



Berkeley Stories:

Lessons Learned from Audit and Advisory Services

Audit and Advisory Services Staff
October 20, 2016



BRIDGING THE GAP

Former Employee Sentenced to 18 Months in Prison for Embezzlement

Chad Edwards

Asset Misappropriation



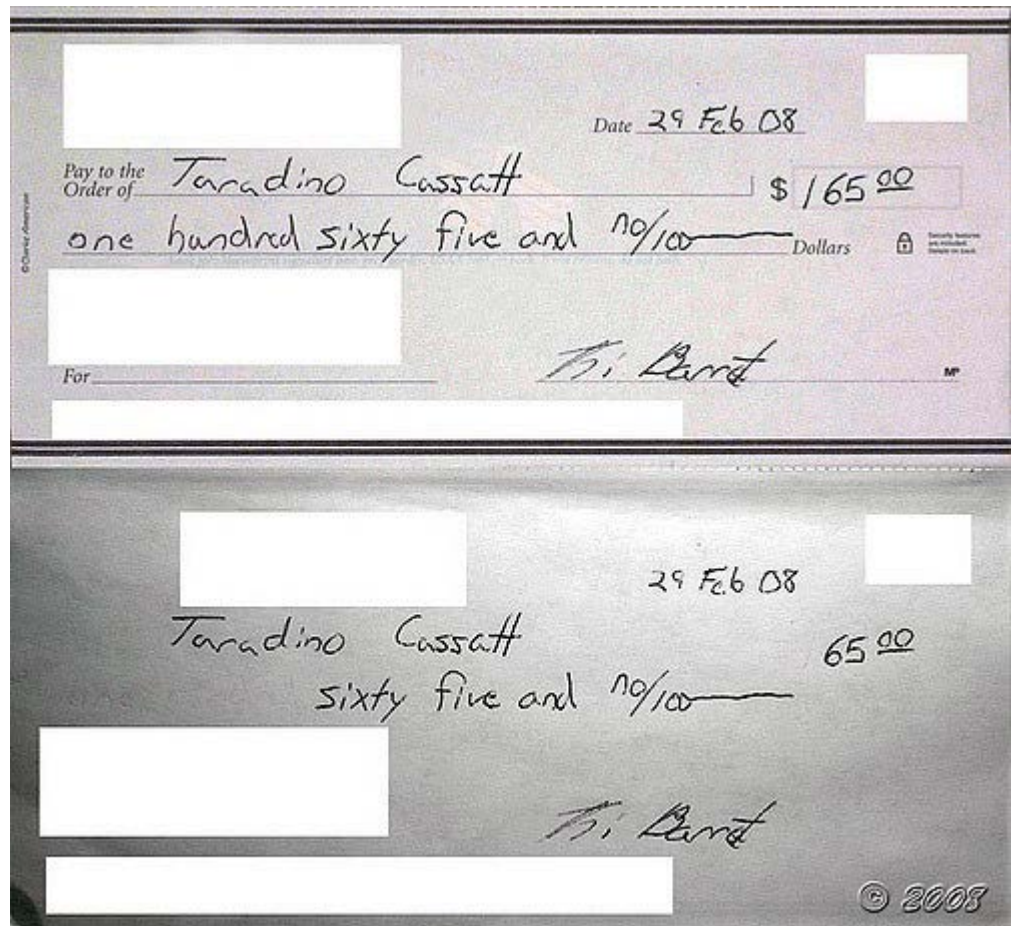
- Median loss \$150,000
- Asset misappropriation was the most common form, 83% of all cases
- Median duration was 18 months
- 94.5% of the cases, the perpetrator tried to conceal the fraud
- The most common concealment methods were creating and altering physical documents
- Losses were lower when fraud uncovered through monitoring

Source: Associate of Certified Fraud Examiners 2016 Report to the Nations on Occupational Fraud and Abuse

Asset Misappropriation



- Schemes
- Prevention and Detection Methods





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Administrative Support for Research Conducted Abroad

Jennifer Jones

Cast and Setting



Country	Index Rank	Visit Count
South Sudan	186 of 189	3
Democratic Republic of Congo	184	2
Venezuela	182	1
Bangladesh	173	24
Zimbabwe	171	3
Nigeria	170	2

¹ The World Bank – 2014 “Ease of Doing Business Index”²

Intrigue



- Wide ranging needs and problems to solve in order to get there and to do work once on- the- ground
 - Visas and permits
 - Equipment
 - Local labor laws/customs
 - Unbudgeted expenses
 - Research data / samples
 - Cash handling

Epilogue



- Contact retools@ucop.edu or Dragana.Nikolajevic@ucop.edu to join systemwide international listserv
- <http://ucgo.org/> for UCSF- hosted website providing information and resources in support of global health research across the UC system. UCOP managed project underway to expand website to address broader research audience and needs



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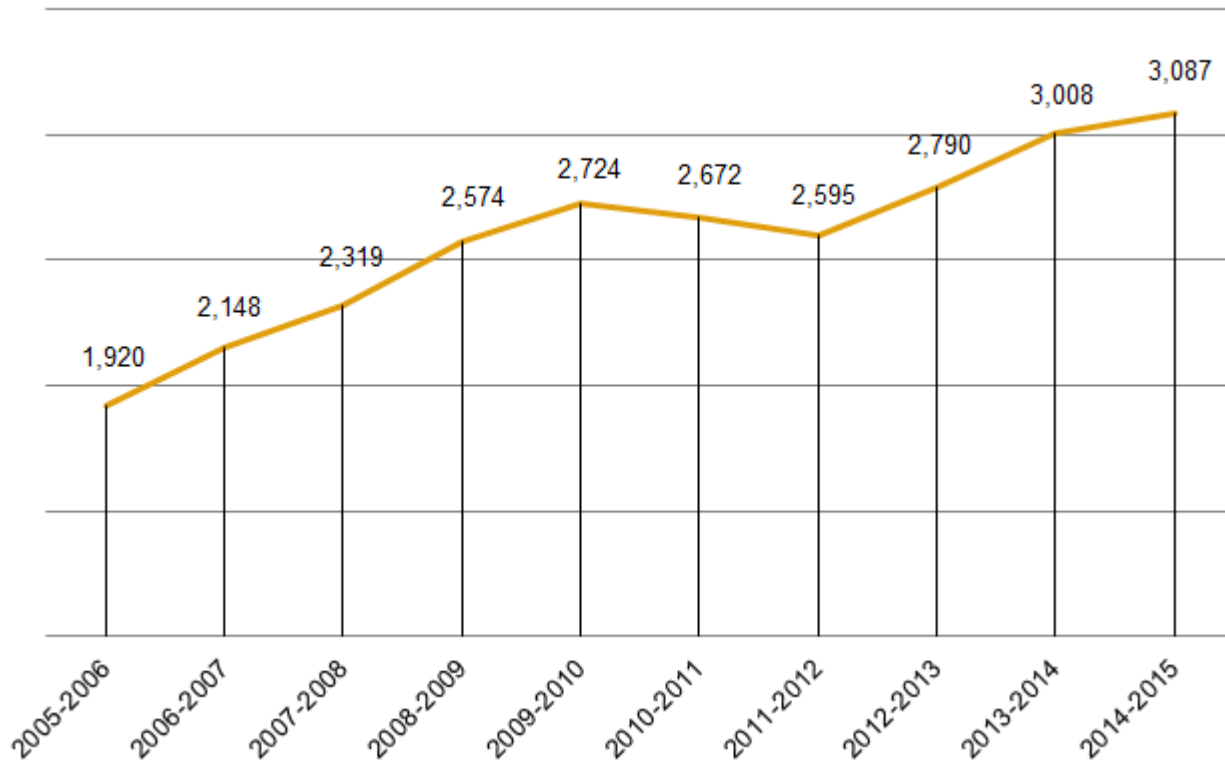
International Visiting Scholars

Robert Asato

Setting



↓ 1 International Scholars at UC Berkeley in the past 10 years



Source: *Annual Report of International Visiting Scholars, Berkeley International Office, 2016*

Headlines



Feds Deport University Of Washington
International Student Who Made Social Media
Threats

International Students Deported For Working At Walmart

Moorhead Landlord Feels Violated By International Student Tenants

Intrigue



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Monitoring



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- Monitoring of International Visitors

- State Department, 22 CFR 62.10

- Sponsors are required to monitor their participants' welfare and progress to the extent appropriate for the category, and ensure that their activities are consistent with the category indicated on the Form DS- 2019.

Intrigue



Monitor

- Ensure activities are consistent with the purpose of the visit
- Know the physical location (site of activity) and progress
- Report changes in telephone numbers, email addresses, current U.S. address (i.e. physical residence)
- Report email address for each accompanying spouse and dependent

Intrigue



GLACIER



Foreign National Tax Obligation

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GLACIER

What is it?

- U.S. Tax laws require UC Berkeley to collect information from non- U.S. citizens to determine their tax status.
- **GLACIER** tax compliance software helps foreign individuals and UC Berkeley collect, store, and print forms required by law.
- **GLACIER** will assist the user determine tax residency, tax treaty eligibility for the foreign individual, and their tax withholding rates.

GLACIER Information Form

Foreign Individual Instructions: After receiving a copy of this form, you will also receive an email from support@online-tax.net (this is not spam) with your GLACIER login information. You will need to complete your GLACIER record within 10 days from receiving this email to help assure proper tax withholding. You will need to have all of your supporting documents (visa, passport, I-94, and any other applicable documentation) available before you start the process so that you can complete your record in its entirety.

Foreign Individual Information

Last Name First Name Middle Initial
Email Address Employee ID (if applicable)

Relationship and Payment Information *(Select **all** that apply)*

The selections made in this section will directly impact tax withholding (if applicable) and payment for the individual. Refer to instructions for more detail.

Employee

- Faculty/Other Academic Appointee/Staff
- Postdoctoral Scholar *(Title Code 3252 ONLY)*
- GSI/GSR/TA
- Other Student Worker

Monthly Wage/Salary
Percentage of Time
Number of Months
Bonus (Total per annum)
Estimated Annual Amount

Other

- Guest Speaker
- Artist/Performer
- Consultant
- Royalty Recipient
- Prize/Award Recipient
- Other

Please describe:

Amount

Postdoctoral Scholar

- Postdoctoral Scholar
(Title Code 3253 or 3254 ONLY)

Fellowship Amount
Benefit Amount (paid by University)

Scholarship/Fellowship Recipient

- Student
- Visiting Scholar

Award/Stipend Amount

Department Information

Department Name
Department Contact Name Phone Number Email Address

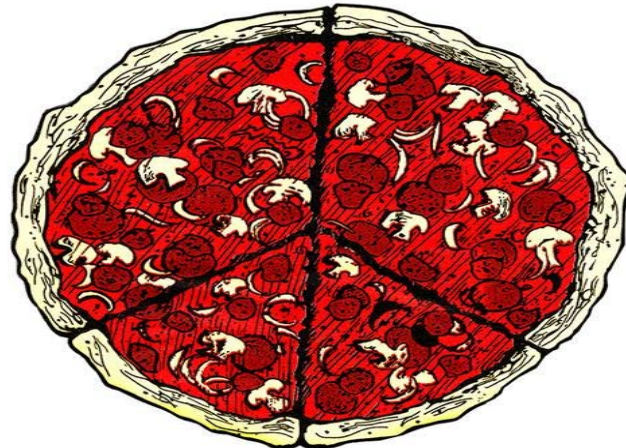
Using the email and submit buttons will turn this form into a completed attachment that can be sent to your foreign individual or Central Payroll.

Important!



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BLONDIE'S PIZZA



MAKE PIZZA NOT WAR

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Communication



Epilogue



- Berkeley International Office (BIO)
 - <http://internationaloffice.berkeley.edu/>
 - BIO Scholar Information Meeting
- Visiting Scholar and Postdoc Affairs (VSPA)
 - <http://vspa.berkeley.edu/>
 - VSPA Postdoc and Visiting Scholar Orientation
- Campus Payroll Office - GLACIER Information
- UCLearning Center - GLACIER training



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Donor- Built Facilities

Dorothy Lipari (as told by Wanda Lynn Riley)

Just to Name a Few



Berkeley has undertaken a few donor-built facilities projects, including the Ky Ebright Boathouse, Blum Hall, the Haas Academic Building, and the Cal Aquatics Center.



You Should Know



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- Roles and responsibilities of both central units and individual units should be defined and formalized, within a business process, to ensure consistency in execution across the project life cycle and from project to project.
- Activities actually performed by campus units may put at risk the structure of the donor-developer agreement and the gift in kind transaction.



You Should Know



- Direct fundraising for a donor's 501(c)3 entity is not allowed.
- Fundraising for items that are not part of the facility under construction (landscaping, interior furniture and decorations, etc.) may be performed, however, check with campus counsel before engaging.
- Eliminate or limit the amount of support provided to the donor or the donor's 501(c)3 entity, to include soliciting interest for the project from new and prior donors, accepting pledges on behalf of the donor, preparing and issuing donor commitment letters, and using the 501(c)3 letterhead.
- Accepting actual donations on behalf of the donor is not allowed.



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Combining Financial and Operational Information to Tell Your Story and Plan for the Future

Chad Edwards

Strategy

- Process
- Communication
- Development
- People
- Teamwork
- Solution
- Finance
- Revenue
- Marketing

Management Reporting and Analysis



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Collaboration and Partnering



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Rate Development

Jennifer Jones

Cast and Setting



- Recharge units
- Third- party contracts
- Self- supporting degree programs

Resolution



- First - “to be, or not to be...”
- Rate development - a few tips



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Purchasing from Foreign Vendors

Jennifer Jones

Shopping Around the World



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~\$15 million in purchases from foreign vendors FY2015

What Do You Need to Know?



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- Authorized vendor
- Non- sanctioned country
- Contract terms and conditions
- Payment
- Customs and shippings

What Else Do You Need to Know?



- Key tips for end- users
 - Use University- contracted freight forwarders
 - Allow ample lead- time when buying from foreign suppliers for due diligence requirements
 - Goods / services received and used / performed entirely outside of the US
 - Enforceability of terms and conditions

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Other Resources



Visit us in person or mail us at
Audit and Advisory Services
611 University Hall MC 1170

Visit our website at
<http://audit.berkeley.edu>