UNIVERSITY OF HOUSTON SYSTEM

INTERNAL AUDIT REPORT

UNIVERSITY OF HOUSTON-CLEAR LAKE

JOINT ADMISSIONS MEDICAL PROGRAM
FY 2018

REPORT NO. AR2019-11

UNIVERSITY OF HOUSTON SYSTEM
Internal Auditing Department
Houston, Texas 77204-0930
(713)743-8000
Fax: (713)743-8015

MEMORANDUM

TO: Mr. Peter K. Taaffe
Chair, Audit and Compliance Committee

Dr. Renu Khator
Chancellor/President, UHS/UH

FROM: Don F. Guyton
Chief Audit Executive

DATE: February 7, 2019

SUBJ: Internal Audit Report – UHCL Joint Admissions Medical Program, FY 2018

I have attached for your review the above referenced internal audit report. This report has been distributed to/discussed with key personnel of the University of Houston-Clear Lake and the University of Houston System. This report is summarized as follows:

Executive Summary:

The University of Houston-Clear Lake (UHCL) entered into an agreement with the Joint Admissions Medical Program Council, which administers the Joint Admissions Medical Program (JAMP) that provides funding for programs in support of economically disadvantaged students interested in attending medical school. During fiscal year 2018, UHCL received $12,522 of JAMP funding. The Internal Auditing department reviewed grant activities for fiscal year 2018 to meet audit requirements set forth in the JAMP Agreement and Expenditure Guidelines. The objective of our review was to determine whether grant activities complied with the JAMP Agreement and Expenditure Guidelines. We noted no findings of non-compliance with the JAMP Agreement or Expenditure Guidelines.

This audit report is scheduled to be included in the agenda materials for the February 28, 2019 meeting of the Audit and Compliance Committee of the Board of Regents. Please let me know if you have any questions.

Attachment

UNIVERSITY OF HOUSTON SYSTEM
INTERNAL AUDITING DEPARTMENT

UNIVERSITY OF HOUSTON-CLEAR LAKE
JOINT ADMISSIONS MEDICAL PROGRAM
FY 2018

BACKGROUND:

The University of Houston-Clear Lake (UHCL) entered into an agreement with the Joint Admissions Medical Program Council, which administers the Joint Admissions Medical Program (JAMP) that provides funding for programs in support of economically disadvantaged students interested in attending medical school. During fiscal year 2018, UHCL received $12,522 of JAMP funding. The Internal Auditing department reviewed grant activities for fiscal year 2018 to meet audit requirements set forth in the JAMP agreement. Total program expenditures during fiscal year 2018 were $9,918.

Senate Bill 940 of the 77th Legislative Session (2001) of the State of Texas established the JAMP program to, "(1) provide services to support and encourage highly qualified, economically disadvantaged students pursuing a medical education; (2) award undergraduate and graduate scholarships and summer stipends to those students; and (3) guarantee the admission of those students to at least one participating medical school" (Texas Education Code, §51.822).

UHCL, as a participating school in the JAMP program, is required to select a faculty member to serve as a Faculty Director, recruit and matriculate eligible undergraduate students for admission to the program, provide academic counseling to participating students enrolled at UHCL, and assist with the student's application to and participation in the program.

The JAMP grants are funded by the Texas Higher Education Coordinating Board and distributed by the Joint Admissions Medical Program at the Texas Medical and Dental Schools Application Service.

OBJECTIVE:

The objective of our review was to determine whether grant activities complied with JAMP Agreement and Expenditure Guidelines.

SCOPE OF WORK:

We performed the audit procedures listed in the audit work program provided by JAMP. These procedures included obtaining an understanding of campus oversight and monitoring of expenditures and reporting, verifying expenditure and payroll compliance, reviewing budgets, and verifying the return of unexpended funds at the end of FY 2018 agreement period.

CONCLUSION:

We noted no findings of non-compliance with the JAMP Agreement or Expenditure Guidelines.

Don F. Guyton
Chief Audit Executive
October 30, 2018