

**University of Southern California
Norris Cancer Center
Opening Meeting Agenda
March 18, 2004**

1. Introductions

- A. Ernst & Young (E&Y) Team
- B. Norris Cancer Center Team

2. Overview of Norris Cancer Center Operations and Research Compliance

- A. Objectives and goals
- B. Description of key department personnel roles and scope of responsibilities
- C. Overall structure/organization
- D. Key management reports
- E. Recent or expected significant process/operational changes
- F. Management concerns (financial, operational or compliance)

3. Objectives and Scope

- A. Review of controls over the school's grant management business practices for all types of sponsored research activity, including, but not limited to, controls over:
 - Administration and Monitoring of Sponsored Activities
 - Grant Compliance
 - Compliance over Research Expenditures
 - Systems
- B. Review of financial operations, including, but not limited to, controls over:
 - Cash Disbursement/Accounts Payable
 - Purchasing
 - Accounts Receivable
 - Systems
 - Payroll
 - Human Resources
 - Financial Reporting
- C. Risk Assessment
- D. Identify and Evaluate Controls to Mitigate Risk
- E. Test Effectiveness of Controls

4. Audit Process

- A. Interview Process Owners to understand Process Flow
- B. Perform Walkthroughs of Transactions
- C. Test Sample of Transactions

5. Communication / Reporting Protocols

- A. Validate Issues with Process Owners
- B. Exit Meeting at end of audit, supported by issue summaries or a draft report
- C. Agree on Action Plans with Management prior to leaving the field
- D. Issue Draft Report
 - (1) Within five business days after the closing meeting, the draft report will be issued to the Department's Management
 - (2) Within five business days after receipt of draft report, the Department's Management will submit final comments, action plans, due dates and all wording changes to E&Y.

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E. Issue Final Report

- (1) After incorporating all comments and changes, E&Y will submit the final draft report to USC's Director, Audit Services for review.
- (2) The final report will then be issued to the Department's Management as well as the Director, Audit Services.

F. Client Satisfaction Questionnaire

6. Request List (please provide soft copies whenever possible)

- A. Departmental policies and procedures
- B. Organizational Chart and Employee Phone List
- C. List of total grant activity for the department (including total award, grant period, sponsor and Principal Investigator)
- D. Recent management reports for the last three months

7. Questions