



To: University Employees

From: Jeffrey J. West  
Associate Vice President  
for Financial and Accounting Services

Date: April 29, 2005

Re: State Auditor's Visit

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The fiscal year-end for the University is fast approaching (June 30). The State Auditor's Office is responsible for the audit of the University and has already committed staff to do preliminary field work for this audit.

As part of their field work, they will be selecting a sample of University departments to visit. The purpose of these visits is to determine if proper internal controls are in place, and if financial records can be relied upon to properly reflect the financial activity of the University.

We encourage you, if your department is selected, to cooperate fully with these auditors. They will call in advance for an appointment. They will ask questions about your operations and about controls that you have in place. If they deem it appropriate, they will make recommendations that they feel should be implemented to improve your department operations.

After making the appointment, one or more of the following auditors will visit with you. You are encouraged to ask them for proper identification. The audit staff consists of:

Hollie Andrus  
Jolene Cooley  
Nancy Watson  
Jamie Sorensen

Thank you for your cooperation. If you have any questions, please call Grant Moulton at 1-5077 or e-mail at: [grant.moulton@admin.utah.edu](mailto:grant.moulton@admin.utah.edu).

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