Activity Report: March 2021

Program Highlights
Activity Report
March 2021

THE BREAKDOWN
Conflict of Interest
Mandatory Training
Compliance Reviews and Follow Ups
Spring Restart

Investigation Activities

<table>
<thead>
<tr>
<th>Status</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports Issued</td>
<td>4</td>
</tr>
<tr>
<td>Referrals</td>
<td>9</td>
</tr>
<tr>
<td>In Process</td>
<td>4</td>
</tr>
<tr>
<td>Closed</td>
<td>5</td>
</tr>
</tbody>
</table>

Mandatory Training

- **January 2021** - Communication plan kickoff; integration onto online platform.
- **February 2021** - Troubleshoot active directory
- **February 2021** - Content completion
- **March 2021** - Rollout
- **April 2021** - Accountability and Outreach Phase
Program Highlights

Continued advisory services regarding the Spring Restart.

Communication to increase awareness of upcoming FAMU Fundamentals: Mandatory Training 2021.

Secured consulting firm, Huron, to provide an external review of the FAMU Compliance and Ethics Program.

Continued work with the Research work group to amend policies and processes to comply with federal and state expectations surrounding foreign influence, including updating BOT 2005-14.

OCE included in the Information Technology Steering Committee (ITSC) which provides oversight and recommendations for the strategic direction of Information Technology Services.
Audit Follow-up: Open Issues

1. **OPEN – Low Risk**
   - Policies – Pending BOT Approval
     - March 4, 2021
   - Procedures – Anticipated Completion
     - June 2021

2. **OPEN – High Risk***
   - Balanced Budget – FY 2019, 2020
     - Repayment Plan Extended Through 2045
   - Oversight: BOT, BOG, and Management

3. **OPEN – Medium Risk**
   - $10 Million Available in 1/2021 – BluePrint
     - Phase 1: Design & Pricing
     - Certified: Press Box & Seating for 2021

4. **OPEN – High Risk**
   - Hiring: Emergency Management Director
     - Developed a 3-Year Financial Plan
     - Hurricane Shelter - Grants (i.e. FEMA)

*While management has taken the appropriate actions to reduce risk in this area, the current high risk ranking is a result of residual risk from the legislative review, repayment extension, and uncertainties of the continued impact of the pandemic on athletic operations.
Audit Follow-up: Closed Issues

**CLOSED – Medium Risk**
Strengthened Controls and Monitoring Around Lab Safety and Chemical Purchasing

**CLOSED – Low Risk**
Attendance Workshop: 7/2020
Attendance and Grades Workshop: 8/2020
DRS K-12 Attendance Committee

**CLOSED - Low Risk**
Attendance Workshop: 7/2020
Mid-Year Monitoring: 1/2021

**CLOSED – Low Risk**
Increased Share File Capacity Attendance Records

---

1. **2018-19 Risk Assessment: Hazardous Lab Chemicals**
2. **FAMU DRS FEFP/FTE Student Enrollment (8/2020): 0351-01 Complete and Accurate Student Attendance Records**
3. **FAMU DRS FEFP/FTE Student Enrollment (8/2020): 0351-02 Reported Student Course Schedules Not in Agreement with Bell Schedules**
4. **FAMU DRS FEFP/FTE Student Enrollment (8/2020): 0351-03 Retention of Student Records**
### Audit Follow-up: Closed Issues

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
</tr>
</thead>
</table>
| 9 | **CLOSED – Low Risk**  
Attendance Workshop: 7/2020  
Mid-Year Monitoring: 1/2021 |
| 10 | **CLOSED – Low Risk**  
Reporting Best Practices Implemented  
ESOL Training Complete  
Mid-Year Monitoring: 1/2021 |
| 11 | **CLOSED – Low Risk**  
Teachers Identified on DRS Website  
Parent Notification Letter  
Teacher “Agreement to Earn” Letter  
Mid-Year Monitoring: 1/2021 |
| 12 | **CLOSED – Low Risk**  
Adjunct Instructor Identification  
Adjunct Instructor Documentation on File with Human Resources |
| 9 | **FAMU DRS FEFP/FTE Student Enrollment (8/2020): 0351-04**  
Incorrectly Reported ESE Student Course Schedule |
| 10 | **FAMU DRS FEFP/FTE Student Enrollment (8/2020): 0351-05**  
Exceeding 6-Year Maximum Period Allowed for ESOL Funding |
| 11 | **FAMU DRS FEFP/FTE Student Enrollment (8/2020): 035171/72**  
Teachers Not Certified or Approved to Teach out of Field |
| 12 | **FAMU DRS FEFP/FTE Student Enrollment (8/2020): 035173**  
Valid Florida Teaching Certificate |
1 Open Internal Control Recommendation

19-08-002 CAFS – Improper P-card Use
Recommendation:
P-card, Travel, and Expense Training for travelers, P-card holders, and approvers

Low Risk
Continues to be a Low Risk item as travel has been reduced by the University

Travel and Expense Training
Training is planned for March 9, 2021

P-card Training
Training completed on October 8, 2020
Florida Bright Futures Scholarship Program
Report No. 2021-044 concluded
No compliance deficiencies
Published: 10/2020

Compliance and Internal Controls Over Financial Reporting and Federal Awards
Period: FY 2019-2020
Exit: 02/16/2021
Report Anticipated: March 31, 2021

External Audits: Auditor General

FAMU Financial Statement Audit
Period: FY 2020 – 2021
Anticipated Start: April 2021

FAMU Operational Audit
Period: 1/2020 - 12/2020
Anticipated Start: April 2021

FAMU Financial Statement Audit
Period: FY 2019-2020
Anticipated Exit: April 2021
External Reviews: Sponsored Programs and Academic Programs

National Oceanic and Atmospheric Administration (NOAA)
- Published: November 12, 2019
- Administrative Review: December 23, 2020
- Outcome: No Issues Identified

College of Education
- Published: May 15, 2020
- Outcome: No Issues Identified

School of Journalism and Mass Communications
- Published: October 1, 2018
- Site Visits: February 4 – 7, 2018 and January 14 -15, 2020
- Outcome: No Issues Identified

Computer Science (BS)
- Published: August 26, 2020
- Site Visit: October 13 - 15, 2019
- Outcome: No Issues Identified
## External Audits & Program Reviews: Calendar

<table>
<thead>
<tr>
<th>Name of Audit or Entity</th>
<th>Frequency</th>
<th>Type (Financial, Operational, or Compliance)</th>
<th>Date of Last or Upcoming Audit or Review</th>
<th>Conducted By</th>
<th>Report Issued to (Legislature, Governor, Board, President, Vice President, Executive Director)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive Annual Financial Report</td>
<td>Annual¹</td>
<td>Combination</td>
<td>February 2020²</td>
<td>Department of Financial Services</td>
<td>Legislature and Governor</td>
</tr>
<tr>
<td>FAMU Financial Statement Audit</td>
<td>Annual</td>
<td>Financial</td>
<td>March 2021³</td>
<td>Auditor General</td>
<td>Legislature</td>
</tr>
<tr>
<td>FAMU Operational Audit</td>
<td>Periodic⁴</td>
<td>Operational</td>
<td>April 2021⁵</td>
<td>Auditor General</td>
<td>Legislature</td>
</tr>
<tr>
<td>Compliance and Internal Control Over Financial Reporting and Federal Awards</td>
<td>Annual⁶</td>
<td>Combination</td>
<td>March 2020⁷</td>
<td>Auditor General</td>
<td>Legislature</td>
</tr>
<tr>
<td>FAMU Developmental Research School</td>
<td>Periodic</td>
<td>Operational</td>
<td>August 2020⁸</td>
<td>Auditor General</td>
<td>Legislature</td>
</tr>
<tr>
<td>Florida Bright Futures Scholarship Program</td>
<td>Periodic</td>
<td>Operational</td>
<td>October 2020⁹</td>
<td>Auditor General</td>
<td>Legislature</td>
</tr>
<tr>
<td>FAMU Foundation, Inc Operational Audit (DSO)</td>
<td>Every 3 years</td>
<td>Operational</td>
<td>April 2019</td>
<td>Clifton Larson Allen, LLP</td>
<td>Foundation Board of Directors</td>
</tr>
<tr>
<td>FAMU Foundation, Inc Financial Audit (DSO)</td>
<td>Annual</td>
<td>Financial</td>
<td>October 19, 2020</td>
<td>Watson Rice Accountants and Advisors</td>
<td>Foundation Board of Directors</td>
</tr>
<tr>
<td>FAMU National Alumni Association Audit (DSO)</td>
<td>Annual</td>
<td>Financial</td>
<td>October 23, 2020</td>
<td>Grayson Accounting and Consulting</td>
<td>National Alumni Association Board of Directors</td>
</tr>
<tr>
<td>FAMU Rattler Boosters, Inc. Audit (DSO)</td>
<td>Annual</td>
<td>Financial</td>
<td>October 16, 2020</td>
<td>Grayson Accounting and Consulting</td>
<td>Rattler Boosters, Inc Board of Directors</td>
</tr>
<tr>
<td>FAMU Intercollegiate Athletics Audit (FY 2019)¹⁰</td>
<td>Annual</td>
<td>Financial</td>
<td>October 15, 2020</td>
<td>James Moore Certified Public Accountants and Consultants</td>
<td>FAMU Board of Trustees¹¹</td>
</tr>
</tbody>
</table>
Internal Controls Training Update
August 2020 - February 2021

Overall University Compliance: 78%
Administrative Functions: 80%
Academic Functions: 76%
President & Senior Leadership Team: 100%
I/C Assessment training was provided as part of Assessment Day and to individual divisions.

Each department will complete a control assessment and submit to their Vice President.

Each division Vice President will complete the division control assessment & action plan.

The President will develop the University Assurance Statement.
**FLBOG Fraud Regulation**
March 2021: A new regulation requiring each institution to develop a fraud regulation.

**Anti-Fraud Framework**
Management Commitment – Fraud Risk Assessment – Strategy with Control Activities – Investigation Responsibility

**Alert Process**
Internal (BOT, Personnel) – External (Notification to Board of Governors)

**Periodic Review**
5 year Regulation Review
Annual BOT Notification of Antifraud Framework Efficacy

**FAMU Fraud Policy**
Updated to include expanded requirements outlined in FLBOG regulation.
Division of Audit Update

**CRRSAA**

DoA will be conducting reviews of expenditures and reporting for the Coronavirus Response & Relief Supplemental Appropriation Act of 2021.

**Operational Audit**

DoA has been working with management to prepare for the audit and will serve as a liaison with the Auditor General when the audit begins in April 2021.

**Quality Assurance Review**

DoA will be conducting an internal QAR self-assessment to begin preparing for the 2022 external peer review.

**Internal Audit Awareness Month**

In May 2021, DoA will be hosting a variety of events and activities designed to raise awareness of the internal audit function, internal controls, fraud and risk.
Questions & Answers
Thank You!