
OREGON UNIVERSITY SYSTEM APRIL 12, 2007 AGENDA

TO: PAUL BARTLETT
FROM: MOSS ADAMS
SUBJECT: AGENDA ITEMS
DATE: 4/12/07
CC: UNIVERSITY BUSINESS OFFICERS

Moss Adams LLP Agenda Items:

- Primary Contacts at Moss Adams LLP

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- **Audit Approach (Interim Audit Work)** – Moss Adams approach to interim audit work is to gain an understanding of the various accounting systems, identify internal controls, and then perform tests of those controls. Realizing that certain functions are performed by the Controllers Office, Moss Adams will work with the individual Universities to proceed as necessary at their campuses.
 - **Financial Systems** – As discussed above, Moss Adams will gain an understanding of the various accounting systems, identify internal controls, and then perform tests of those controls. The systems we will look at during this interim fieldwork period are as follows:
 - Fixed Assets
 - Tuition & Fee Revenues
 - Payroll
 - Purchasing/Payables/Expenditures
 - Student Accounts Receivable
- **Audit Timing** – Moss Adams has worked with each individual University to coordinate timing of interim fieldwork. Moss Adams will communicate with each of the Business Officers several times before arriving allowing proper time and preparation for the institutions. Moss Adams will also communicate the names and numbers of professionals expected to be out in the field.

Interim financial statement fieldwork with each of the seven universities as follows:

April 23 - 26	University of Oregon
April 30 - May 2	Southern Oregon University
May 3 & 4	Oregon Institute of Technology
May 14 - 17	Oregon State University
May 21 - 24	Portland State University
May 29 & 30	Western Oregon University
May 31 & June 1	Eastern Oregon University

- **Entrance / Exit Meetings** – Moss Adams will conduct both an entrance conference and an exit conference at each institution. For the entrance conference we would prefer that the majority or all of the people we would be dealing with be in attendance. The purpose of this meeting would be to introduce the audit team as well as describe exactly what we will be doing while at the institution. An exit conference can be conducted with fewer people, however we would be open to inviting all who attend the entrance. At the exit conference we will discuss **any** issues found and will recap the results of our testing. Our goal at these exit conferences is to discuss the issues and eliminate future surprises.
- **Information Technology Assessment** – As in prior years, Moss Adams will perform an IT assessment as required by Auditing Standards. This will take place in the May/June timeframe and will most likely be limited to U of O, OSU, and PSU (the sites of the 4 Banner applications).
- **Communication of Findings** – During our exit meeting, if Moss Adams discovered any issues that could be considered a finding, we will communicate the issue at this point in time. All potential issues will also be communicated to the Controllers Office and the Secretary of State Audits Division. Only the University Specific findings (if applicable) will be addressed at the exit meetings.
- **Information Requests** – During the course of the audit, Moss Adams will have many requests for information from the Business Officers as well as people on their staff. Moss Adams would like to follow the proper protocol at each individual university to ensure that the appropriate parties stay informed. Please advise Moss Adams on the proper protocol for obtaining information at your institution. In addition to this, Moss Adams will most likely have questions that arise during the audit whereas we will need to contact your institution. Please advise Moss Adams on the proper protocol for posing questions to individuals at your institution.