MINUTES
The University of North Carolina at Greensboro
Board of Trustees
Audit Committee

November 11, 2010

MEMBERS PRESENT: Jean Davis (Chair; telephone), Randall Kaplan, William Pratt (telephone)

ABSENT WITH NOTICE: Gwynn Swinson

OTHER BOARD MEMBERS/GUESTS PRESENT: Kate Barrett, Linda Brady, Bonita Brown, Cherry Callahan, Jonnelle Davis (News & Record), Carolyn Ferree, Bruce Griffin, Helen Hebert, Jill Hillyer, Richard Moore, Dave Perrin, Clarenda Phillips, Cindy Reed, Steve Rhew, Susan Safran, Terri Shelton, Don Skeen, Patti Stewart, Mike Tarrant, Reade Taylor

PROCEEDINGS: Chair Jean Davis called the meeting to order at 2:00 p.m. The minutes of the August 24, 2010 meeting were approved as submitted.

INFORMATION ITEM:
Audit Review for Board of Trustees

Don Skeen summarized the internal audits performed since the last board meeting on September 16, 2010, as well as recent external audit reports.

Internal Audits:
1) Departmental Deposits: The objective was to review departmental deposits relative to (1) timeliness of deposits and (2) the adequacy of documentation. University policy and state statute require that monies received by university departments be deposited daily with the Cashier’s Office. The documents supporting the deposits should explain the source and nature of the funds being deposited to ensure proper accounting. The scope of this review was departmental deposits of checks and cash received by the Cashier’s Office from January through May of the fiscal year ended June 30, 2010. There were minor findings. A check in the amount of $300 that cleared in January, 2010 was written the previous July, and concession sales from January 13 and 16, 2010 totaling $826 were deposited 5-7 business days subsequent to their collection. The items were resolved.

2) Misuse or Theft of State Property: The objective was to ensure compliance with North Carolina statutory requirements for reporting the misuse or theft of state property to the State Bureau of Investigation. The scope encompassed police incident reports submitted to the UNCG Department of Public Safety & Police from April 1, 2010 through October 26, 2010. There were no findings.

External Audits:
1) University Endowment & Foundation Audits: These were financial statement audits for the year ended June 30, 2010. The audits were conducted by McGladrey & Pullen and included the UNCG Excellence Foundation, Inc., the Endowment Fund of UNCG, the UNCG
Investment Fund, Inc., the UNCG Human Environmental Sciences Foundation, Inc., the Capital Facilities Foundation, Inc., and the Weatherspoon Art Museum Association. There was one minor finding in the Weatherspoon financial statement audit. The financial statement was considered to be presented fairly, however they did note an audit adjustment of $57,675 to capitalize costs to develop 3,000 copies of the museum guide.

2) Alumni Association: This was an audit for the fiscal year ended June 30, 2010 conducted by Dixon Hughes. There were no findings.

With no further business to come before the committee, the meeting was adjourned at 2:10 p.m.

Respectfully submitted,

Cindy Reed