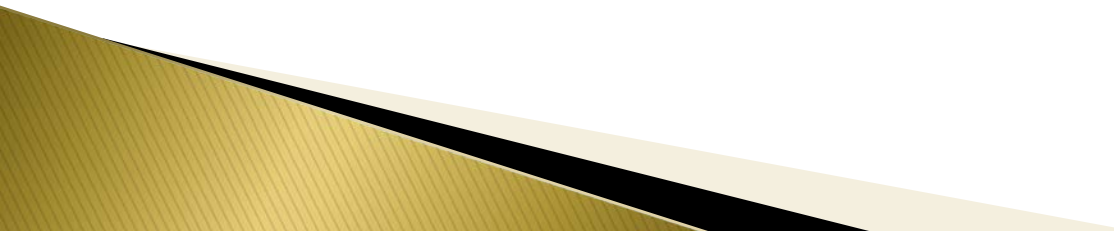
THE AUDITING DEPARTMENT?



# Organization

- ▶ Three Sections
    - I.T. Audit
    - Financial Audit
    - Operational Audit
  - ▶ Skill sets / professional certifications
  - ▶ Compliance overall
- 

# Partnerships

- ▶ Financial Services
  - ▶ Human Resources
  - ▶ Information Services
  - ▶ Business managers/staff
  - ▶ Provost, Legal, Research, Athletics
  - ▶ And the rest of WFU!
- 

# Objectives

- ▶ Evaluate internal controls
- ▶ Protect assets
- ▶ Ensure compliance
- ▶ Promote efficiency and effectiveness
- ▶ Not make policy or operational decisions

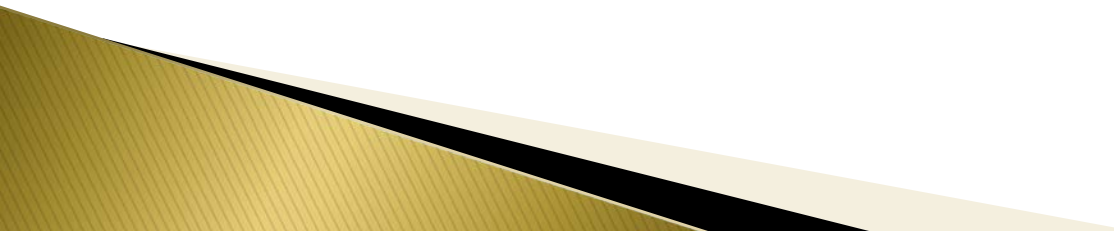
# Annual Selection of Risk Areas

- ▶ Risk assessment
- ▶ Core areas
- ▶ \$\$, peers, regulatory, judgment, last audit
- ▶ Other IA activities:
  - Consulting
  - Investigations
  - Requests

# Audit Process

- ▶ Planning
- ▶ Fieldwork
- ▶ Reporting

# Recent Projects

- ▶ Banner module controls
  - ▶ Authentication directories
  - ▶ Reynolda House
  - ▶ Payroll \$\$ compensation
  - ▶ Executive travel
  - ▶ Purchasing
  - ▶ Cash
  - ▶ ERM themes
- 

# COSO Control Framework

- ▶ Essential elements:
  - Control environment
  - Risk assessment
  - Control activities
  - Information and communication
  - Monitoring

# Internal Controls

## ▶ Definition

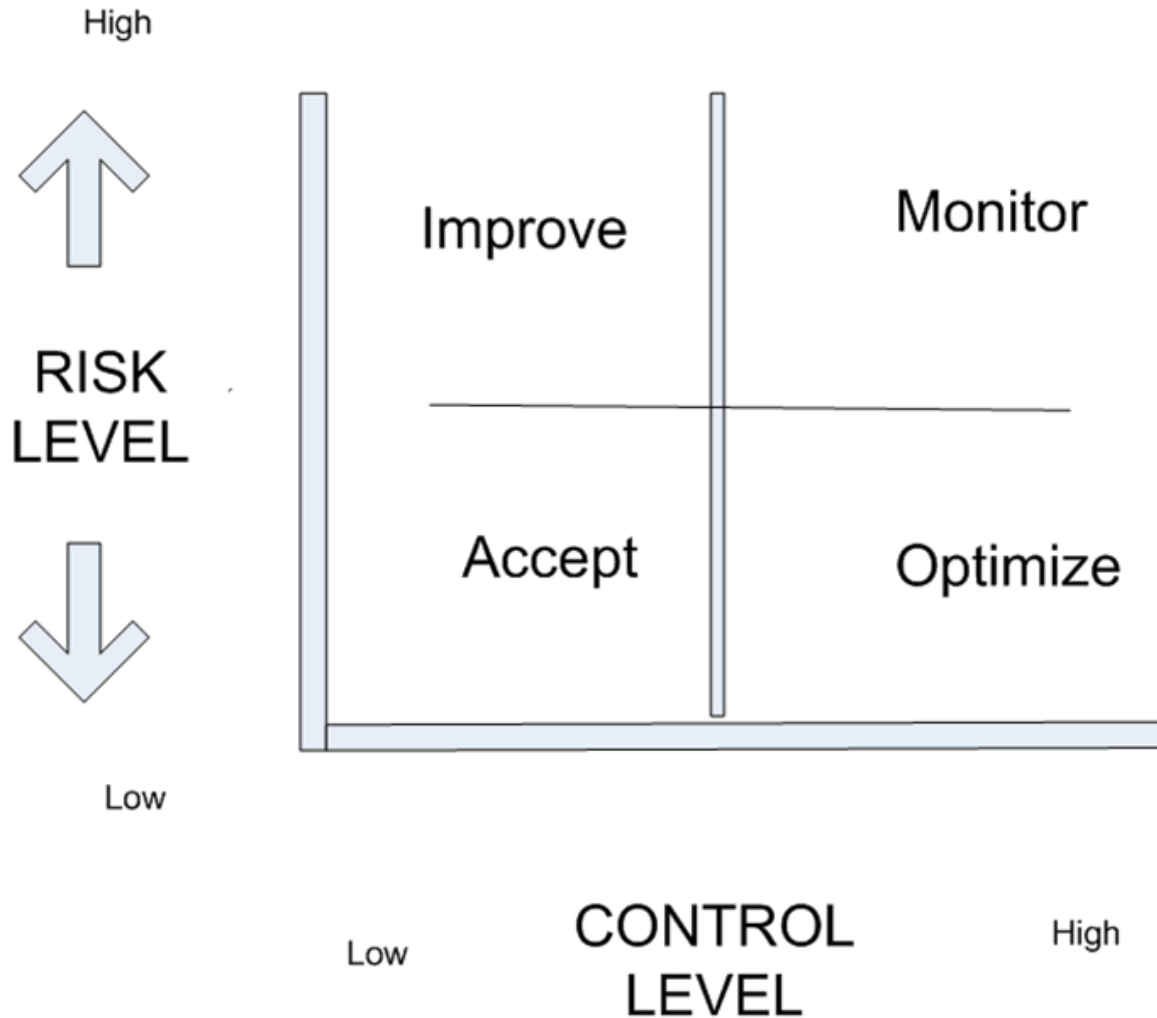
- Processes
- Owned by whom? (Management)
- Provides *reasonable* assurance
- To achieve objectives



# Test

- ▶ What is NOT an internal control?
  - Reconciliations
  - Segregation of duties
  - Policies and procedures
  - Network or application sign-on/password
  - Trust

# Managing Risks



# Professional Skepticism

IS THIS NUMBER ACCURATE? IT SEEMS LOW.



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WHY ARE YOU ATTACKING ME? STOP ATTACKING ME!



I THINK THE NUMBER IS LOW.

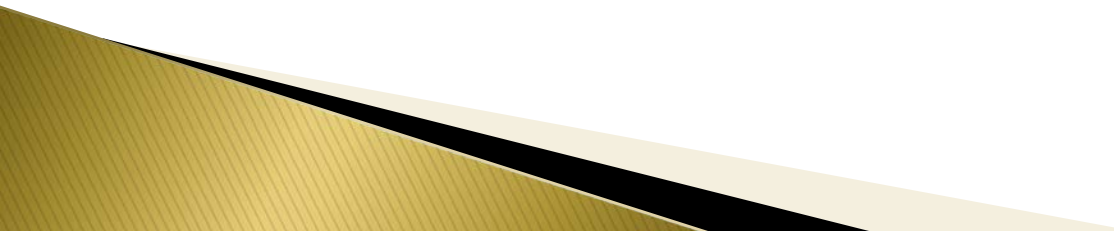


IT'S TOO LATE TO APOLOGIZE. NOW I HATE YOUR GUTS.



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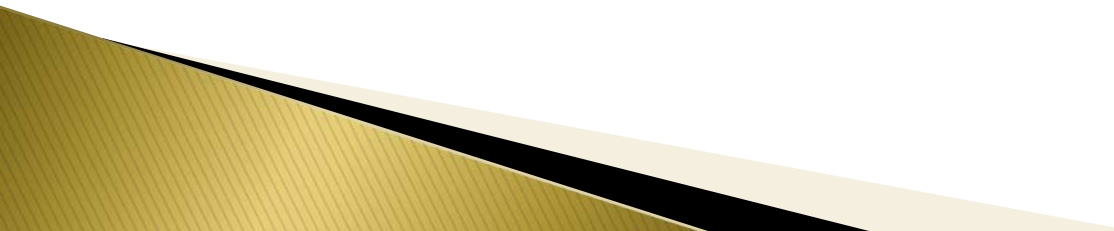
# Going Forward

- ▶ Working together
  - ▶ Best practices/sound controls structure
  - ▶ *Continuous* improvement
  - ▶ Achievement – Mission of WFU
- 

# University Compliance

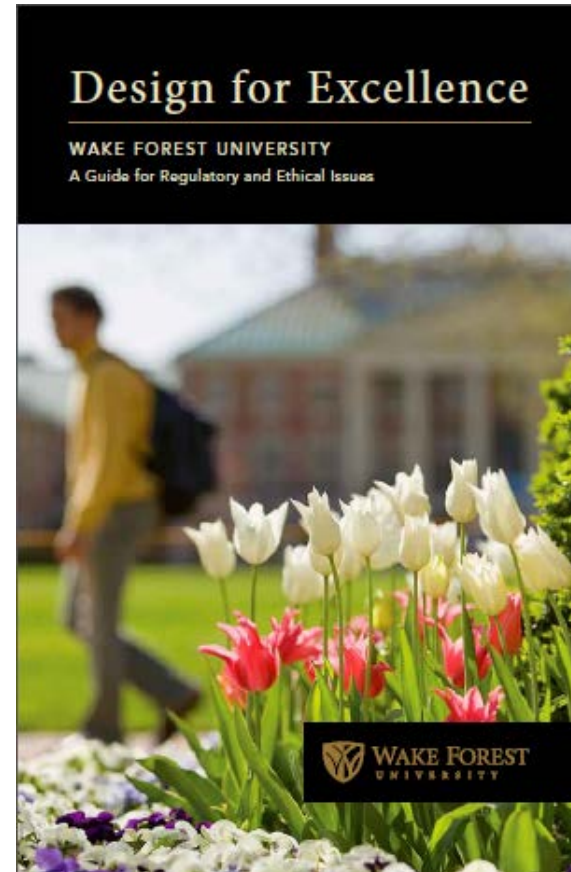
JT Moser & Mary Truell

# Compliance Efforts at WFU

- ▶ Past Compliance efforts and presence
  - ▶ What does Compliance look like at WFU?
  - ▶ Re-energized efforts
  - ▶ Projected involvement
- 

# Code of Conduct

- ▶ History of our Code
- ▶ Plans for redesign
- ▶ Your input



# Hotline

- ▶ Shared Hotline service
- ▶ Use and utility of Hotline
- ▶ How we handle reports
- ▶ Types of issues received

1-877-880-7888

[www.tnwinc.com/reportline](http://www.tnwinc.com/reportline)



**Thank you!**



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# **Exempt PTO Management & Demonstration**

***PRESENTED BY CATHY DILLINGHAM***

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**WAKE FOREST UNIVERSITY  
JOURNAL ENTRIES**



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 Posting Date: \_\_\_\_\_  
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**ENTRY MUST BE 25 LINES OR LESS AND DOCUMENTATION MUST BE ATTACHED TO BE PROCESSED**



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# **Journal Entry Training Development**

***PRESENTED BY JENNIFER KILLINGSWORTH***

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