

Objective

As required by the Joint Admission Medical Program ("JAMP") Council Agreement, to provide assurance that the School is in compliance with policies, procedures, laws, and regulations that could have a significant impact on operations and reports.

Procedures

A. *Gaining an Understanding*

1. Obtain copies and review the Agreement with the JAMP Council.
2. Review applicable policies and procedures relevant to contracts and grants, including JAMP Expenditure Guidelines.
3. Interview responsible persons handling the JAMP agreement. This includes a representative from OSP and Contract and Grant Accounting. Determine their processes for handling this agreement.
4. Obtain JAMP Expenditure reports for the last two fiscal years and compare expenditure categories. For expenditure changes +/- 10% obtain explanations for the variances.
5. Determine the process for preparation of the JAMP expenditure reports. Verify that amounts recorded in the expenditures report agree to amounts recorded in the accounting system.

B. *Monitoring*

1. Method of Monitoring – Determine who has been delegated the responsible person over JAMP agreement compliance. Verify that an appropriate system has been established to ensure that appropriate officials provide necessary organizational reviews and approvals of the expenditures of funds and for monitoring project performance and adherence to agreement terms and conditions.
2. Reporting – Determine if progress reports and if applicable, final reports, are being prepared in accordance with guidelines.

C. *Testing for Compliance*

1. Revenues
 - a. Verify that the amount received by the institution is the amount as stated in the JAMP Agreement.
 - b. Determine whether receipts were logged in some method, deposited in a timely manner, and properly recorded.
2. Expenditures
 - a. Select a sample of expenditure transactions from the agreement to determine compliance with JAMP Expenditure Guidelines

(allowable costs). Test also for proper approvals, account coding, and adequacy of supporting documentation.

- b. Select a sample of equipment/capital outlay purchases. Ensure compliance with the terms under the JAMP Expenditure guidelines. Verify the existence of any equipment purchases in the sample. Verify that the equipment is used on the grant and is justified, especially concerning computer equipment.
- c. Select a sample of travel expenditures and ensure they are related to agreement activities.

3. Payroll

- a. Select a sample of payroll transactions to determine compliance with the JAMP Expenditure Guidelines (allowable costs). Test also for appropriate approvals and agreement to approved salary rates.
- b. Determine if the individuals actually worked on the agreement by reviewing time and effort reports for appropriate signatures and approvals.

4. Budgeting

- a. Ensure the account was properly set up and the award amount was posted correctly to the accounting system.
- b. Determine the approved budgets and actual expenditures. Identify any differences.
- c. Determine if the differences were approved by the JAMP Director.
- d. Verify that no overhead is being charged to these funds.

5. Financial

- a. Verify that unexpended funds from expired agreement have been returned, if applicable.

D. Final Procedures

- 1. Perform additional procedures as necessary.
- 2. Document results in an overall memo.