

# 2021-2022 Internal Audit Plan

## **Background:**

The annual Internal Audit Plan is reviewed and approved by the Fiscal, and Legal Affairs Committee (FLAC) of the Board of Trustees. This plan begins on September 1, 2021 and runs through August 31, 2022.

Section 2010 – Planning – 2010.A1 of the International Standards issued by the International Professional Practices Framework (IPPF) states: The internal audit activity's plan of engagements must be based on a documented risk assessment, undertaken at least annually. The input of senior management and the board must be considered in this process.

This standard:

- Makes the best use of limited resources
- Improves ability to impact the organization
- Generates buy-in from management
- Assists with maintaining value

## **Methodology:**

The methodology used in preparing this plan consisted of the following steps.

1. The 2021 Annual Risk Assessment was performed and results were reviewed. Input from senior management and the board was included in the assessment. Auditable elements were assessed and added to the Internal Audit Plan.
2. Risks to the Audit Universe were assessed and added to the Internal Audit Plan. The Audit Universe included the following major areas with associated units:
  - a. Office of the President
  - b. Academic Affairs
  - c. Administration
  - d. Student Affairs
  - e. Information Technology
  - f. Research & Economic Development
  - g. General counsel
  - h. Intercollegiate Athletics
3. Annual audit mandates were added to the Internal Audit Plan.
  - a. Follow-up activity required by the Institute of Internal Auditors (IIA) Standards
  - b. Rules-Compliance audits required/advised by the National Collegiate Athletic Association (NCAA)
  - c. Other audits deemed necessary to audit annually due to risk to the University (UW)
4. Input from members of the President's Cabinet and other UW Leaders was considered and auditable areas were added to the Internal Audit Plan.

## **Internal Audit Resources and Plan:**

### ***Audit Resources***

The Office of Internal Audit is staffed with two (2) Full Time Equivalent (FTE) auditors; therefore, man-hour calculations start at 4,160 hours (52 weeks x 80 hours = 4,160 hours). To determine auditable hours (hours allocated to execute audits) the following hours are subtracted from the 4,160 hours:

Hour Type	Description	Hours	(%)
<b>GROSS HOURS</b>	<b>Total Hours Available (2 FTE)</b>	<b>4,160</b>	
<b>Administration</b>	Hours assigned to FLAC, policy management, research/development, web-site update, Audit Charter refresh	<b>464</b>	11%
<b>Training</b>	Hours assigned to one ACUA training conference, and one IDEA training conference, UW required training, and required continuing education credits for certificates	<b>224</b>	5%
<b>Holiday</b>	Hours UW is closed	<b>288</b>	7%
<b>Annual Leave</b>	Vacation accrual	<b>320</b>	8%
<b>Sick</b>	Sick leave accrual	<b>160</b>	4%
<b>AUDITABLE HOURS</b>	<b>Total hour available to audit</b>	<b>2,704</b>	65%

### *Internal Audit Plan 2021-2022*

The Internal Audit auditable hours are allocated below.

Area	Reason	Hours	% of Auditable hours
Alumni (Annual) FY 21	Annual	120	4%
NCAA (Annual)	Annual	160	6%
4-H Foundation (Annual) FY21	Annual	120	4%
Main Cashier (Annual)	Annual	80	3%
NCAA Football Ticket Verification (Annual)	Annual	80	3%
P-Card Initiative and Continuous Monitoring Progress (Annual)	Annual	160	6%
Risk Assessment Survey (Annual)	Planning	120	4%
Risk Assessment: Results and Reporting (Annual)	Planning	80	3%
Audit Schedule Development (Annual)	Planning	80	3%
Capital Construction Projects	Risk Assessment	200	7%
HR/Payroll Review - scope to be defined	Risk Assessment	200	7%
Cash Advance Process Review	Risk Assessment	200	7%
Student Course/Program Fees/Distance Ed. Fees	Risk Assessment	160	6%
Student Health Services	Risk Assessment	164	6%
Alternative (see list below)	Risk Assessment	200	7%
Fraud, Waste, and Abuse (FWA) Investigations	As needed	240	9%
Consultation - Special Projects (COVID)	As needed	260	10%
Change of Management audits (new or unfinished from previous year)	As needed	200	7%
Follow-Up Reports	Required	80	3%
<b>Total Hours</b>		<b>2,904</b>	
<b>Alternatives:</b>			
Operations	Risk Assessment	200	
State Vet Lab	Risk Assessment	160	
Crypto Currency/internal controls - College of Business	Risk Assessment	160	
Student Media	Risk Assessment	120	
OSP Invoicing	Risk Assessment	160	
Student Travel	Risk Assessment	120	