



OFFICE OF THE
UTAH STATE AUDITOR



◦ STATE OF UTAH ◦

Utah STEM Foundation

Agreed-Upon Procedures

For the year ended June 30, 2024

Report No. 24-38

Office of the State Auditor

Audit Leadership:

Tina Cannon, State Auditor

Caleb Tindall, CPA, Audit Supervisor

Caleb Crump, CPA, Audit Senior



TINA M. CANNON
UTAH STATE AUDITOR

Independent Auditor's Report

To the Utah STEM Foundation Board,
and
Allison Spencer, Foundation Director
Utah STEM Foundation

We have performed the procedures enumerated below on the Utah STEM Foundation's (Foundation) accounting records pursuant to *Utah Code* Title 51, Chapter 2a for the year ended June 30, 2024. The Foundation is responsible for their expenditures and any compliance with laws, regulations, or contracts.

The Foundation has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of providing an annual accounting report and oversight in accordance with *Utah Code* 51-2a for the year ended June 30, 2024. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures performed and the associated findings are as follows:

1. We selected 25 donations, which represents the greater of 25 donations (cash or in-kind) or 10% of donations (cash or in-kind) and determined the donation:
 - a. Was recorded consistent with the appropriate Governmental Accounting Standards Board (GASB) standards for revenue recognition.
 - b. Agreed to the receipt supporting the donation amount.
 - c. Was recorded consistent with the Foundation's policies and procedures.
 - d. Was in compliance with donor-based restrictions (if any).

We found no exceptions as a result of these procedures.

2. We selected 25 disbursements, which represents the greater of 25 disbursements or 10% of disbursements and determined the disbursement:
 - a. Was consistent with the Foundation's purpose.
 - b. Agreed to the receipt or invoice supporting the amount and payee.
 - c. Was authorized consistent with the Foundation's policies and procedures.
 - d. Was in compliance with the Foundation's purchasing policy (bids, quotes, etc.).

We found no exceptions as a result of these procedures.

3. We obtained the purchasing card statements for each month and scanned each statement for unsupported, missing receipts, or unusual transactions. We also determined whether the

purchases were supported by detailed receipts and were reconciled to receipts monthly by someone other than the card holder.

We noted that the monthly purchasing card statements were reconciled by the card holder, however, this reconciliation was reviewed and approved by their supervisor.

4. We selected two timesheets from each employee during the period and determined whether the employee's pay was properly approved.

We noted the following during our testwork:

- 38 of 88 timesheets were not approved by the employee's supervisor in a timely manner (approved more than a month after the period paid).
 - 4 of 88 timesheets had no approvals recorded on their timecards.
 - 6 of 88 timesheets had no supporting documentation and therefore no approval for the timecard.
5. We performed analytical procedures for payroll to assess the reasonableness of total payroll expenses to approved amounts and to determine whether payroll charges were within the established budget.

We found no exceptions as a result of these procedures.

6. We verified whether the Foundation's financial information is posted to the Transparent Utah website (transparent.utah.gov) in compliance with Required Public Financial Information and Data Submission Procedures outlined in Utah Public Finance Website policy #01-01.02 B and C.

We found no exceptions as a result of these procedures.

We were engaged by the Foundation to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. An agreed-upon procedures engagement involves 1) performing specific procedures that the Foundation has agreed to and acknowledged to be appropriate for the intended purpose of the engagement, and 2) reporting on findings based on the procedures performed. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Foundation pursuant to *Utah Code* Title 51, Chapter 2a for the year ended June 30, 2024. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Foundation and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to agreed-upon procedure engagements.

This report is intended solely for the information and use of the governing board and management. The report is not intended to be, and should not be, used by anyone other than the specified parties.

However, pursuant to *Utah Code* Title 63G Chapter 2, this report is a matter of public record, and as such, its distribution is not limited.

Office of the State Auditor

Office of the State Auditor
Salt Lake City, Utah
April 8, 2025