



# Office of Internal Audit

## FY 2013-2014 Annual Plan

### Beginning November 4, 2013

Activity	Hours		Notes
<b>Administration</b>			
Audit Committee and Board Support	120		
Preparation and Update of Risk Assessment	200		
Preparation of 2013-14 / 2014-15 Audit Plan	33		
Office Administration - recruiting, interviews etc.	100		Vacant Admin Asst position
Continuing Education/Professional Development	70		CPE/Certification and Licensing
FY 2013 Financial Audit (outsourced)	50		Contract administration, negotiation and monitoring
FY 2014 Financial Audit (outsourced)	100		Contract administration, negotiation and monitoring
<b>Administration – Total Hours</b>	673	673	
<b>Planned Audit Activity</b>			
Review Prior audits and update status	100		Update status of prior audits
<b>Institutional Advancement</b>			
Review of Gift agreements	100		2012 Audit Plan Requested Audit
Review of Scholarship Endowments	100		2012 Audit Plan Requested Audit
<b>Information Technology</b>			
Risk Assessment - Outsourced	100		Risk Assessment
<b>Provost</b>			
Cooperative Extension Service Grants	200		Compliance, process & controls review
<b>Planned Audit Activity – Total Hours</b>	600	600	
<b>Audit Services – Total Hours</b>		<b>1273</b>	
<b>Hotline and Investigations – Total Estimate Hours</b>			
	120	120	Placeholder - anticipated hotline issues
<b>Internal Audit Plan – Total Hours</b>			
		<b>1393</b>	
<b>Available Audit Hours - Calculation</b>			
Total Annual Hours 11-4-13 to 9/30/14 (235 workdays)	1645		
Less: Vacation / Sick Leave (12)	-84		
Holidays (14)	-98		
Christmas Break (10)	-70		
Estimated Annual Hours Available	1393	1393	