

WESTERN KENTUCKY UNIVERSITY
INTERNAL AUDIT PLAN - DRAFT
JULY 1, 2019 - JUNE 30, 2020

Type	Area	Risk Category	Name of Project	Project Objective	Type	Budget Hours
Prior Year Projects	University Wide	Financial	Revenue Stream Analysis	To analyze the different revenue streams (excluding tuition, state appropriations and grant funds) flowing into the university and document major changes, if any, and determine the reasonableness / appropriateness of the changes.	Audit	200
	Finance & Administration	Operational	University Termination Procedures (staff only)	To confirm that procedures are compliant with university policies and state regulations and best practices are in place to reduce legal risks in relation to staff terminations.	Audit	40
	University wide	Financial	University Travel Related Expenditures	To determine expenses related to university travel comply with university policies and verify processes are effective and efficient for meeting goals and objectives.	Audit	250
Annual Projects	Athletics	Compliance	NCAA Agreed Upon Procedures	To verify Athletic Events Ticket Revenue for football, men's and women's basketball & baseball to comply with the guidance detailed by NCAA Agreed Upon Procedures.	AUP	20
	Athletics	Compliance	NCAA Football Ticket Sales Compliance	To verify attendance at football games to comply with NCAA legislation.	Audit	20
	Finance & Administration	Compliance	Special License Plates Reconciliation	To verify that funds from the Special License Plates Program were adequately documented and reconciled to comply with the program's guidelines.	Review	2
	Office of President	Compliance	Travel and Entertainment Expenses	To determine the travel expenses and non-payroll reimbursements to the President were adequately documented and comply with applicable statutes and university policies.	Audit	40
	Student Financial Aid	Compliance	FISAP Report	To review supporting documentation of the calculation as provided by the Financial Aid office of the university.	Review	1
Risk-based Projects	Information Technology	Operational / Compliance	IT Risk Assessment & Framework compliance	To identify, prioritize and document areas of potential risks specifically related to information technology on campus. Verify compliance with a chosen framework.	Audit	475
	Office of Sponsored Programs	Operational / Financial	Fees for Service Agreements Process	Document the current process for requesting, approving/denying, monitoring, ratifying and ending these types of service agreements.	Audit	600
	Philanthropy & Alumni Engagement	Operational / Financial	Business Operations for Philanthropy & Alumni Engagement	To determine that operations and financial activities are in compliance with university policies and adequately documented.	Audit	300
Other	All	Strategic	Annual Risk Assessment	Conduct surveys and face-to-face meetings with University leadership and board members. Document identified risks and compile an enterprise-wide risk profile.	Admin	185
	Internal Audit	Operational	External Quality Assurance Review	Participate in the departments first quality assessment review to determine the general compliance with internal audit industry standards.	Review	80
			Internal Audit Administrative Duties		Admin	600
			Continued Professional Education		Training	150
		Ad Hoc requests		Other	335	
				Direct Hours	2283	
				Indirect Hours	1015	
				Total Hours	3298	