

June 2023

Office of Internal Audit Fiscal Year 2024 Audit Plan

Bi-Annual Auditing	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Payroll	<ul style="list-style-type: none"> • Fraud • Data accuracy • Compliance with policy 	<ul style="list-style-type: none"> • Risk-based identification of Payroll expenditures that may not be allowable using automated techniques. Examples may include overload, overtime, and gross payments as well as payments after termination and the summarization of earnings code data to identify trends and deviations from expectations. 	<ul style="list-style-type: none"> • 400 	<ul style="list-style-type: none"> • \$26,000 	<ul style="list-style-type: none"> • 23 	<ul style="list-style-type: none"> • 300
Purchasing Cards (P-Cards)	<ul style="list-style-type: none"> • Fraud • Embezzlement • Compliance with policy 	<ul style="list-style-type: none"> • Risk-based identification of P-Card expenditures that may not be allowable using automated techniques. • Summarization of active P-cards, open credit, ineligible vendors, vendor spend, and other analytics. • Test internal controls over monitoring and non-compliance of expenditures. 	<ul style="list-style-type: none"> • 500 	<ul style="list-style-type: none"> • \$32,500 	<ul style="list-style-type: none"> • 20 	<ul style="list-style-type: none"> • 260
Fiscal Year 2023 In Process	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Child Care Centers	<ul style="list-style-type: none"> • Compliance with policy • Financial • Operational 	<ul style="list-style-type: none"> • Evaluate and test compliance with UW System Administrative Policy 180 (SYS 180). • Evaluate and test compliance with university policies. 	<ul style="list-style-type: none"> • 20 	<ul style="list-style-type: none"> • \$1,300 	<ul style="list-style-type: none"> • 0 	<ul style="list-style-type: none"> • 0

Fiscal Year 2023 In Process	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Information Technology Asset Management	<ul style="list-style-type: none"> • Compliance with policy • Data security • Data availability • Operational • Financial • Fraud 	<ul style="list-style-type: none"> • Evaluate and test compliance with UW System Administrative Policy 1035 (SYS 1035). 	<ul style="list-style-type: none"> • 250 	<ul style="list-style-type: none"> • \$16,250 	<ul style="list-style-type: none"> • 10 	<ul style="list-style-type: none"> • 105
Nepotism and Conflict of Interest	<ul style="list-style-type: none"> • Conflicts of interest • Fraud • Financial 	<ul style="list-style-type: none"> • Test compliance with UWS Chapter 8.03(3) Nepotism. • Systematic identification of employees with common addresses or payroll direct deposit accounts that warrant further review. 	<ul style="list-style-type: none"> • 630 	<ul style="list-style-type: none"> • \$40,950 	<ul style="list-style-type: none"> • 15 	<ul style="list-style-type: none"> • 195
Research Integrity	<ul style="list-style-type: none"> • Compliance • Fraud • Reputational 	<ul style="list-style-type: none"> • Evaluate if universities have designated a Research Integrity Officer (RIO). • Evaluate if universities have institutional procedures for “assessing and investigating allegations of misconduct in scholarly research.” 	<ul style="list-style-type: none"> • 30 	<ul style="list-style-type: none"> • \$1,950 	<ul style="list-style-type: none"> • 0 	<ul style="list-style-type: none"> • 5
ShopUW+ Internal Controls	<ul style="list-style-type: none"> • Fraud • Financial • Operational 	<ul style="list-style-type: none"> • Evaluate and test the key controls implemented during Phase 1. 	<ul style="list-style-type: none"> • 30 	<ul style="list-style-type: none"> • \$1,950 	<ul style="list-style-type: none"> • 0 	<ul style="list-style-type: none"> • 5

Fiscal Year 2024 New Audits	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
ATP	<ul style="list-style-type: none"> Operational Financial 	<ul style="list-style-type: none"> Objectives and scope are further detailed in the ATP project plan. Includes: 1) Assessment of Project Health and Project Management 2) Security Access and Separation of Duties and 3) System Testing. 	<ul style="list-style-type: none"> 1,500 	<ul style="list-style-type: none"> \$97,500 	<ul style="list-style-type: none"> 30 	<ul style="list-style-type: none"> 390
Concussion Protocols	<ul style="list-style-type: none"> Human safety Compliance 	<ul style="list-style-type: none"> Evaluate if concussion protocol steps have been developed and followed by the universities. Evaluate compliance with NCAA protocol requirements. 	<ul style="list-style-type: none"> 750 	<ul style="list-style-type: none"> \$48,750 	<ul style="list-style-type: none"> 25 	<ul style="list-style-type: none"> 325
Employee References Regarding Sexual Violence and Harassment	<ul style="list-style-type: none"> Compliance Reputational 	<ul style="list-style-type: none"> Determine compliance with Board of Regents Resolution 11038 and UW System Administrative Policy 1275 (SYS 1275) for documenting and disclosing sexual misconduct of potential hires. 	<ul style="list-style-type: none"> 800 	<ul style="list-style-type: none"> \$52,000 	<ul style="list-style-type: none"> 30 	<ul style="list-style-type: none"> 390
General Ledger Clearing Accounts Follow-Up	<ul style="list-style-type: none"> Financial Fraud 	<ul style="list-style-type: none"> Follow-up on the status of management action plans for the General Ledger Clearing Accounts audit and report to the Audit Committee. 	<ul style="list-style-type: none"> 250 	<ul style="list-style-type: none"> \$16,250 	<ul style="list-style-type: none"> 4 	<ul style="list-style-type: none"> 52
Internal Assessment	<ul style="list-style-type: none"> Conformance with Institute of Internal Audit (IIA) <i>Standards</i> and Code of Ethics 	<ul style="list-style-type: none"> Perform and summarize a self-assessment of the internal audit activity. Prepare for the FY 2025 external assessment and the upcoming change in IIA Standards. 	<ul style="list-style-type: none"> 650 	<ul style="list-style-type: none"> \$42,250 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> 0
ShopUW+ Internal Controls - Phase 2	<ul style="list-style-type: none"> Fraud Financial Operational 	<ul style="list-style-type: none"> Evaluate and test key controls. Key control identification will be performed during the planning phase of audit. 	<ul style="list-style-type: none"> 1,050 	<ul style="list-style-type: none"> \$68,250 	<ul style="list-style-type: none"> 30 	<ul style="list-style-type: none"> 390

Fiscal Year 2024 New Audits	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Student Safety - Emergency Preparedness	<ul style="list-style-type: none"> • Human safety • Operational • Reputational 	<ul style="list-style-type: none"> • Determine whether emergency operations plans (EOP) and continuity of operations plans (COOP) have been reviewed and updated. • Determine that plans have been communicated across the university. • Determine if plans were followed during an actual emergency. • Determine that staff were properly trained regarding emergency procedures. 	<ul style="list-style-type: none"> • 1,600 	<ul style="list-style-type: none"> • \$104,000 	<ul style="list-style-type: none"> • 25 	<ul style="list-style-type: none"> • 325
Third-Party Servicers	<ul style="list-style-type: none"> • Compliance with federal guidance 	<ul style="list-style-type: none"> • Evaluate and test the procedures for complying with U.S. Department of Education guidance instructing universities that accept Title IV funds to provide a third-party servicer list. • Evaluate and test the procedures to ensure the completeness of the third-party servicer list. 	<ul style="list-style-type: none"> • 1,040 	<ul style="list-style-type: none"> • \$67,600 	<ul style="list-style-type: none"> • 30 	<ul style="list-style-type: none"> • 390
UWSA Policy 616 Student Drivers under State’s Liability Protection	<ul style="list-style-type: none"> • Human safety • Operational • Reputational • Compliance 	<ul style="list-style-type: none"> • Evaluate and test compliance with Policy 616. 	<ul style="list-style-type: none"> • 920 	<ul style="list-style-type: none"> • \$59,800 	<ul style="list-style-type: none"> • 10 	<ul style="list-style-type: none"> • 140
Audits Done On A Sample/Risk Basis At Certain Universities	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Grade Changes	<ul style="list-style-type: none"> • Academic integrity • Compliance • Fraud 	<ul style="list-style-type: none"> • Evaluate grade changes to ensure they are made in accordance with the universities’ policies. 	<ul style="list-style-type: none"> • 300 	<ul style="list-style-type: none"> • \$19,500 	<ul style="list-style-type: none"> • 0 	<ul style="list-style-type: none"> • 50

Audits Done On A Sample/Risk Basis At Certain Universities	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Other Affiliated Organizations	<ul style="list-style-type: none"> Financial Operational Reputational 	<ul style="list-style-type: none"> Test compliance with Regent Policy Document 21-11 (RPD 21-11). 	<ul style="list-style-type: none"> 50 	<ul style="list-style-type: none"> \$3,250 	<ul style="list-style-type: none"> 15 	<ul style="list-style-type: none"> 0
Payment Card Industry Compliance - Representations from Universities to System	<ul style="list-style-type: none"> Compliance IT data security 	<ul style="list-style-type: none"> Validate the representations made by management on a sample basis. 	<ul style="list-style-type: none"> 300 	<ul style="list-style-type: none"> \$19,500 	<ul style="list-style-type: none"> 5 	<ul style="list-style-type: none"> 45
Regent Policy Document 13-1 (RPD 13-1), General Contract Approval, Signature Authority, and Reporting	<ul style="list-style-type: none"> Legal Compliance 	<ul style="list-style-type: none"> Review and evaluate recent policy changes. Review delegation of authority agreements to ensure they are current and filed in the respective office of authority. 	<ul style="list-style-type: none"> 300 	<ul style="list-style-type: none"> \$19,500 	<ul style="list-style-type: none"> 5 	<ul style="list-style-type: none"> 45
Audits Done In Lieu Of External Independent Auditors	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Madison NCAA	<ul style="list-style-type: none"> Compliance 	<ul style="list-style-type: none"> Risk-based approach to determine the higher risk areas to include in audit. We will work with Athletics to assess risks, but plan to include financial aid, eligibility, and recruiting. 	<ul style="list-style-type: none"> 500 	<ul style="list-style-type: none"> \$32,500 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> 90
NCAA Athletics Division I and II Consulting Engagements	<ul style="list-style-type: none"> Compliance with NCAA agreed-upon procedures 	<ul style="list-style-type: none"> Agreed-upon procedures engagements over financial matters (UW-Green Bay and UW-Milwaukee). Perform advisory services at UW-Parkside for FY 2023 to prepare for an agreed-upon procedures engagement for FY 2024. 	<ul style="list-style-type: none"> 950 	<ul style="list-style-type: none"> \$61,750 	<ul style="list-style-type: none"> 0 	<ul style="list-style-type: none"> 235

Audits Done In Lieu Of External Independent Auditors	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Wisconsin Economic Development Corporation (WEDC) Grants	<ul style="list-style-type: none"> Grant compliance Fraud 	<ul style="list-style-type: none"> Evaluate compliance with the grant requirements (10 – 15 grants). 	<ul style="list-style-type: none"> 480 	<ul style="list-style-type: none"> \$31,200 	<ul style="list-style-type: none"> 40 	<ul style="list-style-type: none"> 20
	Other					
	Client requested audits and special projects (7.5% of audit time is made available)		1,500		Will vary	Will vary
	Consulting		750		Will vary	Will vary
	Data Analytics/Shop UW+		1,500		Will vary	Will vary
	Follow up on management responses (open actions)		700		Will vary	Will vary
	Internal Practice Management		650		0	0
	Total		18,400			