WHO ARE WE?
Management Advisory Services (MAS) is a department within the Administration and Finance division and reports to the Associate Vice President for Budget and Finance, John Geiman. The department consists of:

- Marc Wasserman, Director (mwasserman@af.umaryland.edu x6-6848)
  - Over 30 years experience with UMB Financial Services.
- Michele Evans, Manager (mevans@af.umaryland.edu x6-5584)
  - CPA with over 20 years State of Maryland experience (including legislative audit and UMBC MAS).
- Ola Lawal, Management Analyst (olawal@af.umaryland.edu x6-5996)
  - CPA and CIA with over 5 years State of Maryland and banking internal audit experience.

WHAT DO WE DO?
MAS is responsible for providing oversight and training to campus departments regarding internal, business, fiscal, and operational accountability and compliance. The department is also responsible for the coordination of all external audits and USM internal audits.

Training
- Equipment Inventory Management Training – developed and presented in coordination with Financial Services.
- Internal Control Training Sessions – in development now. To be offered this Spring-Summer.

Audits
Legislative Audit (12/1/05 – 11/30/08) – 13 Findings in the following areas:
- Employee Compensation Payments
- Cash Receipts
- Accounts Receivable
- Contracts with Medical System
- Revolving Fund Accounts
- Purchasing and Disbursements
- Purchasing Cards
- Information Systems Security and Control
- Working Fund

Cash Receipts – We had not established adequate internal controls over collections.
- Certain employees were responsible for billings, collections, and updating the receivable records.
- Deposits were not always made timely.

Critical Control Points - Cash Receipts (includes cash, checks, money orders)
- Collections are recorded and restrictively endorsed (i.e., stamped “for deposit only”) immediately upon receipt.
- Deposits are made timely (i.e., within one business day).
- There is an adequate separation of duties between receipt, deposit and verification functions.
- There is a timely, documented, independent verification of each deposit to ensure all receipts were deposited intact (i.e., receipt from deposit at cashier’s office is verified to department’s original cash receipt record).
- There is a monthly, documented review of eUMB financial reports to ensure each deposit was properly credited to the department’s chart string.
**Purchasing Cards** – Purchasing card transactions were not always properly reviewed and approved and documentation was not maintained to substantiate the disposition of gift cards.

- Calendar year 2006 transaction logs were not reviewed and approved until March 2007 for one cardholder. The cardholder did not prepare transaction logs from January 2007 through February 2008.
- Verification reviewers are now required to verify that the cardholder and authorized reviewer have signed the monthly logs.
- Gift cards purchases are no longer allowed.

**Critical Control Points – Purchasing Cards**

- Purchasing cards and card numbers are not shared.
- The transaction log is properly completed by the cardholder as purchases are made.
- Purchases are not split to avoid the single transaction limit.
- Receipts, packing slips and other supporting documentation are maintained with the log for each purchase.
- A timely reconciliation is performed between the VISA statement and the transaction log and documentation. Any discrepancies are immediately investigated and resolved. The cardholder signs and dates the log.
- The authorized reviewer ensures the appropriate supporting documentation is present for all purchases, the purchases are appropriate, the log is complete, and the reconciliation is done timely. The authorized reviewer signs and dates the log.
- The verification reviewer ensures both the cardholder and authorized reviewer have signed the log timely, and also signs and dates the log.

**USM Internal Audits**

- **Equipment Inventory** – report issued May 2010 (covered CY 2008)
  - Found UMB had not established adequate controls over reporting and maintaining equipment inventory.
  - Led to policy changes, new forms, campus training.
  - USM OIA will follow-up in 2011.
- **Bank Accounts** – report issued December 2010 (covered Jan-July 2010)
  - Looking for unauthorized bank accounts.
  - Departments are not allowed to set up outside bank accounts. If you have a bank account – it must be closed immediately (retain documentation to show it was closed).
  - If you believe you have a special circumstance (e.g., research in a foreign country), you must request approval of the Director of Financial Services, who must request approval of the State Treasurer.
  - See Campus Bank Account Policy on Financial Services website.
- **Audits of Schools** – The scope is broad – “is the school operated efficiently and effectively in accordance with operational and financial administrative practices and procedures, and in compliance with federal, state, system, and university policies, procedures and regulations.”