

Analyze This!

Mississippi State University
Office of Internal Audit

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Meet the Auditors:

Richard Swann is a graduate of MSU (BPA '90, MBA '94) with over 14 years experience in Internal Audit. He is also a Certified Internal Auditor. In addition to performing Departmental Basic Control Assessments, Richard is the primary liaison for federal & state agency audits. Richard & his wife Tamra (MSU '94) have two children Rebecca, age 10 and Philip, 5 months.



Cash Handling Policy

Did you know that "Cash" is defined as coin, currency, checks, money orders, and credit card transactions? Any department/unit handling cash should abide by MSU Policy 62.07. All policies can be viewed on the web at msstate.edu/dept/audit/mainindex.html. To ensure strong internal controls the following procedures should be followed:

- All cash receipts should be recorded using a cash register or pre-numbered multiple-copy receipt;
- Duties regarding cash handling should be separated so that one individual does not have responsibility for collecting, depositing, & reconciling;
- Cash should be safely secured until deposited;
- Supervisors should review Monthly Ledger Reports to ensure all cash receipts have been deposited and recorded in Banner.

See policy at msstate.edu/dept/audit/6207.html

Did You Know?

Procurement card transactions can be reviewed online at any time. We highly recommend Department Head/Directors and Administrators obtain access to view transactions and periodically review them. Access can be granted by filling out the form <http://www.accounts payable.msstate.edu/procurement/amsouth-request.pdf>

Myth Busters (Software Licenses)

ITS only maintains licenses for a limited number of desktop software packages (see www.its.msstate.edu/Services/Software/ for the list). Note that no Microsoft or Adobe products are on the list. Therefore, even for software "pushed" from the super server, departments must procure licenses for this software and maintain proof of purchase if the software is not on the ITS list noted above.

We recommend that departments inventory all software being used (including computer labs) and compare to licensing agreements. Any software being used that is not supported by proof of purchase should be removed from the computer or a license should be obtained.

RIAA Notices on the Increase

The Recording Industry Association of America (RIAA) is the trade group that represents the U.S. recording industry. According to the Chronicle of Higher Education, Colleges and Universities around the country are reporting an increase in notices complaining songs/movies are being illegally traded by computers user on campuses. MSU's ITS has reported a significant increase in the past few weeks of these notices. Some of these notices have implicated university employees.

Please remember that downloading or sharing of copyrighted material must be done in accordance with the law and university policies. Failure to do so may lead to university disciplinary action and may have legal consequences.

Reminder

If you are notified of an upcoming audit by the IHL Internal Auditor, State Auditor, Federal or local agencies, and non-governmental entities, please contact our office immediately. Our office is responsible for coordinating audit efforts with any external groups. See policy at msstate.edu/dept/audit/0401.html

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Integrity · Accountability · Security