# MINUTES

**Members Present:**

## Item 1 Call to Order

Chair McElroy called the Audit & Compliance Committee to order at 11:10 a.m.

## Item 2 Approval of Minutes, March 14, 2017

Due to a lack of quorum, the minutes from the March 14 meeting will be approved at the next meeting.

## Item 3 Public Comments

Chair McElroy offered those in attendance the opportunity to comment on items on the Audit & Compliance Committee agenda. There were no public comments.

## Item 4 Internal Audit Quarterly Update

Julia Hann, Director of the Office of Internal Auditing, presented a quarterly report for the Office of Internal Auditing.

She provided the finalized audit reports for the Driver and Vehicle Information

Database (DAVID) audit and the COEHS Dean’s Office Departmental Check-Up. There were four reportable issues in the DAVID audit that have all been corrected. The COEHS Dean’s Office audit presented seven reportable issues. Three have been corrected and four are in the process of being resolved.

Current Audits in progress include the Quality Assurance Review, Student Health Services, Employee Travel Reimbursement/P-Card/Bereavement Investigation and the Brooks College of Health Dean’s Office Departmental Checkup. As they are completed, they will be sent to the board for their review.

Also provided was a status report of previous audits requiring corrective action and target dates for completion. Further, a draft of a committee activity planner was shared which will identify routine items presented to the Audit and Compliance Committee.

## Item 5 Compliance Update

Joann Campbell, Associate Vice President and Compliance Officer, provided a compliance update.

A draft of the Compliance Office Charter was shared with an anticipated final approval by the BOT in October and submittal to the BOG in January, 2018.

The president has established a Compliance, Ethics and Risk Oversight Committee which will be comprised of vice presidents, associate vice presidents and directors. This committee will review the Compliance Office Charter, review the Compliance Office and Ethics program and set priorities for the Compliance & Ethics program implementation.

Dr. Campbell also noted that the Compliance Office and the Office of Internal Auditing will move into a suite together to create better synergy between the two departments.

## Item 6 Financial Audit

Vice President Shuman presented a copy of the Financial Audit for fiscal year ended 6/30/2016 for the committee’s review.

The State of Florida Auditor General conducts a yearly audit of UNF’s financial

statements and reports findings to the Legislature. The audit’s scope is to (1) review basic financial statements in accordance with generally accepted accounting principles,

(2) review established and implemented internal controls over financial reporting and compliance with requirements that could have a direct and material effect on the financial statements, and (3) review compliance with the various provisions of laws, rules, regulations, contracts, and grant agreements that are material to the financial statements.

The reports shows a clean audit with no findings and no exceptions. The university’s financial position remains stable. Current assets increased by $9 million. Overall net position decreased by 1.4% primarily due to pension activity.

## Item 7 Adjournment

Chair McElroy adjourned the meeting at 11:55 a.m.