

The Audit Insight



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NEW Avoiding Fraud Training!

Have you felt your manager or supervisor asked you to violate University policy to expedite a project? Were you unsure of the right thing to do? Fortunately, by the end of this brief video, you’ll have the tools to confidently make the best choice in this and other similar situations. You’ll make the right choice for both yourself and the University, avoid potential legal problems, and feel much better in the process. Have a look at [Avoiding Fraud Training Video!](#)



By CWU Internal Audit

Challenge Question – Chance to Win \$25!

According to the training video, which of the following is **NOT** a form of fraud?

- A. Embezzlement
- B. Donation
- C. Forgery
- D. Corrupt Practices

Double your chances by answering the Bonus Question below!

According to the training video, what should you do if your manager or supervisor insists on holding back the large invoice?

- A. Speak to a higher-level manager
- B. Contact Internal Audit
- C. Both
- D. Neither

Each correct answer is one ticket into the drawing to win a \$25 gift card to the Wildcat Shop. Send responses to Jesús Baldovinos at jesus.baldovinos@cwu.edu by **Tuesday, April 29** to enter.



Best Practices

Computer Inventory

Implementing strong internal controls for computer equipment inventory reconciliation at the University is crucial to ensure accuracy and security over our assets. Here are some best practices:

1. **Custodian:** The individual assigned to the computing device is responsible for the device. This includes, but is not limited to, making sure the device is well maintained, keeping track of the location of the device (and notifying the CWU Service Desk if the device will be moving to a different custodian and/or department), and reporting any issues or concerns (including a lost device) related to the device to the CWU Service Desk. A custodian is responsible for keeping track of shared and student employee devices assigned to them.
2. **Regular Reconciliation:** Schedule regular checks where you compare the physical count of equipment with what's recorded in the inventory system.
3. **Training and Awareness:** Regularly train staff on the procedures and importance of maintaining accurate inventory records.
4. **Policy Documentation:** Have clear, written policies and procedures for managing inventory. These should be communicated to all relevant staff and reviewed regularly to keep them up to date.

By implementing these controls, the University can effectively manage its computer equipment inventory, reducing the risk of loss, theft, or mismanagement, and ensuring resources are used efficiently.



How to Be Successful at This Stuff

Knowing what you need to disclose on your Conflict of Interest Disclosure can be confusing. Luckily, we have compiled a few common examples to refer to when you are completing your COI Disclosure form.

Conflict of interest examples (2nd Edition)

The following is an example of a situation where a conflict of interest may, or may not, arise or exist, and what to do for disclosure:

Personal Financial Conflicts of Interest

Situation: My spouse works for a company that does business with CWU.

Answer: This situation could create a conflict, including bias and perceptions of favoritism.

Example of how to mitigate and manage this situation:

- 1) I recuse myself from decisions between the outside vendor and CWU.
- 2) I communicate and be transparent with my supervisor(s) and adhere to ethical standards and policies.

The Future for Internal Audit's Graduates

CWU's Internal Audit is happy to announce that three of its student employees have accepted job offers in the accounting field that they will begin following graduation. Specifically,

- **Sammy Stern** will be joining Frank, Rimerman + Co. LLP in Sacramento, California, as an Audit Associate. She looks forward to contributing to a dynamic team and continuing her professional development in public accounting.
- **Daniella Garcia** has accepted a position as an Audit Intern followed by a full-time State Auditor position with the Washington State Auditor's Office in Yakima, Washington. She is excited to build on her academic background and develop practical skills in governmental auditing.
- **Serena Perez** will be working as an Audit Associate at BDO in Dallas, Texas. She is eager to apply her knowledge in a professional setting and begin her career with a global accounting firm.



Sammy Stern
B.S. Accounting
Winter 2025



Daniella Garcia
B.S. BA Finance
Specialization
Spring 2025



Serena Perez
Master of
Professional
Accountancy
Spring 2025

cwu.edu/internal-audit/hotline

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu. 19-BFA-21RN

Check out our past trainings!

- [How to Respond to Audit Recommendations](#)
- [Conflict of Interest](#)
- [Giving and Receiving Gifts](#)
- [Travel and Entertainment](#)
- [Reporting Misconduct](#)
- [Avoiding Retaliation](#)
- [Conflict of Interest \(2nd Edition\)](#)
- [Giving and Receiving Gifts \(2nd Edition\)](#)
- [Ethical Leadership](#)

In The News

- [Oregon woman used dead husband's identity to collect student aid](#)
– Central Oregon Daily News
- ['Ghost students' become new enrollment fraud scheme](#)
– The Free Press
- [Students sue United Airlines and school over 'grand promises' of pilot future](#)
– AeroTime

CWU SPEAK UP

Internal Audit Hotline

www.cwu.edu/internal-audit/hotline

The Hotline is intended for faculty, staff, students and others to report suspected fraud or irregular activities such as improper transactions, suspected thefts, losses, misuse, or inappropriate action involving public funds, equipment, supplies, or other assets. To report a violation, click [Hotline](#).

FAQ'S

Q: What happens when I make an online report to the Internal audit hotline?

A: We review all hotline submissions and assess each one before deciding how to proceed. Submissions can be made anonymously. However, if you opt to tell us your name and how to reach you, it can help us follow up on the complaint, and we can communicate our conclusions.

Q: Where can I find more information?

A: For more information please visit: [Audit FAQs](#)

Q: Who can report issues/concerns to the hotline?

A: Anyone can report fraud, conflict of interest, financial policy violations, etc., to the hotline site.

Q: How do I start a hotline report?

A: Report a concern using the [hotline web form](#).

Any employee who brings an issue to the university's attention through the Hotline should be aware that university policy prohibits retaliation against employees who in good faith report apparent violations



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