



Audit Services

November 30, 2011

SUZANNE MURPHY

Director, Business Services
Office of Executive Vice Chancellor & Provost

**SUBJECT: Business and Finance Bulletin G-45 Review
Audit Services Project #12-026**

At the request of the University of California, Office of the President and included in the fiscal year 2011-2012 audit plan, Audit Services completed an annual review of expenses related to the Chancellor's housing, social and development activities.

The purpose of the review was to determine whether expenses charged to the Chancellor's Administrative, Housing Maintenance, and Development Funds were in compliance with University requirements and whether the annual reporting of the Chancellor's expenses was accurate, complete, and timely.¹

To complete this review, accounting records and related supporting documentation for the expenses incurred were examined to verify the adequacy of support and to confirm expenses had been appropriately reviewed and authorized. The scope for the review encompassed all activities and transactions during fiscal year 2010-2011. Fieldwork was completed in October 2011.


The scope of this review was limited to the procedures described above, and as such, we can make no assertions about Chancellor's expenses outside the stated funds, nor can our work be relied upon to identify all instances of potential irregularities, errors, and control weaknesses that may occur in areas not covered.

¹ UC Business and Finance Bulletin #G-45, Implementing Requirements on Expenses Incurred in Support of Official Responsibilities of the President and Chancellors, outlines the stipulations on expenses incurred and annual reporting requirements of expenses.

Based on the procedures performed, we concluded that the expenses charged to the Chancellor's Administrative, Housing Maintenance, and Development Funds were in compliance with University guidelines, and were appropriately supported, authorized, and consistent with policy requirements. Additionally, the annual reports of the Chancellor's expenses accurately captured all relevant expenses.

Please do not hesitate to contact me if you have any questions or require further information.

Sincerely,



Rick Catalano
Director

c: Chancellor Desmond-Hellmann
Senior Vice President Vacca
UCSF Audit Committee Members