

Western Kentucky University
Internal Audit Plan
July 2016 through June 2017

FY2017 Audit Plan

Area	Process	Residual Importance (H, M or L)	Scope of Project	Type of Project	Month	Year	Performed by: Internal / External	Internal	External	Total
FROM PRIOR YEAR										
Athletics	Ticket Box Office	M	Conduct an audit of the Ticket Box Office process and procedures related to safekeeping of assets	Audit (PY Audit Plan)	April ('16)	2016	Internal	40	0	40
Finance & Administration	WKU Store	H	Perform a follow up audit of the WKU Store processes and procedures	Audit (PY Audit Plan)	October ('16)	2016	Internal	300	0	300
MANDATORY/ANNUAL PROJECTS										
Office of President	President's Travel and Entertainment Expenses	M	Review supporting documentation for the President's T&E and confirm they are in accordance with University policy	Annual Audit	August	2016	Internal	60	0	60
Athletics	NCAA Agreed Upon Procedures	M	Conduct a review of Athletic Events Ticket Revenue for the 2014-2015 athletic season for Football, Men's Basketball, Women's Basketball & Baseball Conduct the review in accordance with the guidance detailed by NCAA Agreed Upon Procedures	Annual Agreed Upon Procedures	October	2016	Internal	25	0	25
Student Financial Aid	FISAP Report	M	Review supporting documentation of calculation provided by Finance & Administration	Annual Review	December	2016	Internal	2	0	2
Athletics	NCAA Football Ticket Sales Compliance	M	Perform an internal review of the Athletic Department's compliance with bylaw 20.9.7.3 of the NCAA Division I Manual.	Annual Compliance Review	January	2017	Internal	25	0	25
Finance & Administration	Certification of Revenue/Expenses, Special License Plates	M	Review supporting documentation of reconciliation provided by Finance & Administration	Annual Compliance Review	February	2017	Internal	2	0	2
Finance & Administration	Change Funds	M	Perform unannounced, random counts and verification of change funds around campus	Continuous Audit	N/A	2016-2017	Internal	80	0	80
Finance & Administration	Procurement Cards	H	Perform data analytics on transactions and select a sample for review against policy	Continuous Audit	N/A	2016-2017	Internal	160	0	160
Finance & Administration	Comfuel Cards	H	Perform data analytics on transactions and select a sample for review against policy	Continuous Audit	N/A	2016-2017	Internal	60	0	60
RISK ASSESSMENT PROJECTS										
Finance & Administration	Accounts Payable	M	Perform a functional/horizontal audit of the accounts payable process	Audit	September	2016-2017	Internal	250	0	250

Finance & Administration	Bad Debt Expense	M	Perform a financial audit of the accounting for bad debt expense	Audit	November	2016-2017	Internal	45	0	45
Information Technology	Data Centers	M	Perform an IT audit of the physical environment, including access, of the university data centers	Audit	January	2016-2017	Internal	60	0	60
Public Affairs	Broadcast Facilities	M	Perform an operations audit regarding the safety and security of the university broadcast facilities	Audit	February	2016-2017	Internal	80	0	80
Academic Affairs	Study Abroad / Study Away	M	Perform an operations audit regarding processes and procedures used in the program for student applications, approval, collection of fees, etc.	Audit	March	2016-2017	Internal	200	0	200
Academic Affairs	Study Abroad / Study Away	M	Perform an operations audit regarding safety, training, etc. of participants in program	Audit	March	2016-2017	Internal	40	0	40
Finance & Administration	Inventory Control / Surplus	M	Perform a function/horizontal audit of the inventory control process	Audit	April	2016-2017	Internal	200	0	200
OTHER PROJECTS										
Finance & Administration	Internal Audit Administration	N/A	Facilitate risk assessment, develop audit plan; supervise and direct WKU audit staff person, as needed; prepare for and attend meetings with SVP of Finance & Administration, Finance and Budget Committee, Board of Regents, and other meetings, as necessary; other administrative tasks to carry out CAE roles and responsibilities	N/A	July to June	2016-2017	Internal	1200	0	1200
Ad Hoc Requests	Ad Hoc Requests	TBD		TBD	TBD	TBD	TBD	250	0	250
								<u>3,079</u>	<u>-</u>	<u>3,079</u>