Office of Internal Audit and Consulting

THE UNIVERSITY OF MEMPHIS

May 2016 Newsletter

Cybersecurity

It seems almost daily there is a cybersecurity incident in the news. This is a “hot topic” and a “high risk” issue in today’s technology driven environment. It is important that research data and student records and all University data is protected. We want to emphasize the importance of data security and encourage everyone to focus on reducing that risk in your area. There is no such thing as zero risk but steps can be taken to minimize that risk. Below is a "Learn More" link to the University’s ITS website that has additional information for minimizing cybersecurity risks to the University. Please review this information.

Mobile Devices and Security
One of the "high risk" areas in today's environment is mobile devices. Some security tips for you to consider to help minimize risk.

Enable the Password and Screen Lock Features
Using a password and locking your screen will not prevent your phone or tablet from being stolen. However, enabling the password and screen lock feature on your mobile device can help protect work data and your private and personal information. The average thief will in most cases be unable to bypass this simple and effective security feature. Surveys indicate that approximately 30% of mobile device users don’t use these features and the thieves love to get these devices.

Use Secured Networks
If at all possible, limit your data usage when in public. If you are

viewing or downloading work or personal data over a cellular system or via an unsecured, public Wi-Fi network, you leave yourself exposed to hackers. When using public Wi-Fi avoid tasks that may expose work data or your personal information. If your home network is unsecured, you should fix that immediately. Installing and using VPN on your mobile device helps to mitigate risk and exposure.

What is VPN?

Install Anti-Virus Software

Anti-virus software isn't just for laptops and desktop computers. If you haven't yet installed an anti-virus app on your phone or tablet, it may be time to reconsider. In today's digital environment, phones or tablets are high risk targets for being compromised. Literally thousands of new viruses are created every day so keep your anti-virus software updated. Don't click on anything in an email that you don't recognize or seems suspicious even if from a source that appears familiar. A very large volume of phishing emails is unleashed daily. All it takes is for one person to click on something to create major damage throughout the technology systems of an organization and one click can also compromise your personal information on your computer or mobile device.

Beware of Apps

Apps can and do carry malware. Stick to reputable and trusted sources. Don't download applications onto your phone or tablet directly from the Internet unless you can be assured that the application is safe.

Learn More »

Internal Controls

What is Internal Control?
Internal control consists of the policies and procedures that University Management has put in place to help ensure that the university meets its goals and objectives.

Controls relate to financial and operational policies and compliance with federal, state and local government requirements. As a research University with funded research our controls to ensure compliance is critical.

What are the objectives of Internal Control?
Safeguarding University assets.
Operational efficiency.
Provide for adequate oversight and accountability regarding financial resources.
Compliance with applicable policies, laws and regulations.
Ensuring the accuracy and reliability of financial reporting and leave reporting.

University Management has the primary responsibility for establishing and maintaining a sufficient system of internal controls and is required to assess risk and develop adequate internal controls pursuant to state statutes (TCA 9-18-101, Known as *"The Tennessee Financial Integrity Act"*). In accordance with instructions from the Tennessee Department of Finance and Administration, Management's annual evaluation of internal controls follows guidance issued by the Committee of Sponsoring Organizations (COSO) regarding internal controls.

More information and an Internal Control Self Assessment Checklist can be viewed by clicking on the "Learn More" button.

Learn More »

Reporting Fraud, Waste and Abuse

The University has three options for reporting:

1. Telling your supervisor.
2. Notifying a University Official
3. Contacting Internal Audit at 678-2125 or mailto:UoM_audit@memphis.edu or use the online form on the Internal Audit website.

When Reporting:

- Must have reasonable grounds to suspect fraud, waste or abuse is occurring.
(no false accusations).
- People reporting are protected from retaliation under Tennessee state law (T.C.A. § 8-50-116).
- Confidentiality is protected under Tennessee state law (T.C.A. § 49-14-103)
- **The Report May be Made Anonymously**

Click on the "Learn More" button for access to the online reporting form.

Learn More »

About Internal Audit

We are audit, consulting and fraud investigation professionals whose combined education and experience include accounting, management, finance, consulting, information systems and fraud investigations. As University employees, we have dual reporting responsibility to the President and to the Board Audit Committee. Our primary task is to review organizational functions and underlying processes to determine whether they support the goals and objectives of the University. We also have responsibility for investigating reports of fraud, waste and abuse pursuant to government statutes and applicable polices within the University.

May is Internal Audit Awareness month. Governor Haslam issued a proclamation proclaiming May as "Internal Audit Awareness Month" in Tennessee. One of our staff members, Vicki Deaton, Senior Internal Auditor, recently made a presentation to the University of Memphis Auditing class about Internal Audit as a career choice. If you would like a presentation about Internal Audit please contact us by using the contact button below.

Learn More About Audit »

Contact the Audit Staff

Contact Information »