

APPROVED BY COMMITTEE – 12/7/17

OLD DOMINION UNIVERSITY  
BOARD OF VISITORS  
September 21, 2017

AUDIT COMMITTEE  
MINUTES

The Audit Committee of the Board of Visitors of Old Dominion University met on Thursday, September 21, 2017, at 8:15 a.m. in Committee Room A of the Broderick Dining Commons on the Norfolk campus. Present from the Board were:

Ross Mugler, Chair  
Bruce Bradley  
Donna L. Scassera  
Robert M. Tata  
Ivan Militar (Student Representative)

Absent from the Board were:

Carlton Bennette (ex-officio)  
Frank Reidy  
Lisa B. Smith (ex-officio)

Others present were:

Austin Agho	Earl Nance
John R. Broderick	Amanda Skaggs
Leigh Comsudis	Rusty Waterfield
Gregory DuBois	Jay Wright
Donna Meeks	

Mr. Ross Mugler, Chair, called the meeting to order at 8:12 a.m. Mr. Bob Tata moved to approve the minutes from the June 8, 2017 meeting. Mr. Bruce Bradley seconded the motion and the minutes were unanimously approved by all members present and voting (Bradley, Scassera, Tata)

Ms. Amanda Skaggs, Internal Audit Director, distributed the Internal Audit Charter and introduced Mr. Gregory DuBois, the Vice President for Administration and Finance, stating that he will be the University's administrative representative for the Audit Committee meetings.

Vice President DuBois said he is happy to be at Old Dominion University and as the administrator for the Internal Audit Department, his role is to support Ms. Skaggs and to ensure that the University has a robust audit function. He added that this Committee plays an important role in ensuring that management is fulfilling its responsibility and is responsible for oversight of financial reporting.

Ms. Skaggs presented the report on the Internal Audit Department's quality assurance improvement program and the results of the program as required by the Institute of Internal Auditor's Standards.

It was moved and duly seconded to approve the proposed Revisions to the Board of Visitors' Policy #1610, Charter of the Internal Audit Department, and the organizational independence of the Internal Audit Department. The motion was unanimously approved by all members present and voting. (Bradley, Scassera, Tata)

The Internal Audit Quality Assurance Improvement Program (QAIP) is designed to evaluate the Internal Audit's conformance with the Definition of Internal Auditing and the Standards and Code of Ethics. The program also assesses the efficiency and effectiveness of the Audit and identifies opportunities for improvement. Ms. Skaggs added that this year they conducted an internal assessment in order to validate the office's conformance to the Internal Audit's professional standards and to complement the year external review process. She said that the last performed in July, 2014 and due again in July, 2019. Ms. Skaggs stated that this year's engagement focused on the ongoing monitoring and periodic self-assessment.

Vice President DuBois said it is critically important to maintain Ms. Skaggs' independence noting it is important that she has direct access to this Committee and to the President. He added that his role is to break down barriers and to support her daily activities, ensuring she is properly resourced and that she has the proper staff available to her.

The Committee was then briefed on the details of recent engagements performed in the areas of Administration and Finance and Academic Affairs. Specifically covered were Facilities Management and the Confucius Institute.

Mr. Tata asked, regarding NCAA topics to be audited, does the auditor assigned have subject matter expertise and understand the specific topic? Ms. Skaggs responded, yes, there is a lot of guidance available for auditors to use to navigate complex topics. There are NCAA guidelines that are read, as well as a checklist of compliance that is available through the Association of College and University Auditors, for which all of the auditors are members. She added that there are many materials available to auditors for what steps to go through. Additionally, the Audit staff attends at least 40 hours of professional continuing education each year.

Mr. Bradley asked, given the complexity of the University, what is the frequency of audits. Ms. Skaggs added that for the Office of the President, an audit is done every year, for NCAA compliance every year on a different component, but repeats on a three-year cycle. For the other units across campus a risk-based approach relying on the annual risk assessments internal audit performs, which could be several years before returning to an area. Ms. Skaggs added that

who use the fuel pump include the responsibilities and to be sure to include the tank size in department reports.

Next was the Confucius Institute, which noted there are agreed upon procedures that were performed for the Confucius Institute at the request of the granting agency and it was determined that there was a lack of internal controls over the reporting by the Confucius Institute to Hanban (the granting agency) for calendar year 2015. There were reportable items related to (1) the required match contribution; (2) the amount of funds reported as spent; (3) Banner reconciliations; and (4) tracking of expenses by project.

An Internal Auditor reviewed the agreement with Hanban, which was signed in 2012, and evaluated Old Dominion University obligations. The Minzu Agreement listing of Old Dominion University members of the Board of Advisors is not current and the Agreements lacked clarity as to the allowable period and reporting deadlines. The APA report for July 1, 2014 – June 30, 2015, was reviewed and no findings were noted that would have any effect on the Institute's operations.

Banner budgets are not being reconciled and the final reports submitted to Hanban are not reconciled to actual transactions. In addition, funds actually received from Hanban were \$156,209. But the reports by the Confucius Institute personnel was \$163,608.50 (over reported by \$7,339.50). Rollover funds at the beginning of FY2017 of nearly \$300,000 indicate that not all prior year funds were spent.

It was recommended to identify project budget line items for each expense and to include tracking personnel time as appropriate, reconcile expenses to Banner monthly, identify a methodology for valuing indirect amounts to include tracking the match values and retaining appropriate documentation, including sources of estimates for values used for the office and classroom spaces. Also, reconcile budget to actual expenses prior to final submission, and communicate variances timely and to retain submittal documentation. Budget and final expense reports should be reviewed by the Confucius Institute Director's supervisor prior to submission. In addition, amend agreements as necessary to include updating the list of advisory board members, clarify allowable spending period, clarify the date of reports and mutual agreement for when the funds from Hanban are due.

There being no further business, the meeting was adjourned at 9:00 a.m.