



**AUDIT OF EXPENSES RELATED TO THE FUNCTION OF  
THE OFFICE OF THE PRESIDENT**

Responsible Official: **Chief Audit Executive**

Responsible Office: **Board of Trustees**

**Policy Purpose**

This policy specifies the requirements under Tennessee Law related to the reporting of expenditures by the Office of the President of East Tennessee State University.

**Policy Statement**

It is the policy of the East Tennessee State University (ETSU) Board of Trustees to require internal financial audits of the Office of the President.

I. Semi-Annual Report.

The Office of the President shall provide a semi-annual report to the ETSU Office of Internal Audit. The first report for the period of July 1<sup>st</sup>-December 31<sup>st</sup> will be due to the Office of Internal Audit by February 1<sup>st</sup>. The second report for the period of January 1<sup>st</sup>-June 30<sup>th</sup> will be due to the Office of Internal Audit by July 31<sup>st</sup>.

The report shall:

- A. include the expenditures made by, at the direction of, or for the benefit of the president;
- B. include Discretionary Expenditures from any source of funds, including but not limited to, institutional funds, foundation funds, unrestricted gifts, athletic funds, sponsorship fees, licensing revenue, royalty funds, and third-parties; and
- C. be in a format as provided by the ETSU Office of Internal Audit.

II. Internal Audit Results.

The ETSU Office of Internal Audit will review the semi-annual reports and will provide an update annually to the Audit Committee of the ETSU Board of Trustees.

On or before December 1 of each year, the results of the President expenditures audit from the previous fiscal year will be provided to the Comptroller of the Treasury by ETSU's Office of Internal Audit.

Authority: T.C.A. §§ 49-8-203, 49-14-104, and 49-7-3001.

Previous Policy:

**Defined Terms**

*A defined term has a special meaning within the context of this policy.*

DISCRETIONARY  
EXPENDITURES:

Discretionary Expenditures includes, but are not limited to, unrestricted gifts, foundation funds, athletic funds, sponsorship fees, licenses and royalty funds and other such funds that would not be included in the operating budget for the system head's or chief executive's office.

**Policy History**

**Effective Date**

- a. Initial: 11.17.23
- b. Revised:

**Procedure**

N/A

**Procedure History**

**Effective Date**

- a. Initial:
- b. Revised: