



Executive Committee

February 22nd, 2023

2:00 pm - 4:00 pm

T-152

Zoom Call: <https://sfsu.zoom.us/j/91666786157?pwd=YIFGZHYZbGoySThwT25aU3dVay9VQT09>

Meeting ID: 916 6678 6157

Passcode: Exec

Minute

I. Call to order

Meeting was called to order at 2:07 pm.

II. Roll Call

Karina Zamora, President (Chair) – Present

Iese Esera, Chief of Staff – Excused

Mea Montanez, VP of Finance – Present

Arojit Das, VP of Social Justice & Equity – Present

Ersa Rao, VP of Facilities & Operations – Present

Priyam Mavani, Chief Justice – Present

Tonee Sherill, Executive Director – Present (designee Alejandro Rios)

III. Approval of Agenda

Motion to approve the agenda for February 8th, 2023.

Moved by Ersa Rao, VP of Facilities & Operations.

Seconded by Arojit Das, VP of Social Justice & Equity.

Yes: 4 No: None Abstain: None

Motion is Approved.

IV. Approval of Minutes (02/08/23)

Motion to approve the minutes for 02/8/23.

Moved by Arojit Das, VP of Social Justice & Equity.

Seconded by Ersa Rao, VP of Facilities & Operations.

Yes: 4 No: None Abstain: None

Motion is Approved.



V. Open Forum

Shanice Robinson, Senior Manager for Cultural and Social Justice, reported on various activities related to sexual assault prevention and survivor support. She mentioned that they had recently hosted a training session with a nonprofit organization and had begun recruiting members for the Taskforce. They were still actively seeking new members and had contacted the Institute for Civic and Community Engagement to recruit interns with backgrounds in psychology, social work, mental health, or public health. She expressed a desire to expand survivor support outside of the staff and involve other campus partners. They also discussed plans to distribute a Title IX survey and to review existing documents related to the Task Force's framework, with the goal of updating the data to reflect current trends. She mentioned that they were reaching out to external organizations to see how they could apply similar programs to their unique campus setting. She acknowledged that delegating tasks had been difficult given the limited number of members but expressed a hope to recruit more people to the Taskforce in the future. She shared that they are working with the Institute for Community and Civic Engagement (ICCE) because they have a wider reach. As one person overseeing many programs, she expressed concern that their support would not receive their full-time commitment. She is working with campus partners, like ICCE, to make their work inclusive, particularly when dealing with trauma such as sexual assault. She emphasized the need to be inclusive to what the campus thinks is needed, rather than just going off their own or the task force's opinions. She also highlighted the need for a realistic budget and expressed concern about exclusivity towards survivors of sexual assault, as there are other types of assault on campus like domestic violence. She offered to provide a full report with their comments and concerns.

VI. Discussion Item

a. AS Risk Assessment Report (Alejandro Rios - Associate Executive Director)
The Committee will discuss Associated Students Risk Assessment Report.

Alejandro Rios, Associate Executive Director shared his screen to present two documents, including the risk assessment report, which is a yearly evaluation of Associated Students' operations. The risk assessment policy uses a three-step methodology to identify and evaluate risks in each area and control the mitigation of risks without compromising the organization's mission and vision, he stated. The questionnaire displayed on the screen asks questions about financial reporting, revenue, accounts payable, purchasing, investing, HR, property inventory, cash, and information technology, he added. The report identified grants and contracts as the only section that needs enhancement, meaning that there are some risks that require clarification and written procedures. However, the risks are not red flags, he said, and the organization is aware of the procedures that need to be enhanced.

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The report's purpose is to identify the best section that needs attention and to assign the appropriate person to carry out the action, he said. He mentioned **Veronica Castillo, AED Finance** is the person in charge of security. He also discussed enhancing the current written procedures, which does not involve any policy changes. They aim to streamline the transition from receiving a grant to its final approval. The grants and contracts have varying requirements or stipulations on how the money can be spent, he said. The existing policies in place for accounts payable and receivables need to be followed strictly during the transition period. However, he stated that there are concerns about following the grantor's instructions when it comes to spending the money. For example, if the grantor specifies that the funds can only be used for salaries or meals for students, it should not be spent on transportation.

b. Academic Resilience Ceremony (Mea Montanez - VP of Finance)

The Committee will take action on acknowledging students persevering through academic excellence.

Mea Montanez, VP of Finance, said that during the Finance Committee meeting, she wanted to discuss something with **Veronica Castillo, AED Finance** and present a budget to the Executive Committee. However, because she needed to figure things out with **Veronica**, she was okay with just discussing it for now. She reiterated her desire to see her idea come to life but acknowledged that she couldn't do it alone. She suggested that if everyone takes a small part, it could be achieved. She reached out to **Priyam Mavani, Chief Justice** after **Christine Amador, Leadership Development Coordinator** suggested adding it to the bylaws. She wasn't sure how to address the text for the bylaws, so she asked **Christine** for help in preparing a draft or guidance on how to word it. **Christine** said that whether an item should be included in the bylaws depends on its intended purpose. The bylaws serve as a structural governing document that outlines the board's operational function and committee responsibilities, she stated. She suggested that the duties and expectations policy may be a more suitable place for the item depending on its nature. The main advisor, which is herself for the Rules Committee, will be responsible for providing guidance on the policy language, she added, but the members are ultimately responsible for its content. The item will be forwarded to the Rules Committee if it pertains to policy language, she said. She also suggested to **Mea** that she should take some time to discuss the purpose of the ceremony. She said that this is important because the bylaws would need to be edited to reflect the ceremony's intended purpose. She believes that it is necessary to have a foundational idea of what the ceremony is for, who will be in charge of it, and how the logistics will be handled. The discussion should determine whether the ceremony will be a board initiative or if the board will provide financial support to bolster an event that one of their programs already hosts, specifically Project Connect's annual scholarship ceremony, she stated.

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The scholarships awarded are based on academic resilience, and she suggested that instead of hosting a new event, the board could provide financial support to the existing event to achieve the intended purpose of the new ceremony. **Mea** shared her initial idea with **Veronica** about a scholarship for students. She mentioned that the current process for applying for scholarships can be time-consuming, with lengthy personal statements that can be difficult for full-time students to complete. She proposed a system where students could apply for scholarships based on a shorter personal statement, making it more accessible. However, **Veronica** mentioned that due to a deficit, a scholarship may not be feasible, instead, **Veronica** suggested making the ceremony more affordable as an alternative, she said. Despite initially wanting to pursue a scholarship, she changed her proposal to align with **Veronica's** suggestion. **Christine** acknowledged that it might not be financially feasible to provide additional scholarship money outside of what was already available. However, she suggested that the board could still support Project Connect by recognizing students for their academic resilience. The board could collaborate with Project Connect and invest more resources towards improving their existing program instead of starting from scratch. She suggested that this approach could result in greater benefits for the students. She added that there is a ceremony for scholarship recipients at San Francisco State University. Anyone who is a student at the university can apply for the scholarships, as there are no specific criteria limiting people from applying, she said. The scholarship recipients are notified via email, but Project Connect hosts a ceremony to recognize and award them publicly. This includes giving them a form of recognition for their achievement in receiving the scholarship. She mentioned that they have been a reader for these scholarships for multiple years and are familiar with the process. She mentioned a proposal was made to the board regarding the allocation of funds for Project Connect. The proposal suggested that a portion of the annual budget be dedicated to supporting the ceremony and related projects. She said that it was highlighted that due to COVID-19, the ceremony had to be put on hold but was intended to return this year. **Adriana**, who was previously the director for Project Connect, was mentioned as someone who could provide insight into the scholarship aspect of the project. While Project Connect does not directly deal with scholarships, **Adriana** collaborates with the University to find readers for the scholarships. She clarified that although the scholarships are awarded in collaboration with the University, they are AS scholarships, and the University provides the funding. The proposal would not require an amendment to the bylaws but would simply be an amendment to the budget, she clarified.

VII. Action Items

None.



VIII. Announcements

Christine Amador, LDC announced that a calendar invitation had been sent out that morning for AVP student life and dean of students interviews. She emphasized that this was a very important position that the university was hiring for, and that it was important for administration to find someone who would work well with the board of directors as they continue to serve students. Members were encouraged by her to attend the interviews via Zoom, and there are 4 events scheduled, so they should attend the ones they are able to. Additionally, she announced on behalf of **Fayeeza Shaikh, Science & Engineering Representative** that there will be a tabling event on Monday asking for the Board of Directors presence at the event that she is working with the Dean of the College of Science and Engineering to organize, a career fair on March 2nd in the Annex.

IX. Adjournment

Meeting was adjourned at 2:44 pm.

Respectfully submitted by: Pragati Makani

DocuSigned by:

Pragati Makani

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Approved by: Karina Zamora, President

DocuSigned by:

Karina Zamora

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Members shall be teleconferencing in from the following locations: 207 Harvard Ave, N. Claremont, CA 91711; 1600 Holloway Ave., San Francisco, CA 94132

To request accessibility accommodations, please email christine@asi.sfsu.edu.



Associated Students
Risk Assessment Report
2022-23

SCOPE

Associated Students seeks to involve appropriate personnel at all levels of the organization, in the identification of risks and creation of practical strategies in order to minimize or mitigate that risk. The Risk Assessment was conducted by the Associate Executive Director in conjunction with the AS Executive team that oversees every area outlined in the *Risk Assessment Worksheet* included as part of this report.

METHODOLOGY

This report identifies a three-step process identifying any potential risks that could have significant impact on the day-to-day operation of Associated Students.

Anticipation & Identification: Each organizational area manager completed the risk assessment questionnaire to identify any risk and potential area for improvement.

Evaluation: After reviewing the risk assessment questionnaire, the Associate Executive Director in consultation with the executive team evaluated and identified any areas that pose the greatest risk to the organization.

Control: Based on the assessment the Executive Director and Executive team will determine what method of control provides the most efficient means of risk reduction.

Upon review of the Risk Assessment in each area, the following areas need some attention to mitigate risk without compromising the vision of Associated Students.

Risks	Management & Mitigation	Risk Rating	
Grants & Contracts	Enhance written Grants and Contracts Procedures	Needs attention / Potential risk	



Furthermore, currently Associated Students abides by all terms and conditions as outlined in the agreement. Once grant is received, all AS policies and procedures are followed regarding grant expenditures. At this time we have identified this as a low risk, however the AS Management team will work to enhance written procedures in this area.

Report submitted by Alejandro Rios, Associate Executive Director on February 22, 2023.

			Response: Include Initials for Verification	If Yes	If No	Initials	Status	
				Nature of Documentation / Policy or Procedure, if any	Risk Noted, if any	Mitigating Control Documentation / Policy or Procedure, if any		green= good, yellow= some risk, red=need attention
A. Organization								
1	Does the organization have a statement of mission and objectives?		Yes	Website				
2	Is there a current organizational chart which identify key personnel?		Yes	Website				
3	Is there a formalized policy and procedures manual?		Yes	Website				
4	Are there written job descriptions for each employee?		Yes	HR Department			JA	
5	Is there a budgetary control system?		Yes	Policies & Procedures				
a.	Is it being used properly?		Yes	Acct Office Procedures				
6	Do reports:							
a.	Adequately focus on management information requirements?		Yes	Quarterly reports				
b.	Provide timely and complete information needed both internally and externally?		Yes					
c.	Highlight significant or unusual variations?		Yes					
7	Do managers make periodic reviews of the reporting system to determine if it is meeting current needs?		Yes	Quarterly reports				
8	Does the organization have a record retention policy?		Yes	Policy				
9	Has an internal review function been established?		Yes	risk assessment				
10	Does the organization have a business continuity policy?		No	working on Procedure				
11	Are the internal review reports directed to an organization officer with sufficient responsibility to insure that adequate attention is given to findings and recommendations?							
B. Organization Evaluation and Ongoing Monitoring								
1	Is ongoing monitoring built into operations throughout the company?		Yes					
2	Do evaluations provide an objective consideration of the overall internal control over financial reporting?		Yes	Quarterly report				
3	Does the evaluator understand the components being evaluated and how they relate to the activities supporting the reliability of financial reporting?		Yes					
4	Does management receive feedback on the effectiveness of internal control over financial reporting?		Yes	AS/UCorp				
C. Reporting Deficiencies								
1	Are findings of internal control deficiencies reported to the individual who owns the process and related controls, and who is in position to take corrective actions?		Yes					
2	Are the findings also are reported to at least one level of management above the process?		Yes					
3	Are deficiencies that affect internal control over financial reporting communicated to top management and the board or audit committee, regularly and as necessary?		Yes					
D. Policies and Procedures								
1	Are control activities built into business processes and the day-to-day activities of its employees?		Yes	Policies & Procedures				
2	Do responsibility and accountability for policies and procedures reside with the management of the business or function in which the relevant risk resides?		Yes					
3	Are procedures performed in a timely manner?		Yes					
4	Are procedures implemented thoughtfully, conscientiously, and consistently across functions, departments, and processes?		Yes					
5	Does the organization have the following policies in place, that adequately describe and protect the organizations activities around the same?							
a.	Fundraising policies (including gift acceptance)		Yes	Operating Agreement				
b.	Whistleblower protection policies?		Yes					
c.	Grievance Process Policy		Yes					
d.	Staff Compensation Policy		Yes	PPM				
e.	Policies on collecting personal information		Yes	PPM				
f.	Credit Card Policy		Yes					
g.	Hospitality Policy		Yes					
h.	Travel Policy		Yes					
i.	Staff Code of Conduct Policy		Yes					

			<u>If Yes</u>	<u>If No</u>		Initials	Status
		Response	Nature of Documentation / Policy or Procedure, if any	Risk Noted, if any	Mitigating Control Documentation / Policy or Procedure, if any		green= good, yellow= some risk, red=need attention
A. Integrity & Ethical Values							
1	Has the organization's senior management developed a clearly articulated statement of ethical values that is understood at all levels of the organization? (i.e. Code of Conduct or Ethics Policy)	Yes	Code of Conduct				
2	Are processes in place to monitor adherence to principles of sound integrity and ethical values?	yes	AS polices				
3	Is the code distributed to all employees?		On AS website				
4	Does the entity have an active anti-fraud program or processes such as an anonymous fraud hotline, communication of employee whistleblower rights and other anti-fraud policies and procedures? (i.e. Whistleblower policies and procedures)						
5	Does the entity have a conflict of interest policy?	Yes	Policy				
B. Antifraud Programs and Controls							
1	Does the organization have the policies, programs, or controls implemented to prevent or detect fraud the organization has implemented? (i.e. Whistleblower Policies and Procedures Program)	Yes					
2	Does management foster a culture of honesty, openness, and assistance?	Yes	Trainings				
3	Does management communicate appropriate ethical business practices and behavior?	Yes	Trainings				
4	Does management foster a positive working environment?	Yes	Monthly meetings				
5	Does the organization have a documented/written procedure to investigate ethical, accounting, analytical, or operating performs anomalies?						
6	Does the organization have a mechanism or process for employees to report possible fraud?						
C. Board of Directors							
1	Does the organization's board of directors or equivalent governance committee understand and exercise oversight responsibility for financial reporting and internal control.	Yes	Board and Committees				
2	Are the Board of Directors independent?	Yes					
3	Is size and composition of the board appropriate?	Yes	Full student representation				

	4	Does the board of directors evaluate and monitor the risk of management override of internal control and consider risks affecting the reliability of financial reporting?								
	5	Does the organization's board of directors oversee management's processes for defining responsibilities for key financial reporting roles?								
	6	Is the organization's CEO and senior management responsible for sound internal control over financial reporting, including both initiating and maintaining the program?								
	7	Are senior and functional management responsible for ensuring all employees understand their responsibilities for achieving financial reporting objectives through adherence to internal control policies and procedures?								
	8	Does the assignment of authority and responsibility include appropriate limitations?								
	9	Does the organization have a policy outlining eligibility of Board members and commitment to training and development of the same?								
		Does the Board of Directors engage in an annual self evaluation process?								
D. Audit Committee										
	1	Does the organization have an Audit Committee?	yes							
	2	Does the Audit Committee have a formal charter or is it recognized by the organization? (i.e. resolution or recorded in the minutes)	yes							
	3	Does the audit committee constructively challenge or discuss the area of financial reporting and review the past results?	yes							
	4	Does the audit committee have one or more members who have financial reporting expertise?	Yes							
	5	Does the audit committee actively monitor the effectiveness of internal control over financial reporting and financial statement preparation?								
	6	Does the audit committee interact with auditors, as necessary?	yes							
	7	Does the audit committee have the exclusive authority to engage, replace, and determine the compensation of the external audit firm?	no					Audit Committee Charter		
	8	Does the audit committee meet privately with internal and external auditors to discuss relevant matters?	no	mtgs are open						
	9	Is the audit committee informed about personnel turnover in key accounting and management positions?	yes							

	10	Is there follow-up on recommendations from the external or internal auditors for improvements to internal control?	yes								
	11	Does the audit committee meet the requirements of the California Nonprofit Integrity Act?	yes	chrome-extension://efaidnbmnnibpcajpcglefindmkaj/https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/publications/nonprofit_integrity_act_nov04.pdf							
E. Management's Philosophy and Operating Style											
	1	Does management's philosophy and operating style emphasize reliable financial reporting?	Yes								
	2	Describe controls to prevent management override of financial reporting:		All request must be put documented and approved by ED							
	3	Has management established and clearly articulated financial reporting objectives, including those related to internal control over financial reporting?	Yes	Ucorp agreement							
	4	Does management have a process for identifying external and internal risks to achieving its financial reporting objectives, including fraud risks?	Yes	Risk Policy							
	5	Does the management consider risks from internal sources such as financing and the availability of funding for key programs?	Yes								
	6	Has fiscal authority been formally delegated to specific management personnel?	YEs								
	7	Has a system been established to insure that fiscal responsibility exists at all management levels?	yes								
	8	Do policy and procedures manuals reference the following:									
	a.	Applicable federal and state regulations?									
	b.	Bylaws and statutes of the governing board of the organization?									
	c.	Internal policies (i.e. CSU, etc.)?									
	9	Do reports and summaries of operations provide essential and timely information necessary for managerial monitoring and control?	yes								
	10	Are new management systems properly reviewed and approved by managers before implementation?	yes								
	11	Are employee training programs adequate?	yes								

	12	Do fiscal officers or management understand the importance of internal controls, including division of responsibility?	Yes					
F. Organizational Structure								
	1	Has management established appropriate lines of financial reporting for each functional area and business unit in the organization?	yes					
	2	Do sufficient numbers of employees exist, particularly at the management levels in the accounting function to allow the individuals to effectively carry out their responsibilities?	yes	as well as Ucorp				
G. Financial Reporting Competencies								
	1	Does the organization identify competencies (i.e. skills needed) that support accurate and reliable financial reporting?	yes					
	2	Does the organization employ or otherwise retain individuals who possess the required competencies related to financial reporting?	yes					
	3	Does the organization evaluate and maintain staff competencies?	yes					
H. Risk Assessment Objectives								
	1	Does the entity consider risks from external sources such as economic conditions, regulation, labor relations, etc.?	yes					
	2	Does the organization consider risks from internal sources such as competitive compensation and benefits and retention and succession planning?						
	3	Are all auxiliary functions consistent with requirements of incorporation documents, board minutes, and related statutes and regulations?	yes					
E. Risk Management Committee								
	1	Does the organization have a Risk Management Committee?	yes	Exec. team				
	2	Does the Risk Mgmt Committee have a formal charter or is it recognized by the organization? (i.e. resolution or recorded in the minutes)	yes	Policy				
	3	Does the audit committee constructively challenge or discuss the areas of risk management?						

			If Yes	If No		Initials	Status
		Response	Nature of Documentation / Policy or Procedure, if any	Risk Noted, if any	Mitigating Control Documentation / Policy or Procedure, if any		green= good, yellow= some risk, red=need attention
A. Financial Reporting - Objectives							
1	Are financial reporting objectives aligned with the requirements of Generally Accepted Accounting Principles?	yes	Audited Fin Statements			VC	
2	Are accounting principles used in the appropriate circumstances?	yes	Audited Fin Statements			VC	
3	Are financial statements informative of matters that may affect their use, understanding, and interpretation?	yes				VC	
4	Is the financial statement information presented, classified and summarized in a reasonable manner?	yes				VC	
5	Does the organization's financial statements reflect the transactions and events in a manner that presents the financial position, results of operations, and cash flows (if applicable)? (i.e. general ledger balances)	yes				VC	
6	Does the financial statement meet management's objectives and expectations? (i.e. meets budget or fiscal plans)	yes				VC	
7	For each significant financial statement account and disclosure, are financial reporting objectives supported by financial statement assertions with relevance depending on the circumstances?					VC	
8	Does the financial statement presentation reflect the idea of materiality?	yes				VC	
9	Are the financial statements accurate, compliant with regulations (i.e. IRS, Legislature, System, GASB, etc.), and timely?	yes				VC	
B. Financial Reporting - Risk Assessment							
1	Does the organization's risk assessment include consideration of the business processes that impact financial statement accounts and disclosures?	yes				VC	
2	Does the risk assessment consider the competency of the organization's personnel dedicated to supporting the financial reporting objectives?	yes				VC	
3	Does the information technology infrastructure and processes supporting the financial reporting objectives included in the financial reporting risk assessment?	yes				VC	
4	Has the organization put into place effective risk assessment mechanisms that involve appropriate levels of management?	yes				VC	
5	Does the organization's risk assessment consider internal and external factors and their impact on the achievement of financial reporting objectives?	yes				VC	
6	Are identified risks analyzed through a process that includes estimating the likelihood of the risk occurring and the potential impact of the risk?	yes				VC	
7	Has management developed disaster recovery and business continuity plans?	yes	Draft is being reviewed			VC	
C. Financial Reporting - Board of Directors / Audit Committee							

	1	Does the organization assess fraud risks? (i.e. consider incentives and pressures, attitudes, and rationalizations, as well as opportunity to commit fraud)	yes	Risk Management Policy			VC	
	2	Does the organization's assessment consider risk factors that influence the likelihood of someone committing a fraud and the impact of a fraud on financial reporting?	yes	Risk Management Policy			VC	
	3	Do responsibility and accountability for fraud policies and procedures reside with the management of the business or function in which the risk resides?	yes	Risk Management Policy			VC	
	D. Financial Reporting - Management's Control Activities							
	1	Are control activities designed to mitigate risks potentially impacting financial reporting objectives?	yes	Risk Management Policy				
	2	Do control activities consider risks related to all aspects of the recording process, including accounting estimates, and adjusting and closing journal entries?	yes					
	3	Does the selection of control activities encompass relevant information technology risks?						
	4	Does management use an appropriate balance of preventive and detective controls, and an appropriate balance of manual and automated controls, to mitigate risks to the achievement of financial reporting objectives?	yes	Risk Management Policy				
	5	Are duties logically divided among people or processes to mitigate risks and meet financial reporting objectives?	yes	Risk Management & AR Policy				
	6	When selecting amongst alternative control options, does management consider the cost of control activities in relation to expected benefits of improved control?						
	E. Financial Reporting Competencies							
	1	Does the organization identify its staff's competencies to support accurate and reliable financial reporting?	yes					
	2	Does the organization employ or retain individuals who possess the required competencies related to financial reporting?	yes					
	3	Are these needed competencies regularly evaluated and maintained?	yes	agreement w/Ucorp				
	4	Other considerations:						
	5	Does any of the above information result in one or more potential risks of material misstatement of the financial statements?	no					
	F. Financial Reporting - Information & Communication							
	1	Are all pertinent information identified and captured in the organization's financial transactions and events?	Yes					
	2	Is information used, among other purposes, for adjusting entries and accounting estimates, as well as to monitor the reasonableness of recorded transactions?						
	3	Is information developed using internal and external sources?	yes	AS and Ucorp				
	4	Do information systems produce information that is timely, current, accurate, and accessible?	Yes					
	5	Does management communicate to all personnel, particularly those in roles affecting financial reporting, that internal control over financial reporting must be taken seriously?	Yes					

	6	Does an open communication channel exist between management and the board of directors so that both have information needed to fulfill their roles with respect to financial reporting objectives?	yes								
	7	Does the board have access to information sources outside of management, on a regular basis and as needed, including access to the external auditors, the internal auditors, and other relevant parties (such as regulatory authorities)?	Yes		Audits and Financials						
	8	Is achievement of internal control over financial reporting assessed, where required by external auditors, and is this assessment communicated to management and the board?	yes								

				If Yes		If No	Initials	Status
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		*EMAILED KAREN TO ASSIST W/RESPONSES - VC	Yes or No					
A. Financial Statement Preparation Process								
1	Are standard and non-standard journal entries are identified and recorded in a timely manner?	Yes	month end/year end close checklist & Journal entries procedure for all auxiliaries					
2	Are general ledger accounts are grouped into appropriate balance sheet and income statement account classifications?	Yes	Financial statements grouping workbook and monthly internal financial statements					
3	Are Financial statement reclassification entries identified and recorded in a timely manner?	Yes						
4	If applicable, are financial statement consolidating, combining, and/or eliminating entries are identified and recorded in a timely manner?	N/A						
B. Financial Statement Presentation and Disclosure Process								
1	How does the Organization keep-up to-date with New accounting pronouncements applicable to the Organization?	Yes	CSU annual auxiliary organizations GAAP webcast, AOA conference, and continuing professional education (CPE) webinars					
2	Describe the process of how the Organization evaluate and implement New Accounting pronouncements in a timely manner?	Yes	CSU annual auxiliary organizations GAAP webcast, AOA conference, and continuing professional education (CPE) webinars					
3	When alternative accounting principles are available, how does the entity select the most appropriate accounting principles among the alternatives?		Comply with CSU's accounting guidance					
4	Are presentation and disclosures required by GAAP, GASB, FASB, etc. appropriately determined and made in a timely manner?	Yes	CSU annual auxiliary organizations GAAP webcast, AOA conference, and continuing professional education (CPE) webinars					
5	Does the Organization evaluate the potential risks that may cause material misstatement to the financial statements?	Yes, if applicable						
6	Are the Organization's financial statements and related disclosures approved by management?	Yes						
C. General Questions								
1	Are short-term and long-term investments significant to the financial statements?	Yes	Presented on the face of Statement of Financial Position and footnotes					
2	Does the organization have significant alternative investments? (i.e. other than what the organization's investment policy states)	No						
3	Is debt significant to the financial statements?	N/A						
4	Describe how bank accounts are reconciled to the general ledger including the frequency of this process. Also include how unreconciled differences are identified, monitored and resolved:		Prepare monthly bank reconciliation in a timely manner					
5	Describe procedures for reconciling debt accounts including lines of credit, term notes, etc. from statements received from the bank to the general ledger including the frequency of this process:	N/A						
6	Describe procedures for monitoring compliance of the debt covenants:	N/A						
7	Describe how short-term investments are reconciled to the general ledger including the frequency of this process:		Prepare monthly investment reconciliation in a timely manner					
8	Describe procedures for identifying and preparing all disclosures required by GAAP or other reporting basis including proper classification (consider debt disclosures, debt issuance costs, compensating balances, off balance sheet risks, cash restrictions, treatment of cash equivalents, and short-term investments):		CSU annual auxiliary organizations GAAP webcast, AOA conference, and continuing professional education (CPE) webinars					
9	Describe how instances of incorrect processing of transactions are identified and resolved:		By accounts reconciliation and/or analytical reviews					
D. Account Estimates, Adjusting Entries, and Closing Entries								
1	Does the chart of accounts reflects management's decisions on roll-up for appropriate financial statement presentation.	Yes	Chart of Accounts is reviewed with AS management to verify department roll-up. There is financial statements grouping workbook and footnote support to support financial data in the audited financial statements and supplemental information					
2	Are routine transactions accurately processed (manually or automatically) in the appropriate accounting period?	Yes						

1	Upon funding approval from the grantor, do procedures exist to ensure that grants or contracts are entered into the organization's grant/contract database and general ledger (or its financial accounting system) for recording and capturing of appropriate data? Does database (or financial accounting system) track all pertinent information?	Yes	AS/UCorp						
2	Are grant/contract expenditures appropriately documented with the proper approvals and supporting documentation prior to payment?	Yes							
3	Is the grant/contract signature card referred to ensure the appropriate/authorized signature prior to processing a payment?	Yes							
4	Is the organization's financial accounting system adequate to ensure compliance with the terms and conditions of the grant/contract award?	Yes							
5	If a third party service provider is part of the grant making function, does organization request, review and receive SAS 70 report? Are user control consideration per SAS 70 reports considered with organizational controls?	Yes							
6	Describe the close-out of projects, including who has the responsibility for filing required reports; refunding any balances of unobligated cash; and forwarding project deliverables:	AED of Finance in conjunction with University Corporation							
7	Describe the controls than ensure cost transfers are always made with adequate justification and in a timely manner, but not for the purpose of alleviating a project overrun or anticipated overrun condition.	AS Policies & Procedures							
D. Review and Account Reconciliation Controls									
1	Are grant/contract processes relating to regulatory requirements reviewed annually to insure compliance?	Yes							
2	Describe the reconciliation process of the grant/contract awards? Is it reconciled to the general ledger? Who is responsible for performing the reconciliation function? How often is the grant/contract reconciled?	Reconciliation is performed by UCorp in conjunction with AED of Finance							
3	Describe the organization's monitoring procedures to ensure compliance with the grants/contracts terms and conditions?	Awardee, AED of Finance, and UCorp ensure all procedures are in compliance							
E. Segregation of Duties Controls									
1	Is final grant approval process separate from review and preliminary recommendation process?								
2	Is responsibility for entering new grantees into database or financial accounting system separate from final grant/contract recommendation process responsibility?	Yes							
3	Is approval of final grant recommendation separate from grant/contract payment processing and signing?	Yes							
4	Is responsibility for reconciling bank accounts separate from grant/contract check signing?	Yes							
5	Does the organization maintain control reports and/or financial records for all grant/contract activities/transactions including, but not limited to, award submissions (e.g., in progress), total projects outstanding (both contract and grants), total expenditures by project, closed projects, over-budget projects, etc.? If yes, describe the process.	Yes	project # assigned to grant funds						
6	Does the organization receive federal single audits (from its subrecipients) in compliance with Office of Management and Budget (OMB) Circular A-133? If yes, please indicate who is responsible for ensuring correction of identified findings or concerns.	Yes	Management team						
F. Other Contracts - Room and Space Reservations									
1	Are policies in place regarding room and space use and reservation, including proper indemnification clauses, hold harmless provision, insurance requirements and other contractual items?	Yes	Policies & Procedures						
2	Are there systems in place for periodic review of compliance to the policy?	Yes							
3	Is staff appropriately trained to follow the policies and procedures regarding room and space reservations and use?	Yes	Sr Director of Event Services						
4	Are sufficient controls in place in regards to billing for room and space rentals and use?	Yes	EMS and Accounting Office						

				If Yes	If No		Initials	Status
				Nature of Documentation / Policy or Procedure, if any	Risk Noted, if any	Mitigating Control Documentation / Policy or Procedure, if any		green= good, yellow= some risk, red=need attention
				Response				
A. Accounts Payable - Setup								
1	Is an accounts payable module utilized? Is it integrated with the general ledger?	yes	agreement w/Ucorp					
2	Is receiving and return of inventory significant to the financial statements?	yes						
3	Describe who has authority and access to do the following:							
a.	Record new vendors in the accounts payable module	agreement w/Ucorp						
b.	Purchase goods/services	AP manager						
c.	Approve invoices	AED of Business & Fin						
d.	Code invoices (i.e. appropriate subsidiary or general ledger)	AR manager						
e.	Enter invoices into accounts payable	Ucorp						
f.	Prepare checks for payment	AP manager						
g.	Sign checks	Ucorp						
h.	Mail checks	Ucorp						
4	Is positive pay utilized by the organization? If so, who transmits the information to the bank?	Ucorp						
5	How does accounting know/obtain information for all significant purchase commitments/contracts?	Via Check Reqs						
B. Accounts Payable - Disbursement								
1	Is there adequate segregation of duties between the approval and payment functions as to:							
a.	Approval of documents for payment?	yes						
b.	Check preparation?	yes						
c.	Check signing?	yes						
d.	Access to cash?	yess						
e.	Access to accounting records?	yes						
2	Are all cash disbursements, except those from petty cash, made by check?	yes or ACH						
3	Are only printed prenumbered checks used and properly controlled?	yes						
4	Are voided checks properly mutilated and held for inspection?	yes						
5	Are all checks protected against alteration?	yes						
6	Are all checks made payable to a specific payee?	yes						
7	Is the signing of checks in advance prohibited?	yes						
8	Are all disbursements properly authorized and supported by appropriate documentation?	yes						
9	Are all bank accounts and check signatures properly authorized?	yes						
10	Is there adequate review of supporting documentation before checks are signed?	yes						
11	Are there dollar limits on:							
a.	Single signature checks?	yes						
b.	Signatures mechanically fixed?	yes						
12	Are the signers of checks bonded?	yes						
13	Do procedures provide for immediate bank notification when an authorized signer of checks changes duties or resigns?	yes						
14	Is the supply of blank checks adequately controlled?	n/a						
15	If a mechanical check signer is used, are facsimile signature plates under proper control?	yes						
16	Is there a firm procedure establishing the conditions under which cash disbursements will be made?	Ucorp						
17	Are all paid invoices or other authorized documents adequately cancelled so as to prevent their reuse?	Yes						
18	Are vouchers prepared for all expenditures?							
19	Is each bank account under separate ledger control?	Ucorp						
20	Are bank accounts reconciled monthly by a person who is independent of the cash function?	Ucorp						
21	Are bank statements delivered unopened directly to the reconciler?	Ucorp						
22	Is the sequence of check numbers accounted for when reconciling the bank accounts?	Ucorp						
23	Are endorsements on cancelled checks periodically examined, incidental to the reconciliation of the bank account?	Ucorp						

24	Are paid checks scrutinized for suspicious and irregular features?	Ucorp						
25	Do adequate procedures exist for the disposition of old outstanding checks?	Ucorp						
26	All invoices are promptly and accurately processed. Duplicate processing is prevented.	Ucorp						
C. General Questions and Safeguarding of Assets								
1	Describe how accounts payable records are reconciled to the general ledger including the frequency of this process:	Ucorp						
2	Describe how instances of incorrect processing of transactions are identified and resolved:	Ucorp						
3	Describe controls over access to purchase orders, accounts payable, and inventory systems (include restrictions on setting up vendors):	Ucorp						
4	Describe controls to prevent or detect "ghost" vendors:	Ucorp						

			If Yes	If No		Initials	Status
		Response	Nature of Documentation / Policy or Procedure, if any	Risk Noted, if any	Mitigating Control Documentation / Policy or Procedure, if any		
A. Purchasing/Procurement							
1	Does the organization utilize a purchasing module? Is it integrated with the general ledger?	Yes	CFS				
2	Is receiving and returning of inventory significant to the financial statements?						
3	Are the organization's purchases posted to the general ledger timely and accurate?	yes					
4	Are all requisitions and/or purchase orders appropriately approved by an authorized individual prior to its?	yes					
5	Are the organization's Purchasing policies and procedures documented?	yes					
6	Are the organization's Purchasing policies and procedures in accordance with applicable statutes, contract specifications, and institutional policies?	yes					
7	Is there adequate segregation of duties in regards to the following functions:						
a.	Controlling blank purchase orders?	yes					
b.	Placing orders with vendors (including preparation of purchase order)?	yes					
c.	Receiving?	yes					
d.	Approving vouchers for payment?	yes					
e.	Processing approved vouchers?	yes					
f.	Disbursing?	yes					
8	Are all requisitions or purchase orders prenumbered?	yes					
9	Are goods ordered and services processed accurately and recorded timely?	yes					
10	Are orders received and service requests performed prior to authorizing and approving payment?	yes					
11	Is a system of competitive bidding used?	yes	AP Policy				
12	Is there a designated centralized receiving area for all incoming goods?	yes	AP Policy				
13	All returns and allowances are authorized, and were processed accurately and recorded timely						
14	Payments were authorized, and associated goods or services were received and recorded in the proper period. Duplicate payments are prevented. Long outstanding payments (e.g. uncashed checks) are investigated.	yes					
15	Do buyers have procurement limits?	yes					
16	Access to data files is restricted to authorized personnel	yes					
17	How does accounting know/obtain information for all significant purchase commitments/contracts?		POs, Contracts provided to Ucrop				
B. General Questions							
1	Describe controls over access to purchase orders, accounts payable, and inventory systems (include restrictions on setting up vendors):		AP Policy				
2	Describe how instances of incorrect processing of transactions are identified and resolved:	N/A					
3	Is there a policy statement with regard to conflicts of interest, including employee-vendor relationships?		Conflict of interest policy and AP Policy				

					If Yes	If No		Initials	Status
				Response	Nature of Documentation / Policy or Procedure, if any	Risk Noted, if any	Mitigating Control Documentation / Policy or Procedure, if any		green= good, yellow= some risk, red=need attention
A. Policy Controls									
1	Does the organization have a documented investment policy that has been appropriately developed and is periodically evaluated / reassessed?			Yes	Policy				
2	Does the organization have a designated group, comprised of knowledgeable people, responsible for ensuring compliance with and monitoring the investments policy?			Yes	UCorp/AS				
3	Does the organizational code of conduct and/or ethics policy require independence (or at least disclosure of situation) relating to the organization doing business with investment management companies or investees that may be related to board members, management, employees or other service advisors?			Yes	Policy				
4	Are changes to the organization investment portfolio approved in accordance with the investment policy? Who approves the changes?			Yes/ Board of Directors	Policy				
B. Process Controls									
1	Does the organization use an investment manager(s) or investment firm(s) and does the arrangement(s) cover all responsibilities, such as:								
a.	Understanding and compliance with organizational investment policies			Yes					
b.	Periodic reporting, evaluation and communication requirements			Yes					
c.	Fiduciary and insurance considerations			Yes					
d.	Who does investment manager report to			UCorp					
e.	Disclosure of potential conflict of interests			Yes					
f.	Dispute resolution			Yes					
g.	Custodianship of securities or investment securities			Yes					
2	Are investments purchased and sold only on proper authorization of the organization?			Yes	Policy				
3	Are investment statements and other original papers evidencing purchase and sale of securities appropriately filed and retained by the organization?			Yes	UCorp/AS				
5	Are all individuals having access to investments adequately bonded? (i.e. in the organization and the investment firm)			Yes	UCorp				
6	Are all investment documents registered in the name of the organization?			Yes					
7	Is an accounting record maintained for each investment, including cost, description, and identifying number?			Yes					
8	Do employees having no responsibility for custody of investments or record keeping:								
a.	Periodically inspect the investments?			Yes					
b.	Confirm those held by outsiders?								
c.	Reconcile documents to the records?			Yes	Financials				
d.	Verify recorded investment earnings to determine their accuracy?			Yes					
e.	Reconcile earnings with published financial records of payments?			Yes					
9	Are investments which have been approved for write-off properly authorized and recorded in the ledger and periodically reviewed as to possibility of recoveries?			Yes					
10	Is a record of investment income maintained?			Yes					
11	Are accruals recorded as investment income is earned?			Yes					
12	Does the organization insure investments manager(s) are complying with the organization investment policy? How?			Yes	Policy / Monthly Financials				
13	Do organizational liquidity requirements necessitate certain levels of cash at certain times? Is that coordinated with investment management function?			Yes					
14	How are purchased investments carried on the books?			Recorded in Financials					

	15	Are investments that are received as gifts recorded at fair market value (or appraised value) at date of gift?	Yes if applicable						
	16	If current market value (or fair value) is used to value investments, is this basis applied consistently for all investments in all funds?	Yes						
	17	Does the organization request, receive and review investment manager and custodian SAS 70 reports? Are user control considerations per SAS 70 reports mapped or considered with organizational controls?	Yes						
	C. Alternative Investment Controls		No						
	1	Does the organization have alternative investments? (i.e. futures & options (derivatives), hedge fund investments -- considered riskier than traditional investments). If not, go to next section - "D."							
	2	Describe how alternative investments (i.e. futures & options (derivatives), hedge fund investments and is considered riskier than traditional investments) are recorded in the accounting system:							
	3	Describe management's process to determine the estimated fair value of the alternative investments, including the selection and consistent application of the relevant accounting principles and valuation methods.							
	4	Does the organization understand the investment firm's or manager's method in valuing the underlying alternative investments?							
	D. Transactional Controls								
	1	Does investment manager remit adequately informative transactional advices or information as to buy and sell transactions?	Yes						
	2	Are individual transactions reviewed internally either as transactions occur or at month end?	Month end						
	3	Does accounting receive transactional information immediately for entry into the accounting system?	Monthly						
	4	Does accounting perform procedures to insure they are aware of all transactions executed during the month?	Yes						
	5	Is investment income received periodically reconciled to what should be received?	Yes						
	6	Are general ledger accounts adequately structured to identify cost and fair values and to record changes in fair value of investments?	Yes						
	7	Are receipts and disbursements relating to alternative investments properly received, approved and recorded?	If Applicable						
	8	Are investment manager custodial and transactional fees periodically reviewed for reasonableness and agreement to fee arrangements? Are embedded fees (netted in transactional gain or loss) identified and tracked adequately?	Yes	per agreement					
	E. Reconciliation and Review Controls								
	1	Are investment manager statements periodically reconciled to the general ledger for investments cost and fair value balances, realized and unrealized gains and losses receipts and disbursements?	Yes	Monthly					
	2	Are remittances to the organization per the investments manager statements reconciled to actual bank account receipts?	Yes	UCorp					
	3	If custodians are involved, are custodian and investment manager statements periodically reconciled for assets held, costs and fair values?	Yes						
	4	Are investment manager statements or summarized activity periodically reviewed by a Board level committee with designated responsibility for investment policy?	Yes	Semi-Annual					
	5	Are fair values per investment manager statements periodically compared to independent information sources such as market quotes (for marketable securities) or audited financial statements (for alternative investments)?	Yes						
	F. Segregation of Duties Controls								
	1	Are personnel (at either board or management level) responsible for investment policies and operational handling independent to investment managers/firms?	Yes	AED Finance / Executive Director					

	2	Is the function for determination of liquidity and cash needs for organization purposes separate from investment management?	Yes								
	3	Is responsibility for investment decisions (if internal) separate from responsibility for reconciling investment manager/firm statements to the general ledger?	Yes								
	4	Is responsibility for recording investment receipts and disbursements separate from reconciling investments manager/firm cash accounts to the general ledger?	Yes								
	5	Are general journal entries to record investment transactions/activity reviewed by appropriate level of management not involved with investment activity?	Yes								

\				If Yes	If No		Initials	Status
			Response	Nature of Documentation / Policy or Procedure, if any	Risk Noted, if any	Mitigating Control Documentation / Policy or Procedure, if any		green= good, yellow= some risk, red=need attention
A. Human Resources								
1	Has management established human resource practices that demonstrate its commitment to integrity, ethical behavior, and competence?	yes	PPM				JA/JD	
2	Are employee recruitment and retention for key financial positions guided by the principles of integrity and by the necessary competencies associated with the positions?	yes	PPM				JA/JD	
3	Does management support employees by providing access to the tools and training needed to perform their financial reporting roles?	Yes	Budget, Prof Dev,				JA/JD	
4	Do employee performance evaluations and the company's compensation practices, including those affecting top management, support the achievement of financial reporting objectives?	yes	By the goals set in the Performance Evals				JA/JD	
5	Are employees periodically evaluated by managers?	Yes	Perf Evals				JA/JD	
6	Do managers and supervisors review the evaluations with their employees?	Yes	Perf Evals are signed off				JA/JD	
7	Are managers and supervisors required, as part of the evaluation process, to suggest measures to correct weaknesses or inadequacies?	Yes					JA/JD	
B. Payroll								
1	Does the Organization utilize a Payroll Service (i.e. ADP, Paychex, etc.)?	Yes	ADP				JA/JD	
2	Are all payroll approved and authorized by someone in the organization with the appropriate delegated authority -- prior to entering or submitting payroll information to the Payroll Service? Describe the approval and authorization process.	Yes	Supervisor goes into each employees T/C and approve hours				JA/JD	
3	Who submits payroll information to the Payroll Service?		AS submits to UCorp and UCorp transmitts to ADP				JA/JD	
4	Who in the organization is responsible for the following:							
a.	Calculating monthly payroll		Ucorp					
b.	Filing payroll related returns		Ucorp					
c.	Reconciling payroll records to general ledger		Ucorp					
d.	Maintaining accrued vacations		Ucorp					
e.	Reconcile accrued vacation liability to the general ledger?		Ucorp					
5	Is there segregation of personnel and payroll functions?	Yes	AS submits to UCorp and UCorp transmitts to ADP				JA/JD	
6	Do procedures exist to insure that employees do not receive more than the authorized salary payment?	Yes	PANS and offer letters				JA/JD	
7	Are the payroll checks distributed by someone other than the payroll department?	Yes	All paychecks are mailed				JA/JD	
8	Are employees required to be identified or to produce some identification before receiving their paychecks?	Yes	If they pick up check				JA/JD	
C. Hiring/Personnel								
1	Has the Organization documented Hiring (Human Resources) policies and procedures regarding:							
a.	Time worked? (i.e. payroll is authorized only in accordance with time records or contractual agreements)	yes	ADP				JA/JD	
b.	Vacations, sick leave, holidays?	Yes	ADP				JA/JD	
c.	Job classifications and salary ranges?	Yes	on file				JA/JD	
d.	Changes in rates of pay?	Yes	PAN				JA/JD	
e.	Application of employee benefits?	Yes	on file				JA/JD	

	f.	Payroll deductions? (i.e. benefits data and payroll deductions are accurately processed from the payroll records to the files for other benefits records for each employee in accordance with the plans).	Yes						JA/JD	
2		Are hiring and payroll functions are segregated? (i.e. appointment segregated from other payroll functions).	Yes						JA/JD	
3		Are appropriate regulations being followed in regard to FICA, wages and hours, and other federal, state, and local requirements concerning employment?	Yes	UCorp					JA/JD	
4		Are complete personnel records maintained outside the payroll section?	Yes	separate files					JA/JD	
5		Are vacation, sick leave and compensating time off properly documented and controlled?	Yes	UCorp					JA/JD	
6		Is there adequate separation of duties in the preparation of payrolls?	Yes	AS submits to UCorp and UCorp transmitts to ADP					JA/JD	
7		Are access to employee files restricted to authorized personnel and protected from disclosure to unauthorized individuals? Describe how employee files are restricted?	Yes	Locked cabinet					JA/JD	
8		Does the organization have current job descriptions for all positions?	yes	in files					JA/JD	
9		Do procedures exist to appropriately classify individuals as employees or independent contractors, consulting services, etc.?	Yes						JA/JD	
10		Does the organization have policies on hiring / engaging volunteers with its programs? Do these policies outline all aspects on engagement with the volunteers including, but not limited to, performance standards and firing?	Yes, for hiring; No policy for interns						JA/JD	
D. General Questions										
1		Does the organization obtain and review the most recent SAS 70 Report from the Payroll Service Organization?	?							
2		Does the Organization review the following:								
a.		Payroll reports received from the Payroll Service	Yes							
b.		Who is responsible for reviewing the payroll reports	Yes	HR reviews payroll register						
c.		Are the reports reviewed and initialed to acknowledge its accuracy	Yes	HR reviews payroll register						
3		Are payroll subsidiary accounts reconciled with control accounts?								
4		Are the duties of payroll office employees rotated, and are they required to take annual vacations?	Yes							
5		Who is responsible for investigating & resolving variations from payroll budget?	AED of HR							
6		Are payroll bank accounts maintained and reconciled by someone having no payroll duties?	Yes	UCorp						
7		Do reconciliation procedures include checking names on payroll checks against the payroll records?	Yes							
8		Does the organization schedule and conduct the safety inspections	Yes							
9		Does the organization investigate accidents and near misses for relevant information that can assist with managing this risk in the future	Yes							
10		Does the organization review the campus public safety and crime statistics?	Yes							
11		Does the organization investigate and assess reported safety hazards	Yes							
12		Does the organization review and assess workers compensation claims and employers report of occupational injury or illness documents?	Yes							
13		Does the organization review and evaluate student activities, especially student travel and participation in off campus events on behalf of AS	Yes							
14		Does the organization have policies that address the use of vehicles by employees on behalf of AS business, including those relating to renting a vehicle	Yes							
15		Does the organization have a written process for dealing with accidents that take place on its premises?	Yes							
E. Title IX and DHR										
1		Does the organization have a point person for Title IX and DHR related issues?	Yes	<u>Equity Programs and Compliance, Title IX Coordinator and DHR Administrator</u>						

	2	Does the organization do the following:									
	a.	Written policy / process on all Title IX/ DHR related issues	Yes	PPM							
	b.	Make the policy available to all AS staff	Yes	PPM							
	c.	Are all staff trained on the Title IX and DHR issues/expectations at least annually?	Yes	Title IX Coordinator and DHR Administrator							

			If Yes	If No		Initials	Status
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IT Control Environment							
1	Describe the organization's Information Technology (IT) Environment?						
2	Has the organization or management prepared strategic business objectives/plans for its IT department? Does the planning approach include documented input from relevant stakeholders impacted by the IT strategic plans?	Yes	Facilities & Department Goals			KF	
3	Does the IT planning or steering committee oversee the IT function and its activities? Does committee membership include representatives from senior management, user management and the IT function?	Yes	Org Chart			KF	
4	Are IT strategies and ongoing operations formally communicated to senior management and the board of directors, e.g., through periodic meetings of an IT steering committee?	Yes	Facilities & Department Goals			KF	
5	Does the IT organization monitor its progress against the strategic plan and react to meet established objectives?	Yes	Facilities Meetings and Project Outlines			KF	
6	Are roles and responsibilities of the IT organization defined, documented and understood? Are segregation of duties considered?	Yes	Staff Trainings & IT Admin			KF	
7	Do IT personnel understand and accept their responsibility regarding internal control?	Yes	Staff Trainings & IT Admin			KF	
8	Have data integrity ownership and responsibilities been communicated to the appropriate data/business owners and what is their level of acceptance of these responsibilities?	Yes	Staff Trainings & IT Admin			KF	
9	Are roles and responsibilities communicated to contracted staff and other contract personnel who are subject to policies and procedures created to control their activities by the IT function, including their role to help assure the protection of the organization's information assets?	No	No Contract Staff			KF	
10	Are significant IT events or failures which impact financial reporting, e.g., security breaches, major system failures or regulatory failures, reported to senior management?	Yes	Facilities & Operations Reports			KF	
11	Are controls established to support appropriate and timely responses to job changes and job terminations so that internal controls and security are not impaired by such occurrences?	Yes	Sr. Dir. Admin Control			KF	
12	Has the IT organization adopted and promoted the company's culture of integrity management, including ethics, business practices, security practices and human resources evaluations (e.g., through education and ongoing training programs)?	Yes	Facilities & Department Goals			KF	
Information and Communication							
1	Has IT management defined information capture, processing and reporting controls, including completeness, accuracy, validity and restricted access, to support the quality and integrity of information used for financial and disclosure purposes?	Yes	Compliance with SFSU IT Regulations			KF	
2	Has IT management defined, communicated, reviewed and assessed compliance with standards such as information classification, privacy and corporate security?	Yes	CSU Audit Reports			KF	

	3	Has IT management defined, implemented and maintained security levels for each of the data classifications? Do these security levels represent the appropriate (minimum) set of security and control measures for each of the classifications? Are they re-evaluated periodically and modified accordingly?	Yes	Compliance with SFSU IT Regulations				KF	
	4	Are there IT management processes in place to investigate security compliance and deviations and introduce remedial action?	Yes	Sr. Dir. Admin Control				KF	
Risk Assessment									
	1	Is the IT organization company- and activity-level risk assessment framework, used periodically to assess information risk to achieving business objectives? Does it consider the probability and likelihood of threats?	Yes	Compliance with SFSU IT Policies and Regulations				KF	
	2	Is there an assessment performed for critical systems and locations based on their relative priority and importance to the organization?	Yes	Compliance with SFSU IT Policies and Regulations				KF	
	3	Where risks are considered acceptable, does management retain formal documentation and acceptance of residual risk with related offset, including adequate insurance coverage, contractually negotiated liabilities and self-insurance?	Yes	Reports to ISO				KF	
	4	Is the IT organization committed to active and continuous risk assessment processes as an important tool in providing information on the design and implementation of internal controls?	Yes	Compliance with SFSU IT Policies and Regulations				KF	
Monitoring									
	1	Are control activities in place and followed to ensure compliance with external requirements, such as regulatory and legal rules?	Yes	Compliance with SFSU IT Regulations				KF	
	2	Is documentation created and maintained for all significant IT processes and activities; and how are the related standards communicated to IT staff?	Yes	Compliance with SFSU IT Regulations				KF	
	3	Does the quality assurance process ensure a review of adherence to IT policies, procedures and standards?	Yes	Compliance with SFSU IT Regulations				KF	
	4	Does IT management monitor the effectiveness of internal controls in the normal course of operations through management and supervisory activities, comparisons?	Yes	Completion of email tickets				KF	
	5	Are internal control assessments performed periodically, using self-assessments or independent audits, to examine whether or not internal controls are operating satisfactorily?	Yes	Facilities & Operations Reports and Performance Evaluations				KF	
	6	Does IT management obtain independent internal control reviews of third party service providers who support significant processes for financial reporting and disclosure (e.g., by obtaining and reviewing copies of SAS 70 reports or other independent audit reports)?	?	?					
	7	Is documentation that evidences both the internal control design and internal control effectiveness (i.e., evidence of approvals) retained and available to the as a basis for reliance?	?	?					
	8	Are internal controls assessments performed (e.g., self-assessment or independent audits) to determine internal control design and operational effectiveness adequacy?	Yes	Device Management via JAMF Pro				KF	
Management of Maintenance Activities									
	Management should establish a process for controlling changes to systems and should monitor the effectiveness of the process. Consider the following:								
	1	Has management established a process and standards for managing changes to the systems in a controlled fashion?	Yes	IT Admin Control				KF	
	2	Are change management processes and standards consistent across applications, infrastructure, business units and geographically dispersed locations?	Yes	JAMF Pro Control				KF	

	3	Does management utilize some sort of change management tools to facilitate the capture and control of changes throughout the entire change cycle?	Yes	JAMF Pro				KF	
	4	Has management established a mechanism for status reporting to track change/project status?	Yes	JAMF Pro				KF	
	5	Does management review progress on changes to the systems?	Yes	IT Admin				KF	
	6	Does IT management obtain views on the functional and operational quality of the systems?	Yes	JAMF Pro				KF	
	7	Does management use reports/statistics to review the operational quality of the systems?	Yes	JAMF Pro				KF	
	8	Does IT have a process to accomplish the application of infrastructure-related patches for hardware and software?	Yes	JAMF Pro				KF	
	9	Are subcontractors utilized, or are any global development initiatives underway?	Yes	JAMF Pro				KF	
	10	Are there appropriate procedures in place to ensure that approved changes are implemented on a timely basis and to monitor progress?	Yes	JAMF Pro/ IT Admin				KF	
	11	Are roles and responsibilities clearly defined and communicated among business and IT personnel involved in the change management function?	Yes	JAMF Pro Training				KF	
	Specification, Authorization, and Tracking of Change Requests								
	Requests for system changes should be appropriately considered and processed. Consider the following:								
	1	Are all requests for changes captured and managed from a central repository?	Yes	JAMF Pro				KF	
	2	Is there a mechanism in place to link the change management process with the problem management process?	Yes	IT Admin				KF	
	3	Are developers in close contact with users?	No					KF	
	4	Do developers have specific sources to use to identify change requests?	N/A	N/A				KF	
	5	Are there adequate procedures in place to ensure that developers understand the users' requirements before making program changes?	N/A	N/A				KF	
	6	Are there adequate controls in place to log all change requests raised and track them?	Yes	IT Admin				KF	
	7	Is there a designated individual to approve and prioritize change requests?	Yes	Sr. Dir/IT				KF	
	8	Is there a process for recording approval and prioritization?	Yes	IT Email Log				KF	
	9	To what extent does the order in which changes are implemented reflect the priorities assigned to them?	N/A	Security and User Functionality				KF	
	Construction								
	The system should be constructed in a manner that ensures completeness, accuracy, and integrity of processing. Consider the following:								
	1	Are standard coding methodologies followed?	N/A	N/A				KF	
	2	Are controls in place to ensure the source code used is the most recent version and modifications by more than one programmer are coordinated?	N/A	N/A				KF	
	3	Are controls or tools utilized to ensure that all dependencies between integrated applications are identified and considered so that functionality developed across teams and applications is coordinated?	N/A	N/A				KF	
	4	Do programmers ensure that a standard configuration is used across all maintenance efforts?	N/A	N/A				KF	
	Testing and Quality Assurance								
	System changes should be tested to ensure that they achieve the business specifications and do not negatively impact existing processing. Consider the following:								
	1	Are separate environments maintained for development, testing, and production?	N/A	N/A				KF	
	2	Are minimum testing standards enforced and are they weighted based on the criticality of the change?	N/A	N/A				KF	
	3	Are users involved in testing changes to systems?	N/A	N/A				KF	

4	Is user management required to authorize acceptance of the change?	Yes	IT Admin			KF	
5	Are there procedures to prevent or detect unauthorized changes after testing is complete but before transfer to live environment?	N/A	N/A			KF	
6	Are there procedures to ensure that configuration options selected and parameters set are appropriate to achieve business requirements and corporate control standards?	Yes	JAMF Pro			KF	
Authorization of Transfers to Live Environment (Including Emergency Fixes and Developer Access to the Live Environment)							
Only authorized and tested changes should be transferred into the live environment. Consider the following:							
1	Are scheduled and nonemergency changes migrated into the production environment?	N/A	N/A			KF	
2	Are emergency changes migrated into the production environment?	N/A	N/A			KF	
3	Do developers have write access to the production environment and is this access logged?	N/A	N/A			KF	
4	Is there a process by which users authorize emergency changes?	No				KF	
5	Are there processes and controls to ensure that current production libraries/directories are updated with the correct version of the program?	Yes	IT Admin			KF	
6	Where the same version of a system (or core elements of the system) runs on more than one computer, is there a process to ensure that all copies in the live environment are updated?	Yes	JAMF Pro			KF	
7	Do procedures exist to ensure that all changes have adequate back-out procedures defined with management approved escalation lists?	N/A	N/A			KF	
Documenting and Training							
Documentation should be updated to reflect program changes. When changes to systems affect business user or computer operations procedures, user and technical documentation should be updated accordingly. Further, users and IT staff should receive appropriate training when their responsibilities are impacted by system changes. Consider the following:							
1	Are there procedures to update user documentation/procedures for changes to the systems?	N/A	N/A			KF	
2	Are there procedures to update technical documentation/procedures for changes to the systems?	N/A	N/A			KF	
3	Have users and/or computer operators received adequate training reflecting the newly implemented change?	Yes	JAMF Pro Training for IT Staff			KF	
Security Organization and Management							
The security function should be designed and implemented to support the information integrity objectives of the organization. Consider the following:							
1	Has management designed the information security function based on an assessment of relevant information integrity risks?	Yes	Compliance with SFSU for Sensitive Information			KF	
2	Has management considered the appropriate segregation of duties among personnel involved in the information security function?	Yes	Admin Control			KF	
3	Is business unit management appropriately included in the design of the information security function from a data ownership perspective?	Yes	Compliance with SFSU for Sensitive Information			KF	
4	Have roles and responsibilities been clearly defined and communicated?	Yes				KF	
5	Has management implemented personnel policies and procedures appropriate for the potential sensitivity of positions involved in the information security function?	Yes	IT/HR Segregation & Admin			KF	
Security Policies and Procedures							
Management should have appropriate security policy and procedure documentation in place to support the information integrity objectives of the organization. Consider the following:							
1	Has management published a complete set of policies and procedures that support the information integrity objectives of the organization, including consideration of the following:	N/A	Compliance with SFSU IT Policies and Regulations				
	a	High-level security strategy and objectives?					
	b	Security policies designed to achieve the strategy and objectives?					

		c	Security procedures designed to support compliance with the policies?					
		d	Technical security configurations by platform?					
2	Does management have a controlled process in place to update the security policy and procedure documentation on a periodic basis?	No						KF
3	Has management established a process to ensure that IT and business users receive education and training regarding security policies and procedures, as well as their specific security responsibilities, on a periodic basis?	Yes		Staff Trainings & Performance Evaluations				KF
Application Security Administration								
	Management should have a process in place to add, change and delete user access to applications in a controlled manner to help ensure that access remains commensurate with job responsibilities. Consider the following:							
1	Is a formal documented security administration process in place to ensure that all application access is approved?	Yes	IT Admin					KF
2	Does the security administration process require business unit management approval of all access to applications and related financial data "owned" by that business unit?	Yes	IT Admin					KF
3	Does the centralized security administration function facilitate periodic reviews of user access by business unit management to ensure that access remains commensurate with job responsibilities over time?	Yes	IT Admin					KF
Data Security								
	Direct access to data should be limited, and any changes to data outside the application should be approved in advance. Consider the following:							
1	Has management defined any data access requirements outside of the application and the methods to be used for such access?	Yes	Sensitive Data Compliance with SFSU					KF
2	Are the methods used to access data directly designed to achieve the organization's information integrity objectives?	Yes	Sensitive Data Compliance with SFSU					KF
3	Has management implemented a formal process for changing data access settings (i.e., data file permission) in a controlled manner?	Yes	IT Admin					KF
4	Has management implemented a formal security administration process for granting, changing, and removing direct access to data in a controlled manner?	Yes	IT Admin					KF
5	Does management periodically review direct data access (i.e., Database Administrator access) to ensure that the access remains commensurate with job responsibilities?	Yes	IT Admin					KF
6	If direct data access is controlled using special system utilities, is the use of such utilities documented, logged, and reviewed on a regular basis?	Yes	IT Admin					KF
7	Are appropriate monitoring and audit trail controls designed to allow management to monitor the data environment for potential unauthorized activity?	Yes	IT Admin Log					KF
8	Does management periodically review monitoring or audit trail output to identify potential unauthorized activity? What actions are taken when potential unauthorized activity is identified?	Yes	IT Admin Log					KF
Operating System Security								
	Consider the following:							
1	Has management assessed the risks to financial data at the operating system level?	Yes	PCI Compliance					KF
2	Has management designed security controls at the operating system level to mitigate the relevant risks identified?	Yes	Anti-Virus Software					KF
3	Has management implemented a formal security administration process to update the security configuration settings within the environment in a controlled manner (including, but not limited to, global security parameters, password parameters, services running, etc.)?	Yes	JAMF Pro					KF
4	Does management periodically review the security configuration settings to determine whether they remain consistent with the intended design?	Yes	JAMF Pro					KF
5	Has management implemented a formal security administration process to grant, change and remove access at the operating system level?	Yes	IT Admin Control					KF
6	Does management periodically review operating system access to ensure that the security administration process is working as intended and access remains commensurate with job responsibilities?	Yes	IT Admin Control					KF
7	Are appropriate monitoring procedures and audit trails designed to allow management to monitor the environment for potential unauthorized activity?	Yes	IT Admin Log					KF

	8	Does management periodically review monitoring or audit trail output to identify potential unauthorized activity? What actions are taken when potential unauthorized activity is identified?	Yes	IT Admin Log/ User Permission Change				KF	
	9	Has management implemented anti-virus software on all desktops and servers to mitigate the risk of data corruption from virus activity?	Yes	Mccafee Licenses				KF	
Internal Network Security									
		Where key applications and data reside on hosts that are connected to one another via internal networks, management should implement controls to ensure that security over the network environment supports the information integrity objectives of the organization. Consider the following:							
	1	Does management ensure that appropriate security controls are considered for all changes to the internal network design?	N/A	Network Managed by SFSU IT				KF	
	2	Does the network design support the overall information integrity objectives of the organization (e.g., logical separation of domains, trust relationships, authentication of remote computers, etc.)?	N/A	N/A				KF	
	3	Are there controls in place over the administration of security on network hardware (e.g., routers)?	N/A	N/A				KF	
	4	Does management have procedures to monitor potential security events on the internal network?	N/A	N/A				KF	
Perimeter Network Security									
		Where external connections to the internal network or individual host machines exist, management should implement controls to provide reasonable assurance that security over those external connections supports the information integrity objectives of the organization. Consider the following:							
	1	Does management have a controlled process in place for evaluating and approving the business rationale for every external network connection (including, but not limited to, Internet, electronic mail, EDI, EFT, dial-in, extranet partners, etc.)?	N/A	Network Managed by SFSU IT				KF	
	2	Does management ensure that the controls over all external network connections are designed appropriately to support the information integrity objectives of the organization?	N/A	N/A				KF	
	3	Has a reasonable approach has been taken to protect the Internal network from unauthorized access via external network connections (i.e., design of DMZ, placement of firewalls, configuration of firewall rule bases, etc.)?	N/A	N/A				KF	
	4	Are controls in place over the administration of security on the hardware and software protecting the external network connections?	N/A	N/A				KF	
	5	Does management monitor potential security events via the external network connections (i.e., IDS monitoring)?	N/A	N/A				KF	
Physical Security									
		Physical security controls should be implemented to support the information integrity objectives of the organization. Consider the following:							
	1	Is physical access to the organization's sites/buildings restricted (consider any location where computer facilities are located, and also any locations connected to those facilities via the organization's internal networks)?	Yes	Specified Access to Locked Areas				KF	
	2	Is physical access to data centers restricted?	Yes	Specified Access to Locked Areas				KF	
	3	Is physical access to remote data centers/server rooms restricted?	Yes	Remote Data Housed With SFSU IT				KF	
	4	Is physical access to wiring closets and other sensitive physical network locations/components restricted?	Yes	Specified Access to Locked Areas				KF	
	5	Is physical access to removable storage media (such as tapes, optical discs, etc) restricted?	Yes	Specified Access to Locked Areas				KF	
	6	Is sensitive systems documentation well-secured?	Yes	Specified Access to Locked Areas				KF	
Overall Management of Computer Operations Activities									
	1	Are policies and procedures well defined, documented, updated, and communicated for all key functions that consider:							
		a	Alignment to objectives of accurate, timely and authorized processing of data?						
		b	Well-defined policies and detailed procedures that comply with the policy statements?						

		c	Controls and standards defined independent of platforms within environment?			
	2	Are roles and responsibilities for all key functions clearly defined, updated, and understood by operations personnel?	Yes	Facilities & Operations Staff Meetings and Trainings		KF
	3	Does management ensure that computer operations personnel have appropriate skills and supporting documentation to perform their duties?	Yes	Interview Notes & Performance Evaluations		KF
	4	Do roles and responsibilities allow for proper segregation of duties?	Yes	Sr. Dir. & IT Admin		KF
Scheduling and Batch Processing						
	1	Are batch procedures maintained and updated to ensure they are run at specific times (e.g., daily, weekly, monthly, year end)?	N/A	N/A		KF
	2	Does appropriate planning and scheduling of processing exist?	N/A	N/A		KF
	3	Is the data necessary for processing consistently available?	N/A	N/A		KF
	4	Are consistent procedures used and does appropriate documentation exist for subsequent review and reference?	N/A	N/A		KF
Backup Management						
	1	Are up-to-date backups of programs and data made available in emergencies?	Yes	EMS & Email Backup		KF
	2	Does a formal backup management policy and procedures exist, and is it adequately maintained?	No	N/A		KF
	3	Do appropriate procedures exist for backup, retention, and storage of data and programs?	Yes	IT Admin		KF
	4	Do appropriate procedures exist to ensure successful recovery from backups?	Yes	IT Admin		KF
	5	Does management periodically monitor backup management activities?	No			KF
Managing the Data Center Environment						
	1	Is computer equipment appropriately sited or protected to prevent the risk of accidental damage (e.g., from fire, smoke, water, dust, vibration, chemicals, electromagnetic radiation)?	Yes	Server Enclosures		KF
	2	Is the power supply to the computer facilities secured?	Yes	Specified Access to Locked Areas		KF
	3	Are systems appropriately protected from risk of accidental damage (e.g., fire, smoke, dust, chemicals, etc.)?	Yes	Server Enclosures		KF
Recovery from Operational Failure						
	1	Are there procedures to ensure that operational failures (e.g., disk drive problems, program amends, other emergencies) are identified, resolved in a timely manner, and, where appropriate, approved retrospectively by appropriate Information Systems and Technology staff and users?	Yes	Email Ticketing & Logging		KF
	2	Is equipment being appropriately maintained?	Yes	Email Ticketing & Logging		KF
	3	Are controls in place to prevent operational failures arising from hardware failure?	N/A	N/A		KF
	4	Are faults logged?	Yes	Email Ticketing & Logging		KF
	5	Is equipment appropriately maintained (e.g., maintenance agreements, regular tests, etc.)?	Yes	IT Staff Maintenance		KF
	6	Are procedures in place to resolve operational failures?	Yes	IT Staff Maintenance		KF
	7	Do controls exist to recover critical systems in an off-site location in the event of a disaster?	Yes	SFSU Disaster Recovery		KF
	8	Are critical data and systems identified and prioritized for recovery (e.g., with appropriate involvement from management)?	Yes	SFSU Disaster Recovery		KF
Help Desk Function						
	1	Do controls exist to respond to, address, and log calls regarding system-related questions and problems?	Yes	Email Ticketing & Logging		KF
	2	Are help desk processes and procedures formally documented?	Yes	Email Ticketing & Logging		KF
	3	Are there controlled processes in place to maintain and update help desk procedures?	Yes	IT Admin Control		KF
Service Level Agreements						
	1	Do service level agreements adequately support appropriate level of IT support for business and financially significant systems?	Yes	Compliance with SFSU SLA		KF
	2	Are controls in place to monitor noncompliance with service level agreements?	Yes	IT Admin		KF
	3	Are mechanisms in place to address noncompliance with service level agreements?	Yes	IT Admin		KF

	4	Is there a controlled process in place to make any changes to service level agreements?	Yes	IT Admin & Compliance with SFSU SLAs				KF	
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