

This document is for review purposes only. A respondent for your organization will receive an email with a link to an on-line survey tool where responses must be entered on behalf of your organization.

General - Internal Control Environment

University Policy 3010

1. Does management foster an environment that supports the [Statement of Business Conduct Standards](#), which requires employees to conduct business activities according to university policies and procedures and maintain compliance with various federal and state laws?
 Always Most of the time About half of the time Once in a while Never N/A

2. Does your organization have up-to-date written procedures for any unique fiscal or information technology processes specific to your organization?
(As a best practice, written procedures should be established for unique processes, departmental policies, or system administration for information technology systems and processes at the departmental level.)
 Yes No N/A

3. Are responsible persons in your department sufficiently familiar with university-wide policies related to personnel management, financial matters, use of information and related technology, and regulatory compliance?
 Yes No N/A

4. Does your organization(s) ensure that employees receive adequate training from central administrative offices to develop expertise in university fiscal and administrative policies and procedures, and applicable state and federal laws and regulations?
 Always Most of the time About half of the time Once in a while Never N/A

5. Does your organization ensure that current employees complete the following mandatory state training and new hires complete the courses within 90 days of employment?
 - State of Virginia: Employee Safety and Disaster Awareness (annually)
 - State of Virginia: The Road to Cultural Competence (one time)
 - State of Virginia: Terrorism & Security Awareness (one time) Always Most of the time About half of the time Once in a while Never N/A

6. Are you and your fiscal personnel aware of how to access the University's [online policies](#) and [business finance procedures](#), as well as websites containing the [Department Business Management Guide](#) and/or use one or more of the following resources to keep up-to-date with changes in policies and procedures: Ledger newsletter, Cart newsletter, Virginia Tech News Daily email, Fiscal Exchange?
 Yes No N/A

7. Have you notified your employees about the university's process for reporting irregularities, suspected fraud, waste and abuse to either the Office of Audit, Risk, and Compliance, the University Police Department, or State Employee Hotline in accordance with [University Policy 1040](#)?
 Yes No N/A

8. Do you ensure that the accounting records for your organization(s) are sufficiently reliable to provide the appropriate accountability for revenues, expenditures, assets, and liabilities for your organization(s)?
 Always Most of the time About half of the time Once in a while Never N/A
9. Do you ensure that fiscal records for your organization are maintained for at least the minimum time required for audit and record retention purposes ([VT Records Retention Schedules](#))?
 Always Most of the time About half of the time Once in a while Never N/A
10. Are you aware of and adhering to requirements and responsibilities related to [University Policy 13010](#), which outlines the university's policy on the identification and disclosure of potential conflicts of interest and commitments?
 Always Most of the time About half of the time Once in a while Never N/A
11. As a best practice, has employee training been completed before access is granted to systems?
 Always Most of the time About half of the time Once in a while Never N/A
12. Is system access for each employee reviewed at least annually to ensure that access is still needed or that access has been properly removed for employees who are no longer employed at the university or within the department?
 Always Most of the time About half of the time Once in a while Never N/A
13. Has there been turnover within your administrative teams?
(This question is informational only. Your answer will not affect your compliance assessment.)
 Yes No
- a. Is there a backup in place to perform job duties?
 Yes No
14. Does your organization have processes established to ensure compliance with university Prompt Pay requirements? ([Procedure 20315 – Prompt Payment](#))
 Always Most of the time About half of the time Once in a while Never N/A
15. Does your organization have processes established to ensure compliance with purchase card reconciliation requirements?
 Yes No N/A

Fiscal Responsibility[Fiscal Responsibility 3100](#)[Internal Control Policy 3010](#)[Controller's Office Procedure 10305a: Review of Financial Activities](#)

16. Does your organization perform month-end transaction reviews for all departmental funds (including all funding sources such as Education & General, Recovered Facilities and Administrative Cost (or overhead funds, auxiliaries, sponsored projects, etc.) in accordance with [Policy 3100, Fiscal Responsibility](#) and [Procedure 10305a: Review of Financial Activities](#) using the Financial Transaction Review, Analysis and Certification System (FINTRACS)?
- (The reviewer should perform their duties and responsibilities in a professional manner by exhibiting appropriate skepticism and a questioning mindset, allocating sufficient time to review the process, and performing the review with due care. Inappropriate revenues/ expenditures recorded in the Banner funds assigned to your organization should be researched and resolved within 60 days from the date the initial transaction was recorded.)*
- Always Most of the time About half of the time Once in a while Never N/A

Contract Management – Procurement

17. Is a contract manager assigned for all departmental contracts?
- (The Contract Manager ensures that all contract provisions are being followed including but not limited to monitoring, facilitating problem resolutions, having regular meetings with the vendor, maintaining appropriate records, and obtaining System and Organizations Controls (SOC) reports as necessary.)*
- Always Most of the time About half of the time Once in a while Never N/A
18. In accordance with University [Policy 3015](#), are all contracts, other than those related to competitive solicitation or sole source, submitted to University Legal Counsel for review of legal sufficiency before signing?
- Always Most of the time About half of the time Once in a while Never N/A

Travel[Travel Procedures](#)

19. Does your organization communicate university travel procedures to employees before they travel?
- Always Most of the time About half of the time Once in a while Never N/A
20. Does your organization notify employees that reimbursement requests (travel and nontravel) must comply with Procedure 20335f 60-day Limitation for Business Expense Reporting Under the Accountable Plan?
- Always Most of the time About half of the time Once in a while Never N/A

Unrelated Business Income

Unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to education, research, or public service. As a general rule, providing goods and services to the public (this includes alumni) is considered a taxable activity.

21. Does your organization generate revenue from the sale of goods or the performance of services to the public?

(This question is informational only. Your answer will not affect your compliance assessment.)

Yes No

22. Is this revenue generated in a Service Center?

(This question is informational only. Your answer will not affect your compliance assessment.)

Yes No

Sponsored Projects

1. Does your organization have any grants and/or contracts sponsored by federal, state, industrial or other private agencies? Yes No

If you answered No to the above question then please skip the remainder of the questions related to sponsored projects.

Cost Transfers

2. Are all expenditure transfers and retroactive salary funding changes on sponsored projects (and related cost-share funds) recorded within 90 days of the initial charge, to meet the effort reporting cutoff dates and the reasons for the transfers adequately documented as required by [University Policy 3255](#)?
 Always Most of the time About half of the time Once in a while Never N/A
3. Do employees or principal investigators responsible for effort reporting, ensure that salaries charged to sponsored awards are based on the records that reasonably reflect the work performed; effort is certified accurately and timely on the Effort Reporting System (ERS); and effort certifications comply with sponsor requirements and federal regulations?
 Always Most of the time About half of the time Once in a while Never N/A

Compliance Issues

4. How frequently are faculty and staff in your department trained on compliance with the requirements and responsibilities related to [University Policy 13020](#), which outlines the university's policy on misconduct in research and creates responsibility to conduct research in an ethical manner, to avoid any activities that could lead to fabrication, falsification, or plagiarism in research, and to report observed, suspected or apparent research misconduct?
 Annually Every Five Years Once, at the start of the position Never
5. Are the PI's aware of all restrictions placed by sponsors related to expenditures of funds and notify the responsible post award associate to obtain advance approval for expenditures related to foreign travel, equipment not in the approved budget, general purpose equipment, subcontracting part of the project, and hiring outside consultants?
 Always Most of the time About half of the time Once in a while Never N/A

Human Resources and Compensation

Wage Employee Compensation

[University Policy 4298](#)

[Procedure 23820: Timekeeping System](#)

1. As a best practice are wage appointments ended timely, within 30 days of termination?
 Always Most of the time About half of the time Once in a while Never N/A
2. If still using TimeClock Plus, segregation of duties is maintained in accordance with [Procedure 23820](#) Sections E&F please confirm that payroll reconciliations (PZRTED) are completed in a timely manner, signed, and dated.
 Always Most of the time About half of the time Once in a while Never N/A

Salaried Employee Leave Reporting and Overtime

[University Policy 4320](#)

[Leave System Manual](#)

3. If leave representatives post leave in your organization, does someone other than the leave representative review the leave activity to ensure it matches the supporting documentation?
 Always Most of the time About half of the time Once in a while Never N/A
4. Do supervisors review overtime calculations on the Leave Report for non-exempt staff employees to ensure the proper leave code and hours are used (i.e. STOT for straight overtime pay, OTE for time and a half pay only when more than 40 hours are physically worked)?
 Always Most of the time About half of the time Once in a while Never N/A
5. Are payroll changes (i.e. new appointments/changes, bonus payments, faculty changes) reviewed on a semi-monthly basis by reviewing the reports distributed outside of FINTRACS by the Payroll department before each pay date?
(Certification of this checklist item in FINTRACS confirms the review and correction of any errors has been completed.)
 Always Most of the time About half of the time Once in a while Never N/A

Temporary Adjunct and Wage Faculty P14 Appointments

[University Policy 4296](#)

6. For all P14 appointments and re-appointments, does your organization maintain a current, complete, and authorized P14A form on file, along with a letter of offer describing the effective date of employment, a brief description of the duties to be performed, the rate of pay per pay period?
 Always Most of the time About half of the time Once in a while Never N/A
7. For existing calendar year or academic year faculty that were given a P14 appointment, does your organization ensure that the employee's total anticipated P14 payments would not exceed one third of their total salary for the fiscal year or prior academic year respectively?
 Always Most of the time About half of the time Once in a while Never N/A

8. For any existing staff employees given a P14 appointment, does your organization get advance approval for the rate of pay from Human Resources and document that the additional duties involved do not fall within the employee's normal job duties?
- Always Most of the time About half of the time Once in a while Never N/A

General Human Resources and Payroll

9. Does your organization ensure that Human Resources is promptly notified of all employees terminating employment so that such employees are not paid beyond their last day of employment?
- Always Most of the time About half of the time Once in a while Never N/A
10. Does your organization have a process established that ensures that pay rates and start dates in Banner are accurate for new hires?
- Always Most of the time About half of the time Once in a while Never N/A
11. Does your department facilitate compliance with VISA requirements for hired nonresident aliens to avoid expiration?
- Always Most of the time About half of the time Once in a while Never N/A
12. Does your department ensure that nonresident employees comply with the 20-hour work limit while school is in session?
- Always Most of the time About half of the time Once in a while Never N/A
13. Does your department ensure that employee leave reports are completed timely and accurately (95% of required leave reports submitted and approved electronically by the 16th of each month, with forms reviewed for accuracy and compliance with policy, corrections made by 24th of each month, and required signatures and approvals obtained)?
- Always Most of the time About half of the time Once in a while Never N/A
14. Does your department ensure that all personnel and payroll actions are processed in a timely manner, minimizing risk of overpayment?
- Always Most of the time About half of the time Once in a while Never N/A
15. Do you require flexible work agreements for employees not working 100% at a campus location, in compliance with [VT Policy 4325](#)?
- Yes No N/A

I-9 Reporting and Documentation

16. Are I-9's completed timely for all new employees? Specifically:
- Is the link for Form I-9 Section 1 (employee section) sent to every new employee on or before the first day of employment?
 - Is Form I-9 Section 2 (employer section) completed and documents reviewed for every new employee within three days of their employment?
- Always Most of the time About half of the time Once in a while Never N/A

Fixed Assets and Equipment

Fixed Asset Accounting & Management of Surplus Property

[University Policy 3950](#)

[University Policy 3955](#)

1. Does your organization have equipment /fixed assets?

Yes

No

If you answered **NO** to the above question then please skip the remainder of the questions related to equipment and fixed assets.

2. Does your organization notify Fixed Assets and Equipment Inventory Services (FAEIS) when equipment is received so that it can be tagged?

Always

Most of the time

About half of the time

Once in a while

Never

N/A

3. Does your organization review the monthly Fixed Asset Change Detail (FZRFCHG) report and update the records in the Banner Fixed Assets system as necessary?

Always

Most of the time

About half of the time

Once in a while

Never

N/A

4. Does your organization work with FAEIS to perform the required inventory reviews and management certifications timely?

Always

Most of the time

About half of the time

Once in a while

Never

N/A

5. Does your organization work with the Office of Sponsored Programs and/or the Controller's Office to ensure proper disposition of federally owned equipment at the end of each federal grant or contract or when such equipment is no longer needed?

Always

Most of the time

About half of the time

Once in a while

Never

N/A

6. Are "home use" forms completed and approved annually by your organization head or designee, identifying the business need prior to transferring equipment outside of the office, lab, or other normal workstation?

Always

Most of the time

About half of the time

Once in a while

Never

N/A

Inventory of Products and Supplies

(Product inventory represents products held for resale or supplies kept on hand and consumed during the normal operation of the university. These items do not include the Fixed Assets and Equipment mentioned in previous questions.)

7. Does your organization maintain an inventory of products and supplies?

(This question is informational only. Your answer will not affect your compliance assessment.)

Yes

No

8. Does the value of this inventory exceed \$50,000?

(This question is informational only. Your answer will not affect your compliance assessment.)

Yes

No

Accounts Receivable[University Policy 3605](#)

Whenever possible, university organizations should require payment at or before the time goods or services are provided to students, faculty, staff, the general public, or other companies or organizations. In cases where this is not possible or practical, university organizations may grant credit to customers who provide sufficient demographic information to enable the establishment of an accounts receivable record and subsequent collection procedures if payment is not received by the payment due date. Unpaid customer balances are called accounts receivable.

1. Does your organization extend credit for sales of goods or services provided to customers and bill and collect for accounts receivable? Yes No

If your answer to the above question is No, then please skip all remaining questions related to accounts receivable.

2. Are accounts receivable billed through the Banner Accounts Receivable system? Yes No

If your answer to question 2 is Yes, then please skip questions 3 and 4 related to non-Banner AR system activity.

3. Does your organization maintain a separate automated accounts receivable/billing system? Yes No

Please explain:

3a.

- 3b. If yes, has the use of this separate accounts receivable/billing system been approved by the University Controller as required by [University Policy 3605](#) related to accounts receivable? Yes No

4. Does your organization follow University Policy 3605? This includes but is not limited to: (Please check all that apply)
- Following up monthly on outstanding balances and provide dunning statements to customers.
 - Account balances more than 60 days past due are sent to the Bursar's Office for further collection efforts.
 - Procedures are in place to ensure proper segregation of duties related to accounts receivable practices.
 - Business processes ensure the appropriate cutoff on June 30th each year for recording receivables.

- Procedures are implemented under the advisement of the IT Security Office and Bursar for business practices that require the storage of sensitive data (social security numbers, credit card information, etc.)

If any option in question 4 remains unchecked, please explain:

Funds Handling

[\(Funds Handling Policy 3600\)](#)

1. Does your organization regularly receive funds (cash, checks or credit cards) directly for goods or services provided to faculty, staff, students, or the general public (defined as either routinely receiving more than \$500 per week or receiving occasional receipts which exceed \$20,000 annually)? This includes payments for camps, conferences, or seminars.
- Yes No

If you answered No to question 1, then please skip the remainder of the questions related to funds handling.

2. Do you accept cash and/or checks?
- Yes No
3. Do you ensure that funds collected, both cash and checks, are handled according to policy 3600? This includes but is not limited to: (Please check all that apply)
- Deposits are made in a timely manner.
 - Providing receipts (pre-numbered or system generated) or similar control documents to payers.
 - Voids and corrections are approved by management and appropriate documentation retained.
 - Checks are made payable to “Treasurer of VT” and are restrictively endorsed immediately upon receipt.
 - A cash receipts log or electronic record is maintained and reconciled daily by someone other than those who handle funds.
 - Records of all cash over/short situations are maintained and amounts greater than \$5 are investigated by someone other than those who collect funds.
 - Procedures and/or Funds Handling Plan is up to date and clearly establishes necessary segregation of duties for the roles of the “cash handler”, “depositor”, and “reconciler.”
 - A Funds Handling Plan has been reviewed and approved by the Bursar’s Office.
 - Funds are properly safeguarded until they are deposited to prevent theft or misuse.

If any option in question 3 remains unchecked, please explain:

Payment Card Industry Data Security Standard (PCI DSS)

[University Policy 3610](#)

4. Does your department accept credit cards as payments for goods/services, events, or donations (in-person by mail and/or phone, fax, through a third-party service provider, or online via e-commerce platform or payment gateway provider)?
- Yes No

If you answered No to question 1, then please skip all the remaining questions related to PCI DSS.

5. Regarding online credit card processing, please indicate the web hosting solution(s) used by your organization(s):
- University-hosted web page Non-university hosted web page No credit card payments accepted online

5a. If you selected 'non-university hosted web page' to question 2, please list the URLs for webpages along with a department contact.

6. Does your organization require all employees involved in payment card operations, including the one who reconciles the payment card revenue deposits to your departmental funds, to complete PCI Training and IT Security Awareness Training provided by ITSO annually and upon on new hire?

PCI Training	<input type="radio"/> Yes, annually	<input type="radio"/> Yes, once upon hire	<input type="radio"/> No
IT Security Awareness Training	<input type="radio"/> Yes, annually	<input type="radio"/> Yes, once upon hire	<input type="radio"/> No

7. Does each employee involved in processing or handling payment card activity (including any IT Staff supporting such systems) in your organization complete an annual Payment Card Security Agreement?
- Yes No

8. Are you aware that the University Bursar must approve procurement of any software applications, third party services of development of payment channels prior to execution of any contractual agreements? This includes one-time use of any online system for taking registrations and collecting card payments.
- Yes No

9. If you answered No to any of the above, please explain:

Virginia Tech Foundation

1. Does your organization have Virginia Tech Foundation, Inc. funds? (Foundation funds in Banner are identified with the first digit as an 8.)
- Yes No

If you answered No to question 1, then please skip questions 2-5 related to foundation funds.

2. Do you update authorized users/inquiry users for Foundation funds when employees are terminated in your organization?
- Always Most of the time About half of the time Once in a while Never N/A
3. Do you disperse Foundation funds in accordance with fund purpose?
- Always Most of the time About half of the time Once in a while Never N/A
4. Do you hand-carry deposits of cash and/or checks to the Foundation offices, located at 902 Prices Fork Road, Suite 4500, within one day of receipt?
- Always Most of the time About half of the time Once in a while Never N/A
5. Do you notify the Foundation if you are expecting an electronic transfer of funds to be deposited into the Foundation bank account so that the deposit will be recorded in the proper Foundation fund?
- Always Most of the time About half of the time Once in a while Never N/A

Livestock

6. Does your organization have Foundation-owned livestock?
- Yes No

If you answered No to question 6, then please skip questions 7-9 related to foundation livestock.

7. Do you perform livestock inventory counts on a quarterly basis and report the results to the Foundation in a timely manner?
- Always Most of the time About half of the time Once in a while Never N/A
8. Do you notify the Foundation promptly when you sell or otherwise dispose of livestock?
- Always Most of the time About half of the time Once in a while Never N/A
9. Are all livestock sales with external parties other than VTF?
- Yes No N/A

VTF Fixed Assets

10. Does your organization have Foundation-owned fixed assets, such as artwork etc.?
- Yes No

If you answered No to question 10, then please skip questions 11-13 related to foundation assets.

11. Do you notify the Foundation when there has been a change in asset location or custodian?
 Always Most of the time About half of the time Once in a while Never N/A
12. Do you perform an annual inventory of your Foundation fixed assets?
 Always Most of the time About half of the time Once in a while Never N/A
13. Do you promptly notify the Foundation by completing and sending the updated Gift in Kind form when Gift in Kind items are received?
 Always Most of the time About half of the time Once in a while Never N/A

Endowments

14. Does your organization have endowed scholarship funds in the Foundation?
 Yes No

If you answered No to question 14, then please skip questions 15-16 related to foundation endowments.

15. Do you award endowed scholarships as per the terms of the endowment agreement?
 Always Most of the time About half of the time Once in a while Never N/A
16. Do you monitor endowment and operating scholarship balances to ensure maximum utilization of available funds?
 Always Most of the time About half of the time Once in a while Never N/A