

OSP Roundtable_ The DLC's Role in Internal Controls_email_10_18_07.txt
 From: Eileen Nielsen [nielsen@mit.edu]
 Sent: Wednesday, October 10, 2007 2:51 PM
 To: ra_ls@mit.edu
 Subject: OSP Roundtable Discussion: "The DLC's Role in Internal Controls", Thursday October 18, West Lounge, Stratton Student Center

Next week's OSP Roundtable Discussion will be on Thursday, October 18, from 9-10AM in the West Lounge, Stratton Student Center. Debby Fisher, Tim Gordon and Mike Bowers from the Audit Division, and Gillian Emmons from the Controller's Office, will lead the discussion on "The DLC's Role in Internal Controls".

This roundtable is designed around questions which the Audit Division and Controller's Office receive on a regular basis, as well as situations encountered in the course of ongoing audit work.

To prompt your participation, following are some vignettes for your consideration:

You have just been promoted to AO of a department in which the AO position has been vacant for some time. You have learned that there has not been any statement review performed since the previous AO left the position. What are the potential negative consequences of this lapse in control? What are some reasonable steps to take?

Professor Smart has sent you an e-mail outlining his desire to transfer salary expenses to a different WBS, for charges incurred 11 months ago. What questions should you ask him? What advice should you give him?

You are asked to approve a travel voucher for a faculty member that includes reimbursement for weekend expenses for a program that officially commences on Monday and ends on Wednesday. Additionally, the faculty member has included babysitting expenses on the voucher. What questions should you ask? Which expenditures should be reimbursed?

Please come with your own questions, about the above topics or others.

Eileen Nielsen
 Assistant Director, Compliance
 Office of Sponsored Programs

October/November Roundtable Schedule

Date	Location	Topic
October 18, 9-10AM (Thursday)	West Lounge Stratton Student Center	The DLC's Role in Internal Controls
November 1, 9-10AM (Thursday)	Twenty Chimneys Stratton Student Center	Proposal Review Basics
December 6, 9-10AM (Thursday)	Twenty Chimneys Stratton Student Center	TBD
December 20, 9-10AM (Thursday)	West Lounge Stratton Student Center	TBD