

OCR Audit Focus



A quarterly newsletter from the Office of
Audit & Compliance Review

Brian Mikell, Chief Audit Executive
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Spreadsheet Controls

Spreadsheets are used widely across campus for managing and reporting data. Many applications are large and complex. Some are built and used by one user, while others have many users who modify or add data and change formulas and reporting formats. Recent studies show that up to 90 percent of large spreadsheets contain non-trivial errors. The University of Michigan developed a self-assessment questionnaire to assist units in examining controls over spreadsheets.

The self-assessment questionnaire ([link](#)) addresses the following areas of spreadsheet controls:

- **User Access**—User access addresses the question of who can access a spreadsheet and what they can do with it once they have access.
- **Data Transmission**—Microsoft Excel has the ability to transfer information between individual worksheets within a workbook and between different spreadsheets.
- **Documentation**—Knowing what spreadsheets exist and how they are used is the first step in determining how to secure them.

- **Development**—Good processes should be in place for the development of new spreadsheets before bringing them into the production environment to ensure that they are error free and properly documented.
- **Segregation of Duties**—One person may enter data, perform the steps to process the data, and deliver the output. Concentrating these duties with a single individual creates a segregation of duties issue.
- **Version Controls**—Because spreadsheets are heavily used for tracking, multiple versions are frequently kept. In order to ensure that all users are working with the most current version, older versions should be well-controlled.
- **Storage, Backup and Recovery**—Spreadsheets often contain data that is integral to the way an office functions and is critical to business processes. The importance of these spreadsheets makes good backup and recovery procedures essential.

We encourage the use of this tool to better secure spreadsheets to ensure data integrity.

OACR Address:

Office of Audit &
Compliance Review
903 West University
Avenue, Room 217
P.O. Box 113025
Gainesville, FL
32611-3025

Tel: (352) 392-1391
Fax: (352) 392-3149

Editor:
Suzanne Newman
suzmcd@ufl.edu

Contributor:
Stan Anders

We're on the Web at:
www.oacr.ufl.edu

Brian Mikell—OACR's New Chief Audit Executive

The OACR is pleased to announce that effective February 1, 2009, Brian Mikell, CPA, was appointed Chief Audit Executive replacing Nur Erencuc. Brian has served as OACR's Director of Audit & Management Advisory Services since April 30, 2004. Prior to joining OACR, he served 22 years as an external auditor with the Florida Auditor General's Office, mostly involved with audits at the University of Florida. Brian is a University of Florida alumnus. He can be reached at 392-1391 or by e-mail at bmikell@ufl.edu. Please visit us on the web at <http://oacr.ufl.edu>.



Annual Financial Report



The University of Florida's 2007-2008 annual financial report was issued this quarter.

The Auditor General's report

for the year ended June 30, 2008, was included. The Auditor General reported that the financial statements represented fairly, in all material respects, the financial position of the University of Florida. The report is available for viewing at the Finance & Accounting website http://fa.ufl.edu/ga/afr/fy2007-08_annual_financial_report.pdf.

TEAMS Exempt Time

We would like to remind campus units that TEAMS exempt employees, along with Academic Personnel, do not need to enter time worked in *myUFL*. Hours are automatically populated for time worked and employees need only report exceptions such as leave taken.

Many TEAMS employees are exempt from the Fair Labor Standards Act (FLSA) and therefore are NOT com-

pensated for more than 40 hours in a week. For example:

- An exempt employee works 10 hours in a day. Do not adjust hours in *myUFL*.
- An exempt employee works 5 hours in a day. Enter 3 hours leave in *myUFL*.

If you are not sure if you are exempt or non-exempt, contact your unit administrator or Human Resources.