

UNIVERSITY OF NEVADA, LAS VEGAS
UNIVERSITY LIBRARIES
Internal Audit Report
July 1, 2013 through September 30, 2014

GENERAL OVERVIEW

The University of Nevada, Las Vegas (UNLV) University Libraries (Libraries) consists of four separate libraries: Lied Library, Architecture Studies Library, Music Library, and Curriculum Materials Library. The Lied Library is considered the main campus library and is housed in a five floor, 300,000 square feet building and combines traditional library resources with digital and multimedia technologies. The Libraries has an annual operating budget of approximately \$16.8 million and employs over 120 employees and over 100 student workers.

SCOPE OF AUDIT

The Internal Audit Department has completed a review of the Libraries at the University of Nevada, Las Vegas for the period of July 1, 2013 through September 30, 2014.

Our review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by the Institute of Internal Auditors, and included tests of the accounting records and other auditing procedures, as we considered necessary. The tests included, but were not necessarily limited to these areas.

1. Testing controls over the receipt and deposit of funds received from the Libraries business activities.
2. Reviewing procedures for collecting accounts receivable.
3. Reviewing procedures for receiving donations and endowment payouts from the UNLV Foundation.

4. Testing expenditures for reasonableness, supporting documentation, and proper signature approvals.

In our opinion, we can be reasonably assured that the UNLV University Libraries is operating in a satisfactory manner. However, implementation of the following recommendations would further improve operations.

ACCOUNTS RECEIVABLE

The department incurs accounts receivable from the accumulation of fines and replacement costs associated with books and materials that are checked out but not returned to the Libraries. The receivables are tracked through the Libraries' computerized management system. In reviewing this information and the procedures for collecting outstanding account balances, the following observations were noted.

1. A series of automatic notifications is used by the library to inform customers of past due items. Customers that do not return items within 21 days of the due date are issued a billing statement for the replacement cost of the items. If there is no response to the billing statement, no further action is taken such as turning the account over to a collections agency. We subsequently reviewed a list of customer accounts with outstanding balances which dated back over ten years. The list consisted of approximately 1,050 accounts with a total amount due of \$196,303.

We recommend accounts with material balances for which the library has not received payments for an extended period of time be turned over to a collections agency. We recommend a policy be developed regarding past due accounts and the timeframe for forwarding accounts to collections and for bad debt write-offs.

Institution Response

We agree with this recommendation.

It should be noted that the average replacement cost for a book is \$105. Slightly more than 50% of the patrons (541) have outstanding balances between \$100 and \$499. Also, the majority of this debt accrued between 2010 and 2014 (\$128,000, or 65% of the total). It was during this period that we had lost the ability to place a records hold on students' records for past due receivables. This process has since been reinstated. As a result of the reinstatement of this procedure, along with the use of a collection agency, we have had dramatic results in improving/lowering the rate of collections accounts. The total receivable for the year 2015 (single year) as of the time of the audit was only about \$1,800.

- *What will be done to avoid the identified problems and issues in the future?*

Bad (uncollectable) debt write-off policy: We have drafted a bad debt write off policy based on Nevada State law and modeled after a similar policy at Las Vegas Clark County Library District. This policy advocates for the write-off of all outstanding debt older than 3 years, as well as any debt from a patron with a bankruptcy and other criteria. After this write-off, the Libraries would maintain a 3 year debt window that includes use of a materials recovery and collection agency. As part of this policy, debt totaling less than \$5 that is over 1 year delinquent will be forgiven in an annual review. This policy has been approved by the UNLV Controller.

UNLV University Libraries already has contracted with an external collection agency that specializes in working with libraries to recover materials and/or debt owed. We have sent 48 patrons to this company since July 2015, with a recovery/material return rate of 30% as of September 2015.

Additionally, we have increased the level of service indicators used in MyUNLV (see item 2 below for more details) and are working in conjunction with NSC and CSN for the ability to place NSHE wide holds on students who have \$100 debt at any of the Southern Nevada institutions. This will allow us to encourage material return from CSN and NSC students as well as UNLV students.

Overview:

- **Based on the parameters of the bad debt write-off policy, we have purged the substantial backlog of uncollectable debt from the system (all debt prior to 2013). Because we share our financial information with CSN and NSC as part of the integrated library system we all use, we will need to manually sort out debt owed by UNLV students to these institutions and only purge that debt which is owed to UNLV. A list of the remaining debt will be shared**

with the both CSN and NSC, to provide them an opportunity to write-off these outstanding balances as well.

- Beginning with debt that occurred from 2013 on, we will maintain a 3 year window of debt owed, documenting patron records and collection efforts. Procedures are outlined below. Appropriate scheduled write offs will be performed under the final policy.
- For debt owed by regular UNLV faculty and staff (permanent full-time positions), we receive notification from HR/Payroll when they are leaving UNLV, and have the opportunity to report any monies owed or materials to returned as part of the final paycheck clearance process. As a result, such categories of patrons are not sent to collections.
- However, this system is not effective for semester professionals (part-time instructors or those on limited contracts). They usually depart and return regularly and there is no “final clearance.” That is evinced by the larger unpaid debt from this category of employee.
- Procedures:
 - UNLV Graduate and Undergraduate Students (currently enrolled):
 - At \$5 owed: library privileges are automatically suspended.
 - At \$20 owed: level one service indicators (including no online grade access) are placed in MyUNLV
 - At \$100 owed: level two service indicators (no registration, no transcripts, no diploma) are placed in MyUNLV
 - Expired account/no longer enrolled: one semester after account has expired, debt of more than \$50 that includes missing library property involved (item checked out) will be transferred to *Unique Management Services (UMS)* for material recovery and collection efforts.
 - Total amount owed under \$5: totals under \$5 will be forgiven one year after account expiration.
 - UNLV Semester Professionals (part-time instructors, limited contracts, etc.):
 - These patrons do not typically accrue fines. Most money owed is for lost item replacement charges and processing fees.
 - Expired account/no longer employed: one semester after account has expired and patron is no longer employed by the University, debt of more than \$50 that includes missing library property involved (item checked out) will be transferred to *Unique Management Services (UMS)* for material recovery and collection efforts.

- **Other NSHE Students:**
 - **At \$5 owed: library privileges are automatically suspended.**
 - *We currently have no effective mechanism for encouraging payment or item return from CSN or NSC students who have UNLV library materials or debt owed.*
 - **We are working with CSN and NSC to advocate for a NSHE wide hold across the “My” systems when students owe any library more than \$100. This will provide a stronger collection mechanism than we currently have in place for students at other NSHE institutions who owe UNLV money.**
- **Non-UNLV Patrons (public, alumni, CCSD teachers etc.):**
 - **At \$5 owed: library privileges are automatically suspended.**
 - **At \$25 owed and over 60 days past due: patrons are sent to UMS for material recovery and collection efforts.**
- *How compliance and future good management and practice will be measured, monitored and assured?*
Unique Management Services provides up to date reports of its activities on UNLV’s behalf. The Head of User Services will regularly monitor those reports for effectiveness of the program.

Annual debt write-off will be performed, following the parameters of the approved policy. Information will be share as needed with other NSHE institution owed money by UNLV students or staff/faculty.
- *Who will be responsible and may be held accountable in the future if repeat or similar problems arise?*
Responsibility of Circulation Desk Functions, including fines payments, falls to University Libraries’ Head of User Services.
- *When the measures will be taken and on what schedule compliance and good practice will be secured?*
No debt owed by patrons to UNLV will remain in the system for more than 3 years. We will run two reports each year (August and January) to review the current debt
- *How compliance and performance will be documented for future audit, management and performance review?*
Weekly reports from UMS will show who has been sent to collections and what the outcomes are – including payment of fines and fees or return of materials. Annual report (fiscal year) to review number of items unreturned, debt owed by patron type and year

We respectfully request that this item be closed.

FOLLOW-UP RESPONSE

This recommendation was fully implemented at the time of the initial responses.

2. When students' library privileges are terminated due to outstanding fees and fines, restrictions are placed on the students' accounts in the management system. Currently, the restrictions are limited to three options. The three options do not have a significant impact in promoting the return of materials as students can continue to register for classes and apply for graduation. This makes it difficult to recover outstanding fees and fines from students.

We recommend all restrictions available in the Libraries' management system be considered to allow for greater collection of student fees and fines.

Institution Response

We agree with this recommendation.

- *What will be done to avoid the identified problems and issues in the future?*

The UNLV University Libraries worked with the UNLV Registrar's office to reinstate a second level of more restrictive holds for student accounts owing >\$100 in Library Fines/Materials that includes a registration block and transcript/diploma hold. The existing first level of service indicators in MyUNLV is for student accounts owing between \$20 and \$99.99 Level 1 holds include no online grade views and other restrictions but do not block registration.

It is standard practice for UNLV units to have a registration hold option for debts over a certain threshold. Since reinstatement of this more rigorous set of MyUNLV service indicators, we have seen an increase in materials returned and fines paid. As in the past, students owing any amount of fines are unable to check out materials or receive an official transcript.

We are also working in conjunction with NSC and CSN for the ability to place NSHE wide holds on students who have \$100 debt at any of the Southern Nevada institutions. This will allow us to encourage material return from CSN and NSC students as well as UNLV students.

- *How compliance and future good management and practice will be measured, monitored and assured?*

UNLV University Libraries has an effective system for running daily lists of holds to remove and to add in MyUNLV. We recently hired a Library Technician I whose job responsibilities include reviewing student accounts with fines owed. Having a staff person dedicated to review of accounts will ensure that registration holds on student accounts (both Level 1 and Level 2) continue to be processed quickly, with the hopes that materials will continue to be returned and fines paid. Patron records will be reviewed periodically by the Circulation Desk Supervisor, who provides oversight to the Library Technician and review of student accounts.

- *Who will be responsible and may be held accountable in the future if repeat or similar problems arise?*

Responsibility of Circulation Desk Functions, including fines payments, falls to the University Libraries' Head of User Services.

- *When the measures will be taken and on what schedule compliance and good practice will be secured?*

A daily list is run in the Libraries' management system, identifying all students who meet the threshold for placing or removing a hold. This list is reviewed each workday and the appropriate service indicators are added or removed from the patron's MyUNLV record accordingly.

Once a student is no longer enrolled for longer than a semester, debt over \$50 that also includes possession of library owned materials will be sent to Unique Management for collections.

- *How compliance and performance will be documented for future audit, management and performance review?*

Lists of UNLV students who meet the Level 1 and Level 2 criteria are run daily and used to update MyUNLV. Compliance and performance will be documented and demonstrated by the payment of fines and the gradual reduction of lost materials, reflected in the bi-annual reports and annual debt write-off procedure.

We respectfully request that this item be closed.

FOLLOW-UP RESPONSE

This recommendation was fully implemented at the time of the initial responses.

CASH CONTROLS

Libraries personnel collect payments for a variety of business activities such as printing and photocopies, fines, and other services. We examined the procedures for collecting, storing, and depositing receipts at the three branch locations (Architecture, Curriculum, and Music) and the Main Circulation Desk which is located in the Lied Library. The following exceptions were noted.

Architecture Studies Library

1. We were informed that deposits are prepared by one employee. No other staff member has been trained to perform this function. We recommend another employee be trained to prepare deposits in case the individual that currently performs this task is unavailable to do so.

Institution Response

We agree with this recommendation. However, the Architecture Studies Library stopped accepting payments at the branch. In May, we closed the Architecture Studies Library change fund and the credit card merchant account has not been used since that time (as a trial basis) and was closed September 2015. Library patrons may make payments at Lied Library, the Curriculum Materials Library, and online.

We respectfully request that this item be closed.

FOLLOW-UP RESPONSE

This recommendation was fully implemented at the time of the initial responses.

2. Receipts collected each business day are stored in the cash register. We noted the receipts are not placed in the branch safe overnight and during weekends. For improved control, we recommend receipts be stored in the safe during non-business hours.

Institution Response

We agree with this recommendation. However, the Architecture Studies Library stopped accepting payments at the branch. In May, we closed the Architecture

Studies Library change fund and the credit card merchant account has not been used since that time (as a trial basis) and was closed September 2015. Library patrons may make payments at Lied Library, the Curriculum Materials Library, and online.

We respectfully request that this item be closed.

FOLLOW-UP RESPONSE

This recommendation was fully implemented at the time of the initial responses.

Main Circulation Desk

1. We were informed the daily cash register receipts are not reconciled to the cash register's end of period report or Libraries' payment report during the nightly closeout.

For proper accountability, we recommend receipts be reconciled daily to the cash register end of day reports.

Institution Response

We agree with this recommendation.

- *What will be done to avoid the identified problems and issues in the future?*

Daily reconciliation of Library Circulation desk receipts was historically done by the Libraries' Business and Finance Manager the next morning. We have now trained the Library Circulation Desk staff members responsible for nightly closing to count the daily cash during nightly close and complete a cash count sheet which is stored with the day's receipts. A new Library Technician I was hired whose job responsibilities include functioning as a "billing specialist." This person reconciles the daily cash, check, and credit card payments to the daily cash register tape each morning. The daily deposit, receipts, and cash count sheet is then given to the Library Administration office, where an Administrative Assistant II completes a second reconciliation and makes deposits to Library accounts in MyUNLV. The deposit records are stored in the Library Administration office.

- *How compliance and future good management and practice will be measured, monitored and assured?*

The Library Tech I will review daily deposits to ensure that the nightly cash count and daily cash, check and credit card reconciliations are occurring daily.

Additionally, the Library Admin II who processes the deposits will provide secondary oversight.

- *Who will be responsible and may be held accountable in the future if repeat or similar problems arise?*

Accountability for the Circulation Desk functions, which include nightly cash counts and daily deposits reconciliation, falls to the Head of User Services.

- *When the measures will be taken and on what schedule compliance and good practice will be secured?*

Lied Library Circulation Desk closing staff members have been trained to record a nightly cash count daily. Daily reconciliation of cash, check, and credit card payments was always being performed by the Libraries' Business and Finance Manager. The new Library Technician I hired in August is now performing the first deposit reconciliation. A second reconciliation occurs when the Admin Assistant II in the Library Administration Office reconciles the daily deposits and prepares them for deposit to Library accounts in MyUNLV.

- *How compliance and performance will be documented for future audit, management and performance review?*

The daily deposit documentation is stored in the Library Administration Office and is available for audit review.

We respectfully request that this item be closed.

FOLLOW-UP RESPONSE

This recommendation was fully implemented at the time of the initial responses.

ENDOWMENTS AND DONATIONS

Gifts and donations made to the Libraries are processed through the UNLV Foundation. These funds are subsequently transferred from foundation accounts to university gift or endowment accounts as the funds are needed. During a review of these transactions, we noted funds were transferred from a restricted foundation gift account to the Libraries unrestricted gift

account. Libraries personnel were tracking restricted gift revenue and expenditure activity on internal department spreadsheets to establish control over these funds.

We recommend that transfers of restricted gift funds be made to a corresponding university restricted gift account. This will allow for easier tracking of expenses and help to ensure the funds are spent in accordance with donor specifications.

Institution Response

We agree with this recommendation and believe we follow this policy.

The gift in question was originally received in April, 2012, as an unrestricted gift to the Libraries upon the death of a long-time Libraries donor - see gift letter from the Trust Officer. The gift was originally deposited into an unrestricted foundation gift account – see April 2012 foundation statement. The donor had verbally expressed to the Libraries Dean a desire to support a project to document Jewish Contributions in Las Vegas. In December 2013, the Libraries were informed they’d be awarded a grant to help fund the Jewish Heritage Project and at that time we requested that the donor funds be transferred into a new Foundation account entitled, “Jewish Heritage Digital Project” – see December 2013 Foundation statement, to provide additional funding for the project.

Because there wasn’t a donor MOU directing the gift to a restricted account, the funds were transferred into the Libraries general gift account. We tracked the funds expended to ensure all were spent on the Jewish Heritage Project. Since this time, the project expanded in scope and in August 2015 we created a new university restricted gift account entitled, “Jewish Heritage Project” – current and future donations to support this project have been, and will be, transferred into this account.

- *What will be done to avoid the identified problems and issues in the future?*

The Libraries’ Business and Finance Manager has submitted a New Account Request form to the UNLV Controller’s Office and Budget Office to create a new university restricted gift account for all restricted donor gifts. The Foundation reviews all monetary transfer requests to ensure funds are transferred per donor requests/MOU.

- *How compliance and future good management and practice will be measured, monitored and assured?*

Restricted gift funds will only be transferred into a corresponding university restricted gift account. The Libraries’ Business and Finance Manager discusses new gifts with the Libraries’ Director of Development to ensure that a corresponding university gift account is created when required. The Foundation reviews all

monetary transfer requests for compliance with donor requests/MOU, providing additional assurance.

- *Who will be responsible and may be held accountable in the future if repeat or similar problems arise?*

Accountability for new university restricted gift account requests falls to the Libraries' Business and Finance Manager. Additionally, the Foundation reviews all monetary transfer forms to ensure funds are transferred per donor requests/MOU.

- *When the measures will be taken and on what schedule compliance and good practice will be secured?*

The Libraries' Business and Finance Manager understands and follows the policy and has already established two university restricted accounts. As the need arises to transfer restricted gifts funds into a university account, the Business Manager will submit a new account request form to create a new university restricted gift account.

- *How compliance and performance will be documented for future audit, management and performance review?*

The Libraries' Business and Finance Manager electronically saves all new account request forms, monetary funds transfer forms and gift documentation, and these documents are readily available for future audits. The Libraries Director of Development provides gift MOU's to the Business Manager, these are provided to the Controller & Budget office's when requesting a new gift account.

We respectfully request that this item be closed.

FOLLOW-UP RESPONSE

This recommendation was fully implemented at the time of the initial responses.

We also noted one Libraries' endowment account had all but \$2,752 transferred to a new account in March, 2006. This appears to be an oversight and all funds should have been transferred to the new account. In addition, three foundation accounts were noted that have been inactive for an extensive period of time. That is, the funds have not been transferred to Libraries' accounts for spending purposes for several years. Libraries' personnel were uncertain as to the purpose of these funds.

We recommend Libraries personnel work with the Controller's Office to close out the account containing the \$2,752 and move the funds to the new account, as noted above. We also recommend a review be performed of the three foundation accounts to determine the spending requirements of these funds. Once a determination has been made, we recommend the funds be transferred to an appropriate and active Libraries account.

Institution Response

We agree with this recommendation.

- *What will be done to avoid the identified problems and issues in the future?*

In March, 2006, new account numbers were established by the Controller's Office and funds in the old Libraries' Endowment account were transferred into a new account. The transfer occurred nine years ago, before any of the current Library staff were employed by the Libraries. As these funds are managed by NSHE, current Library staff members were unaware that there were remaining funds that should have been moved. The Libraries' Business and Finance Manager will ensure that future fund transfers from old to new accounts include all funds in the account, and request that old accounts be inactivated.

All three of the foundation accounts mentioned were created 20+ years ago - one account, the Library Society, was created prior to the existence of the UNLV Foundation. None of these funds have a requirement for transferring and spending the funds within a certain timeframe. For the three accounts:

- 1. We requested that the Foundation transfer the \$63.47 remaining in the inactive Library Journal Fund into the NSHE-Managed Library Books-UNLV Endowment account, which is used to purchase journals and books. This will satisfy the original intent of the Library Journal Fund donation program. We requested that the Foundation close the Library Journal Fund, the program has been inactive since 2000.**
- 2. In spring 2016 we will transfer the remaining \$7,343.55 in the NV Women's Archives, an account set up in 1995 to receive donor funds to help support a 1995 grant-funded project, NV Women's Archives. The funds will be used for a Library Special Collections project in which a temporary staff member will archive, document, preserve and make available online Library Special Collections materials related to Nevada women. We will request that this old account be closed once all funds are transferred.**

3. The Library Society Endowment Fund was created prior to the existence of the UNLV Foundation and is an unrestricted endowment created to support Library initiatives/projects. The annual interest payout from the endowment fund into the spendable fund is a small amount, ranging from \$1,687 in FY2013 to \$2,225 in FY2016, so that yearly transfers would be too small to support most projects. This is an active endowment account that will continue to generate small amounts of interest payout and future Library projects will be identified on which to spend the funds.

- *How compliance and future good management and practice will be measured, monitored and assured?*

The Libraries' Business and Finance Manager will work with the UNLV Foundation Accounting Manager to review foundation accounts to ensure fund transfers and spending occurs per account requirements. The Foundation has said that none of our current accounts have a funds requirement for transfer or spending funds within a specified time period.

- *Who will be responsible and may be held accountable in the future if repeat or similar problems arise?*

If a Foundation account has a spending requirement, the Libraries' Business and Finance Manager will be responsible to ensure funds are spent according to that requirement.

- *When the measures will be taken and on what schedule compliance and good practice will be secured?*

In August 2015, The Libraries' Business and Finance Manager worked with the Controller's Office to transfer the remaining \$2,752.71 funds into the active Libraries Endowment account and inactivate the old Libraries Endowment account– see attached emails documenting funds transfer & account closure.

- *How compliance and performance will be documented for future audit, management and performance review?*

The Libraries' Business and Finance Manager keeps electronic records of all Foundation account reports and monetary funds transfer requests, these are available for future audits.

We expect to have this recommendation completed by 03/31/2016.

FOLLOW-UP RESPONSE

We transferred the remaining balance in the Foundation NV Women's Archives account,

\$7,343.55, on 1/11/16. The Foundation NV Women’s Archive account was closed. We transferred the remaining balance in the Library Journal Fund, \$63.47 on 10/9/15 to our BOR Library Endowment Books account and the Foundation account was closed. We transferred the \$2,752.71 from the inactive BOR Library Endowments account into the active BOR UNLV Library Books account on 8/15/15. All funds have now been transferred to an active Libraries account and the old accounts have been closed.

We respectfully request that this item be closed.

PRIOR AUDIT

A prior audit of the UNLV University Libraries was conducted for the period July 1, 2001 through October 31, 2002. All recommendations from that audit have been implemented, are no longer applicable or have already been addressed in this audit.

STATEMENT OF REVENUES AND EXPENDITURES

The statement of revenues and expenditures provided below is based on the activity of two state, 14 self-supporting, 18 gift, two grant, and one agency account that have been assigned to the University Libraries. The revenue and expenditure information was obtained from the financial accounting system and is provided for informational purposes only.

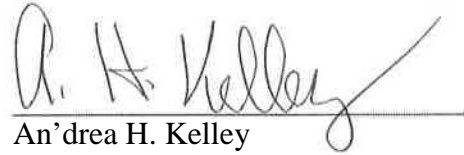
	State Accounts	Self-Supporting Accounts	Gift Accounts	G&C Accounts	Agency Accounts	Total
Balance, July 1, 2013	\$ -	\$ 3,205,037	\$ 798,836	\$ -	\$ 1,845	\$ 4,005,718
Transfers-In	-	6,049,702	1 -	-	-	6,049,702
Revenues						
Investment Income	-	4,448	-	-	-	4,448
Endowment Income	-	-	114,251	-	-	114,251
Sales Education Account	-	186,396	-	-	-	186,396
Tuition & Fees	-	39,103	-	-	-	39,103
Restricted Gift	-	-	204,887	-	-	204,887
Other Sources	-	546	-	-	-	546
Local GC Restricted	-	-	-	42,686	-	42,686
Federal GC Restricted	-	-	-	65,761	-	65,761
Indirect Cost	-	296,774	-	-	-	296,774
State Appropriations	12,375,637	-	-	-	-	12,375,637
Total Revenue	12,375,637	527,267	319,138	108,447	-	13,330,489
Transfers-Out	-	75,000	240,000	-	-	315,000
Expenditures						
Salaries	8,873,096	292,266	29,776	132,248	-	9,327,386
Out of State Travel	-	90,761	-	-	-	90,761
Host	-	37,452	432	-	-	37,884
Operations	994,575	2,238,348	144,315	9,468	-	3,386,706
Library Operations	2,507,966	1,085,660	108,048	-	-	3,701,674
Sales & Service Recharge	-	(16,371)	-	-	-	(16,371)
Total Expenditures	12,375,637	3,728,116	282,571	141,716	-	16,528,040
Balance, June 30, 2014	\$ -	\$ 5,978,890	\$ 595,403	\$ (33,269)	3 \$ 1,845	\$ 6,542,869
Balance, July 1, 2014	\$ -	\$ 5,978,890	\$ 595,403	\$ (33,269)	3 \$ 1,845	\$ 6,542,869
Transfers-In	-	4,595,100	2 -	-	-	4,595,100
Revenues						
Investment Income	-	591	-	-	-	591
Endowment Income	-	-	58,591	-	-	58,591
Sales Education Account	-	28,533	-	-	-	28,533
Tuition & Fees	-	19,348	-	-	-	19,348
Restricted Gift	-	-	265,946	-	-	265,946
Local GC Restricted	-	-	-	12,387	-	12,387
Federal GC Restricted	-	-	-	33,954	-	33,954
Indirect Cost	-	86,790	-	-	-	86,790
State Appropriations	12,657,265	-	-	-	-	12,657,265
Total Revenue	12,657,265	135,262	324,537	46,341	-	13,163,405
Transfers-Out	-	215,523	-	-	-	215,523
Expenditures						
Salaries	8,783,062	469,189	50,626	10,464	-	9,313,341
Out of State Travel	-	22,512	-	-	-	22,512
Host	-	16,274	1,883	-	-	18,157
Operations	258,670	1,006,978	17,669	2,608	-	1,285,925
Library Operations	258,041	19,338	16,853	-	-	294,232
Sales & Service Recharge	-	(15,190)	-	-	-	(15,190)
Total Expenditures	9,299,773	1,519,101	87,031	13,072	-	10,918,977

Balance, September 30, 2014	<u>\$ 3,357,492</u>	<u>\$ 8,974,628</u>	<u>\$ 832,909</u>	<u>\$ -</u>	<u>\$ 1,845</u>	<u>\$ 13,166,874</u>
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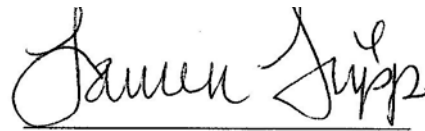
1. The majority of transfers consist of \$4,450,100 from the Libraries share of General Improvement Fees and a one-time transfer of \$1,417,198 to cover inflation costs related to library collections.
2. The majority of transfers consist of \$4,450,100 from the Libraries share of General Improvement Fees.
3. Negative balance is due to multi-year grants where expenditures have been incurred and funds will be replenished the following year.

The Internal Audit Department appreciates the assistance and cooperation received from the University Libraries and UNLV staff during this review.

Las Vegas, Nevada
July 24, 2015



An'drea H. Kelley
Internal Auditor II



Lauren Tripp
Internal Audit Manager



Scott Anderson
Director of Internal Audit

AUDIT: UNLV Libraries

AUDIT PERIOD: 07/01/2013 – 09/30/2014

NUMBER OF FINDINGS: 7

NUMBER OF RECOMMENDATIONS IMPLEMENTED: 7

Nbr	Finding	Agree	Implemented	Est Date of Completion
1	Need a policy for past due debts	Yes	Yes	
2	All restrictions available to the Libraries need to be used	Yes	Yes	
3	Another employee needs to be trained to prepare deposits.	Yes	Yes	
4	Receipts should be stored in the safe during non-business hours	Yes	Yes	
5	Receipts need to be reconciled to the cash register end-of-day report	Yes	Yes	
6	Transfers of restricted funds be made to a corresponding restricted gift account	Yes	Yes	
7	Account needs to be closed and funds moved to a new account	Yes	Yes	