

June 2024

**Office of Internal Audit Fiscal Year 2025 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"> <li>• Fraud</li> <li>• Data Accuracy</li> <li>• Compliance with Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Risk-based identification of Payroll expenditures that may not be allowable using automated techniques. Examples may include overload, overtime, gross payments, payments after termination date, and paychecks without deductions. Additionally, data trends analyzed through the application of Benford’s Law and an earning code summarization.</li> </ul>	<ul style="list-style-type: none"> <li>• 600</li> </ul>	<ul style="list-style-type: none"> <li>• \$41,400</li> </ul>	<ul style="list-style-type: none"> <li>• 60</li> </ul>	<ul style="list-style-type: none"> <li>• 65</li> </ul>
Purchasing Cards (P-Cards)	<ul style="list-style-type: none"> <li>• Fraud</li> <li>• Embezzlement</li> <li>• Compliance with Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Risk-based identification of P-Card expenditures that may not be allowable using automated techniques.</li> <li>• Summarization of active P-cards, open credit, ineligible vendors, and other analytics.</li> <li>• Test internal controls over monitoring and non-compliance of expenditures.</li> </ul>	<ul style="list-style-type: none"> <li>• 700</li> </ul>	<ul style="list-style-type: none"> <li>• \$48,300</li> </ul>	<ul style="list-style-type: none"> <li>• 20</li> </ul>	<ul style="list-style-type: none"> <li>• 130</li> </ul>
Fiscal Year 2024 In Process	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Employee References Regarding Sexual Violence and Harassment	<ul style="list-style-type: none"> <li>• Compliance</li> <li>• Reputational</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 100</li> </ul>	<ul style="list-style-type: none"> <li>• \$6,900</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• 26</li> </ul>

Fiscal Year 2024 In Process	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"> <li>• Academic Integrity</li> <li>• Compliance</li> <li>• Fraud</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate grade changes to ensure they are made in accordance with the universities' policies.</li> </ul>	<ul style="list-style-type: none"> <li>• 150</li> </ul>	\$10,350	<ul style="list-style-type: none"> <li>• 0</li> </ul>	<ul style="list-style-type: none"> <li>• 39</li> </ul>
Internal Assessment	<ul style="list-style-type: none"> <li>• Conformance with Institute of Internal Auditors (IIA) <i>Standards</i> and Code of Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Compile and present the Office of Internal Audit Annual Report for Fiscal Year 2024.</li> </ul>	<ul style="list-style-type: none"> <li>• 100</li> </ul>	\$6,900	<ul style="list-style-type: none"> <li>• 0</li> </ul>	<ul style="list-style-type: none"> <li>• 0</li> </ul>
Student Safety - Emergency Preparedness	<ul style="list-style-type: none"> <li>• Human Safety</li> <li>• Operational</li> <li>• Reputational</li> </ul>	<ul style="list-style-type: none"> <li>• Determine whether emergency operations plans (EOP) and continuity of operations plans (COOP) have been reviewed and updated.</li> <li>• Determine that plans have been communicated across the university.</li> <li>• Determine if plans were followed during an actual emergency.</li> <li>• Determine that staff were properly trained regarding emergency procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• 200</li> </ul>	\$13,800	<ul style="list-style-type: none"> <li>• 5</li> </ul>	<ul style="list-style-type: none"> <li>• 65</li> </ul>
Third-Party Servicers	<ul style="list-style-type: none"> <li>• Compliance with Federal Regulations and Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate and test the procedures for complying with U.S. Department of Education regulations and guidance instructing universities that accept Title IV funds to provide a third-party servicer list.</li> <li>• Evaluate and test the procedures to ensure the completeness of the third-party servicer list.</li> </ul>	<ul style="list-style-type: none"> <li>• 400</li> </ul>	\$27,600	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• 39</li> </ul>
UWSA Policy 616 Student Drivers Under State's Liability Program	<ul style="list-style-type: none"> <li>• Human Safety</li> <li>• Operational</li> <li>• Reputational</li> <li>• Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate and test compliance with Policy 616.</li> </ul>	<ul style="list-style-type: none"> <li>• 400</li> </ul>	\$27,600	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• 39</li> </ul>

Fiscal Year 2025 New Audits	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
\$31.89 Million Funding in Biennium for Workforce Development in 4 High-Demand Areas	<ul style="list-style-type: none"> <li>• Reputational</li> <li>• Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Review progress made on workforce development in four high-demand areas related to \$31.89 million of funding.</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> </ul>	<ul style="list-style-type: none"> <li>• \$3,450</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> </ul>
ATP	<ul style="list-style-type: none"> <li>• Operational</li> <li>• Financial</li> </ul>	<ul style="list-style-type: none"> <li>• Understand ATP’s process for Workday testing and monitor progress on testing, including key ancillary systems.</li> <li>• Scenario based testing of business processes based on risk.</li> </ul>	<ul style="list-style-type: none"> <li>• 1,500</li> </ul>	<ul style="list-style-type: none"> <li>• \$103,500</li> </ul>	<ul style="list-style-type: none"> <li>• 80</li> </ul>	<ul style="list-style-type: none"> <li>• 65</li> </ul>
Auxiliary Unit – Housing	<ul style="list-style-type: none"> <li>• Financial</li> <li>• Operational</li> </ul>	<ul style="list-style-type: none"> <li>• Review and obtain an understanding of policies and procedures applicable to Residence Life.</li> <li>• Develop an understanding of Residence Life revenue and expenditure processes.</li> <li>• Assess the effectiveness of internal controls over Residence Life revenue and expenditures cycles.</li> </ul>	<ul style="list-style-type: none"> <li>• 1,350</li> </ul>	<ul style="list-style-type: none"> <li>• \$93,150</li> </ul>	<ul style="list-style-type: none"> <li>• 10</li> </ul>	<ul style="list-style-type: none"> <li>• 390</li> </ul>
Commitments Made By System to the Wisconsin Legislature per Board of Regents Resolution Dated December 13, 2023 (paragraphs 1-8)	<ul style="list-style-type: none"> <li>• Reputational</li> <li>• Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Review progress made on the commitments outlined per Board of Regents resolution dated December 13, 2023.</li> </ul>	<ul style="list-style-type: none"> <li>• 50</li> </ul>	<ul style="list-style-type: none"> <li>• \$3,450</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> </ul>
External Assessment (Self-Assessment with Independent Validation)	<ul style="list-style-type: none"> <li>• Conformance with IIA Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Engage an independent assessment team from outside the organization to validate the work of the internal audit activity’s self-assessment, as required by IIA Standards every five years.</li> </ul>	<ul style="list-style-type: none"> <li>• 150</li> </ul>	<ul style="list-style-type: none"> <li>• \$10,350</li> </ul>	<ul style="list-style-type: none"> <li>• 10</li> </ul>	<ul style="list-style-type: none"> <li>• 0</li> </ul>

Fiscal Year 2025 New Audits	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Information Technology (IT) Distributed Units	<ul style="list-style-type: none"> <li>Data Security</li> </ul>	<ul style="list-style-type: none"> <li>Understand the process to identify and inventory distributed IT units.</li> <li>For a sample of distributed IT units, understand how they ensure compliance with UWSA IT policies.</li> <li>For a sample of distributed IT units, understand how they ensure devices are managed, encrypted and protected.</li> </ul>	<ul style="list-style-type: none"> <li>610</li> </ul>	<ul style="list-style-type: none"> <li>\$42,090</li> </ul>	<ul style="list-style-type: none"> <li>0</li> </ul>	<ul style="list-style-type: none"> <li>50</li> </ul>
IT Privacy Policy – UWSA 1040	<ul style="list-style-type: none"> <li>Data Security</li> </ul>	<ul style="list-style-type: none"> <li>Understand basic functions of the policy and verify compliance. 1) privacy statement 2) “delete my data” work flow process 3) privacy use cases 4) identify gaps</li> </ul>	<ul style="list-style-type: none"> <li>610</li> </ul>	<ul style="list-style-type: none"> <li>\$42,090</li> </ul>	<ul style="list-style-type: none"> <li>10</li> </ul>	<ul style="list-style-type: none"> <li>130</li> </ul>
Internal Assessment	<ul style="list-style-type: none"> <li>Conformance with IIA Standards</li> </ul>	<ul style="list-style-type: none"> <li>Perform and summarize a self-assessment of the internal audit activity.</li> <li>Identify any conformance gaps or opportunities for improvement with the new IIA Standards.</li> <li>Compile and present the Office of Internal Audit Annual Report for Fiscal Year 2025.</li> </ul>	<ul style="list-style-type: none"> <li>500</li> </ul>	<ul style="list-style-type: none"> <li>\$34,500</li> </ul>	<ul style="list-style-type: none"> <li>0</li> </ul>	<ul style="list-style-type: none"> <li>0</li> </ul>
Madison National Collegiate Athletic Association (NCAA)	<ul style="list-style-type: none"> <li>Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Risk-based approach to determine the higher risk areas to include in audit.</li> <li>We will work with Athletics to assess risks, but plan to include financial aid, eligibility, and recruiting.</li> </ul>	<ul style="list-style-type: none"> <li>300</li> </ul>	<ul style="list-style-type: none"> <li>\$20,700</li> </ul>	<ul style="list-style-type: none"> <li>0</li> </ul>	<ul style="list-style-type: none"> <li>90</li> </ul>
Planning Key Control Validation for Workday Go-Live	<ul style="list-style-type: none"> <li>Reputational</li> <li>Operational</li> <li>Fraud</li> </ul>	<ul style="list-style-type: none"> <li>Planning work related to key control validation once Workday goes live.</li> </ul>	<ul style="list-style-type: none"> <li>100</li> </ul>	<ul style="list-style-type: none"> <li>\$6,900</li> </ul>	<ul style="list-style-type: none"> <li>5</li> </ul>	<ul style="list-style-type: none"> <li>0</li> </ul>

Fiscal Year 2025 New Audits	Risks	Objectives/Procedures	Internal Audit Estimated Hours	Internal Audit Estimated Cost	Client Estimated Hours: System	Client Estimated Hours: Universities
Records Retention	<ul style="list-style-type: none"> <li>• Legal</li> <li>• Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate compliance with the UW System records retention schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• 950</li> </ul>	<ul style="list-style-type: none"> <li>• \$65,550</li> </ul>	<ul style="list-style-type: none"> <li>• 20</li> </ul>	<ul style="list-style-type: none"> <li>• 260</li> </ul>
Youth Protection and Compliance	<ul style="list-style-type: none"> <li>• Reputational</li> <li>• Compliance with Policy</li> <li>• Human Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate and test compliance with high-risk areas of UW System Administrative Policy 625 (SYS 625), including:                             <ul style="list-style-type: none"> <li>- Policy adoption of SYS 625 or a university policy at each university.</li> <li>- Volunteer criminal background check screening and training.</li> <li>- Facility use agreements with third parties.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 1,400</li> </ul>	<ul style="list-style-type: none"> <li>• \$96,600</li> </ul>	<ul style="list-style-type: none"> <li>• 10</li> </ul>	<ul style="list-style-type: none"> <li>• 390</li> </ul>
Projects 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
NCAA Athletics Division I and II Agreed-Upon Procedures Engagements	<ul style="list-style-type: none"> <li>• Compliance with NCAA Agreed-Upon Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed-upon procedures engagements over financial matters (UW-Green Bay, UW-Milwaukee, and UW-Parkside).</li> </ul>	<ul style="list-style-type: none"> <li>• 1,400</li> </ul>	<ul style="list-style-type: none"> <li>• \$96,600</li> </ul>	<ul style="list-style-type: none"> <li>• 0</li> </ul>	<ul style="list-style-type: none"> <li>• 360</li> </ul>
Office of Educational Opportunity (OEO)	<ul style="list-style-type: none"> <li>• Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Examine management’s assertion that its schedule of charter school authorizer operating costs is presented in accordance with the terms of Wisconsin Department of Public Instruction and section 118.40(3m)(f), Wisconsin Statutes, to obtain reasonable assurance and express an opinion in a written report about whether management’s assertion is fairly stated in all material respects.</li> </ul>	<ul style="list-style-type: none"> <li>• 100</li> </ul>	<ul style="list-style-type: none"> <li>• \$6,900</li> </ul>	<ul style="list-style-type: none"> <li>• 30</li> </ul>	<ul style="list-style-type: none"> <li>• 0</li> </ul>

Projects 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"> <li>Grant Compliance</li> <li>Fraud</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate compliance with the grant requirements (10-15 grants).</li> </ul>	<ul style="list-style-type: none"> <li>480</li> </ul>	<ul style="list-style-type: none"> <li>\$33,120</li> </ul>	<ul style="list-style-type: none"> <li>40</li> </ul>	<ul style="list-style-type: none"> <li>20</li> </ul>
Wisconsin Intercollegiate Athletic Conference (WIAC) Grant Program Review	<ul style="list-style-type: none"> <li>Grant Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate the supporting documentation for reported transactions.</li> </ul>	<ul style="list-style-type: none"> <li>25</li> </ul>	<ul style="list-style-type: none"> <li>\$1,725</li> </ul>	<ul style="list-style-type: none"> <li>5</li> </ul>	<ul style="list-style-type: none"> <li>0</li> </ul>
	<b>Other</b>		<b>Internal Audit Estimated Hours</b>		<b>Client Estimated Hours: System</b>	<b>Client Estimated Hours: Universities</b>
	Career Development Committee		200		0	0
	Client Requested Audits and Special Projects		1,000		Will vary	Will vary
	Data Analytics		200		0	0
	Follow Up on Management Responses (Open Actions)		700		Will vary	Will vary
	Implementation of New IIA Standards		200		0	0
	Internal Practice Management		200		0	0
	Training on New Audit Software		500		0	0
	<b>Total</b>		<b>15,225</b>			