

Brigham Young University - College of Life Sciences

## Accounting Internal Review Checklist

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In a continued effort to help train and protect our college employees and safeguard other assets, the following review checklist has been created.

### Asset Disposal

Asset Disposal Procedures	Are the asset disposal procedures being followed for capital assets, technology, and furniture? (Should be Yes)	<i>"When university property becomes obsolete, outdated, unneeded, or unwanted, it should be declared "surplus" and disposed of according to university procedures"</i>	<a href="https://purchasing.byu.edu/surplus-procedures">https://purchasing.byu.edu/surplus-procedures</a>
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### Cash and Cash Equivalents

Department Deposits	Are deposits made weekly on Friday or when funds collected exceed \$200? (Should be Yes)	"Deposits must be made at least weekly or each day when funds collected exceed \$200."	<a href="https://policy.byu.edu/view/cash-and-cash-equivalents-policy">https://policy.byu.edu/view/cash-and-cash-equivalents-policy</a>
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### Commercial Cards (travel, purchasing, corporate)

Card usage	Is the card <b>only</b> used by the issued individual? (Should be Yes)	"I understand the Card is not transferable and may not be used by anyone other than me."	<a href="https://purchasing.byu.edu/0000017d-53ac-d359-a5ff-dbedba490001/byu-purchasing-travel-or-corp-card-application">https://purchasing.byu.edu/0000017d-53ac-d359-a5ff-dbedba490001/byu-purchasing-travel-or-corp-card-application</a>
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Surrendering Cards	Has every employee that has moved departments, retired, or terminated employment surrendered and ceased use of their cards? (Should be Yes)	"If I transfer to a different department, retire, or terminate employment (voluntary or involuntary) from BYU, I agree to immediately surrender and cease use of the Card."	<a href="https://purchasing.byu.edu/0000017d-53ac-d359-a5ff-dbedba490001/byu-purchasing-travel-or-corp-card-application">https://purchasing.byu.edu/0000017d-53ac-d359-a5ff-dbedba490001/byu-purchasing-travel-or-corp-card-application</a>
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### Human Resources: Payroll

Adjustments to Time Worked	Is written documentation for time exceptions being retained for the current and six prior calendar years? (Should be Yes)	"Where exceptions have been made by employees, Y-Time Managers adjust recorded time and justify changes (e.g. via comments on the time sheet, email from employee. etc.). Documentation is to be retained by the Y-Time Manager for the current and six prior calendar years."	<a href="https://finserve.byu.edu/time-management">https://finserve.byu.edu/time-management</a>
Attending Training Seminars & Conventions	Is time spent outside of regular work hours in <b>voluntarily</b> attending and traveling to and from meetings, conventions, seminars, etc. being compensated? (Should be No)	Compensation is not needed "if the activity is not specifically designed to make the employee more effective in his or her present job, but rather is more focused on broadening experiences, preparing for future advancement, learning new ideas or additional skills, making networking acquaintances, etc."	<a href="https://hrs.byu.edu/procedures/staff-overtime">https://hrs.byu.edu/procedures/staff-overtime</a>
University Break Policy	U.S. Department of Labor	"Federal law does not require lunch or coffee breaks. However, when employers do offer short breaks (usually lasting about 5 to 20 minutes), federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the workweek and considered in determining if overtime was worked."	<a href="https://www.dol.gov/general/topic/workhours/breaks">https://www.dol.gov/general/topic/workhours/breaks</a>

	Are break periods of 20 minutes or fewer being considered as time worked? (Should be yes)	"Break periods of 20 or fewer minutes must be paid. Employees should coordinate break periods with their manager. Employees may not accumulate break periods for use later."	<a href="https://hrs.byu.edu/procedures/work-week">https://hrs.byu.edu/procedures/work-week</a>
	Are meal times exceeding 30 minutes being excluded from hours worked? (Should be Yes)	"Meal time is excluded from hours worked if the meal period is 30 minutes or longer and the employee is relieved of all duties and allowed to leave the work station."	<a href="https://hrs.byu.edu/procedures/staff-overtime">https://hrs.byu.edu/procedures/staff-overtime</a>
Overtime Approval	Is overtime pre-approval given and is the written approval retained for documentation? (Should be Yes)	"The employee's supervisor must give prior approval for overtime"	<a href="https://policy.byu.edu/view/staff-overtime-policy">https://policy.byu.edu/view/staff-overtime-policy</a>
Supervising work schedules	Are supervisors determining and assigning work schedules? (Should be Yes)	"Supervisors are responsible to determine and to assign work schedules"	<a href="https://hrs.byu.edu/procedures/staff-overtime">https://hrs.byu.edu/procedures/staff-overtime</a>
	Are Operating Unit Managers/Contacts reviewing financial reports for reasonableness, including labor costs? (Should be Yes)	"They should be familiar with the nature of the work being performed and evaluate the reasonableness of payroll costs for individual employees recorded to the operating unit."	<a href="https://finserve.byu.edu/time-management">https://finserve.byu.edu/time-management</a>
Travel Time	Is ordinary home-to-work time being considered as working time? (Should be No)	"Ordinary home-to-work and work-to-home travel is not working time."	<a href="https://hrs.byu.edu/procedures/staff-overtime">https://hrs.byu.edu/procedures/staff-overtime</a>

### Human Resources: Retirement/Termination Policy

<p>Employment Retirement/Termination Checkout</p>	<p>When a FT employee leaves university employment, is the checkout form completed? (Should be Yes)</p>	<p>"At least one day prior to the employment termination date, the department will give the Employee Termination Checkout form to the employee and instruct him or her to complete all Department, Parking, and Campus Service items and then to discuss post-termination benefits with Benefits Services."</p>	<p><a href="https://hrs.byu.edu/ending-your-employment">https://hrs.byu.edu/ending-your-employment</a></p>
<p>Human Resources: Retirement Policy</p>	<p>Are retiree recognition procedures followed for gift and department event, and coordinated with and paid for by the Benefits Office only? (Should be Yes)</p>	<p>"Department event funds are separate from and may not be used as part of a retiree's gift or given to the retiree in lieu of a department event."</p>	<p><a href="https://hrs.byu.edu/campus-benefits-and-recognition-award-procedures">https://hrs.byu.edu/campus-benefits-and-recognition-award-procedures</a></p>

### Meals & Hosting

<p>Beverage Contract</p>	<p>Are all beverages being served at campus functions being supplied by BYU Dining Services (regardless of whether university funds were used or if beverages are provided by an off-campus supplier)? (Should be Yes)</p>	<p>"First, all beverages at campus functions must be Coca-Cola products. Second, these products must be supplied to campus by Swire Coca-Cola's distribution center."</p>	<p><a href="https://purchasing.byu.edu/catering">https://purchasing.byu.edu/catering</a></p>
<p>Business Purpose</p>	<p>Is providing the meal essential to the conduct of University/College/Departmental business (e.g. the business could not have reasonably been done without providing the meal)? (Should be Yes)</p>	<p>"Meals provided during the workday should have a business purpose."</p>	<p><a href="https://lifesciences.byu.edu/lfsci-procedure-clarification-for-routine-meals-k.%20Walker_Sept2020.pdf">https://lifesciences.byu.edu/lfsci-procedure-clarification-for-routine-meals-k.%20Walker_Sept2020.pdf</a></p>

Meal Approval	Are all meals that include non-traveling students receiving approval from the Dean before the meal is served? (Should be Yes)	"The Dean's confirmation email in response will indicate the written pre-approval and is to be attached with the documentation receipts when completing the expense claim for the student meals."	<a href="https://lifesciences.byu.edu/lfsci-university-meals-and-hosting-policy-faq-jan2020.pdf">https://lifesciences.byu.edu/lfsci-university-meals-and-hosting-policy-faq-jan2020.pdf</a>
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### Transaction Review

Document Retention	Is supporting documentation being collected for financial transactions? (Should be Yes)	"Imaged document retention practices should fulfill the Guidelines for Electronic Documents provided by the Department of Compliance and Audit."	<a href="https://lifesciences.byu.edu/https://finserve.byu.edu/accounting/document-retention">https://lifesciences.byu.edu/https://finserve.byu.edu/accounting/document-retention</a>
Utah Sales Tax	Is all Utah State/County/City sales tax being broken out of transactions? (Should be Yes)	"Break out all Utah State sales tax, including city/county tax, and make sure it is accounted for properly."	<a href="https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf">https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf</a>
Transaction Description	Does the business purpose, including the GL header and line description, of each transaction include <b>who</b> made the purchase, the primary user, <b>what</b> the service is, and <b>why</b> it is needed? (Should be Yes)	"Clearly describe the business purpose"	<a href="https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf">https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf</a>
Mobile Payments	Are accounting supervisors paying special attention to purchases made using mobile payment systems such as Square (SQ*), Paypal Here (PAYPAL*), etc.? (Should be Yes)	"University Concern: Someone operating as a small business could potentially fabricate an invoice, and then charge a university credit card, although no products or services were sold to the university in an effort to illegally pull "cash" out of the system."	<a href="https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf">https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf</a>

Track and reconcile	Are posted transactions being regularly reviewed for correct descriptions, account codes, supporting documentation?	“Once the transaction is posted into the general ledger it is to be reviewed for accuracy by the Department Financial Manager or their designated employee”	<a href="https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf">https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf</a>
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### Travel

BYU Purchasing and Travel	Is Purchasing and Travel used to book domestic and international travel and lodging for personnel and students on university business/programs? (Should be Yes)	"Personnel and students traveling domestically or internationally on university business or for university programs must use Purchasing and Travel services and book travel and lodging reservations through them."	<a href="https://policy.byu.edu/view/travel-policy">https://policy.byu.edu/view/travel-policy</a>
Claiming Per Diem	Are per diem claimed as part of a conference or program where the university has already covered the registration fee? (Should be No)	"no per diem may be claimed and no reimbursement provided for meals provided as part of a conference or program for which the university has already covered the registration fee"	<a href="https://policy.byu.edu/view/travel-policy">https://policy.byu.edu/view/travel-policy</a>
	Is the conference or seminar agenda attached to the expense report? (Should be Yes)	"Personal travel dates (make sure to attach and verify the conference agenda)."	<a href="https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf">https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf</a>
Corporate/Travel Cards	Are corporate/travel card charges reported and reconciled within 30 calendar days of a trip's conclusion? (Should be Yes)	"At a trip’s conclusion, all card charges must be reported and reconciled within 30 calendar days."	<a href="https://policy.byu.edu/view/travel-policy">https://policy.byu.edu/view/travel-policy</a>
Frequent Flyer Programs	Does the lowest cost, safest, and most efficient air travel take precedence over frequent flyer programs? (Should be Yes)	"Air carrier selection cannot be biased by any frequent flyer affiliation or benefits."	<a href="https://policy.byu.edu/view/travel-policy">https://policy.byu.edu/view/travel-policy</a>

Travel Approval	Are trips involving overnight stays, commercial air travel, or car rentals pre-approved? (Should be Yes)	"All personnel and groups traveling on university business that requires them to be away from home overnight or requires them to use commercial air carrier or car rental services must obtain a travel pre-approval through BYU's expense reporting system before each trip."	<a href="https://policy.byu.edu/view/travel-policy">https://policy.byu.edu/view/travel-policy</a>
	Does the conference or trip align with the job responsibilities of the employee? (Should be Yes)	"Verify the conference or trip purpose aligns with the job responsibilities of the employee."	<a href="https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf">https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf</a>
Travel Expensing	Are original, itemized receipts submitted for travel expenses exceeding \$50? (Should be Yes)	"university personnel must submit original, itemized receipts for each expense exceeding fifty dollars claimed on the expense report."	<a href="https://policy.byu.edu/view/travel-policy">https://policy.byu.edu/view/travel-policy</a>
	Do expenses paid for family members traveling include a business purpose (Who, what, why)? (Should be Yes)	"While traveling, verify that no expenses are paid for family members traveling without a business purpose."	<a href="https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf">https://lifesciences.byu.edu/lfsci-procedures-for-processing-entering-approving-reviewing-transactions-final-apr282020.pdf</a>
Using Privately Owned Automobiles	When Privately Owned Automobiles are used for university business, is the Internal Revenue Service (IRS) approved mileage rate used for mileage reimbursement? (Should be Yes)	"Travelers driving privately owned vehicles on approved university business are eligible for business mileage reimbursement at the Internal Revenue Service (IRS) approved mileage rate."	<a href="https://policy.byu.edu/view/travel-policy">https://policy.byu.edu/view/travel-policy</a>