



FLORIDA ATLANTIC UNIVERSITY  
OFFICE OF INSPECTOR GENERAL



# **ANNUAL WORK PLAN FISCAL YEAR 2024**

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## INTRODUCTION

The Office of Inspector General (OIG)'s Annual Work Plan for Fiscal Year (FY) 2024 reflects the projects and other activities that the OIG plans to undertake during the fiscal year. Both the Board of Governor's regulation<sup>1</sup> and the Professional Auditing Standards<sup>2</sup> require that the Inspector General prepare a risk-based work plan annually and submit to the Board of Trustees (BOT) for approval. It is my pleasure to present this work plan to you for consideration and approval. Upon your approval, this work plan will guide our activities throughout the fiscal year but may be adjusted to allow for responses to emerging risks as well as to meet the needs and priorities of management and the BOT Audit and Compliance Committee. Our office will continue to partner with management and staff to create a risk conscious climate and promote the opportunity for achieving greater economy, efficiency, effectiveness, accountability, and the University's strategic priorities.

## METHODOLOGY

To prepare this work plan, the OIG conducted an annual risk assessment of the University's programs and activities and obtained input from the BOT Audit and Compliance Committee Chair, the President, senior management, and OIG staff, as well as considered the available OIG staff resources. The annual risk assessment was conducted to assess the likelihood and impact of operational, financial, compliance, and reputational risk that could prevent the successful achievement of the university's strategic goals and objectives.

## RESOURCES TO ACCOMPLISH WORK PLAN

The OIG currently consists of three staff and the Inspector General. Based on the staff levels, we have budgeted total staff hours of 8,320 for the fiscal year. Of those hours, we are allocating 6,480 hours of productive time for direct and indirect projects, which includes (but are not limited to) audits, investigations, consulting, follow-up, and special on-going project activities. The remaining hours will be used for leave/holidays, and professional development activities. The **table** below presents our audit plan for fiscal year 2024, which indicates the project, department/division, and anticipated objective(s). During each audit engagement, preliminary surveys will be conducted to gain an understanding of the audit area and assess existing risks. Based on the preliminary surveys and auditor assessment of risks particular to the subject area, specific objectives will be developed. Accordingly, audits in the identified areas may include objectives other than those listed in this plan.

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<sup>1</sup> Board of Governors regulation 4.002(6)(d) – *State University System Chief Audit Executives*.

<sup>2</sup> The International Standards for the Professional Practice of Internal Auditing Published by the Institute of Internal Auditors.

Planned Projects For FY 2023	
Project Summary	
Project Types	Total
In Progress and Carryforward Audit Projects	3
New Audit Project	1
Consulting Projects	2
Required Audit Projects**	2
Follow-Up Audit Projects	4*
Special On-going Projects	1
<b>OVERALL TOTAL</b>	<b>13</b>
<p>* Projected for completed and new audits, as well as for those currently in-progress</p> <p>** These are Board of Governor's required audit projects.</p>	

Project Descriptions		
In Progress and Carryforward Audit Projects		
Project	Department/Division	Description
Student Activity Service Fees and Expenses <sup>3</sup>	Student Affairs/Financial Affairs	The anticipated objective of this audit will be to determine whether University management are properly monitoring student activity and service fees to ensure appropriate use of funds, and compliance with applicable State laws and/or regulations.
Contract Procurement Process	Financial Affairs	The planned objective of this audit will be to evaluate the University's contract procurement processes. The scope of the audit will be limited to determine whether controls are in place to ensure contracts are properly and competitively awarded in accordance with best business practices, the University procurement policy, and other governing laws, rules, policies, and procedures.

<sup>3</sup> This topic was a subject of a recent audit by the Auditor General at one of the State of Florida Colleges.

The University Internal Debt <sup>4</sup>	University-Wide	The planned objective of this audit will be to review and determine whether the University has established and implemented procedures for ensuring proper administration of internal debt. Specifically, the audit will examine the process for recording internal debt activities, including debt financed, repayments, and balances, in the University general ledger by fund based on the funding source. The audit may also determine whether procedures ensure that the funding for internal debt is from an allowable source.
<b>New Audit and Consulting Projects</b>		
<b>New Audit Project</b>		
Florida Residency for Tuition Purposes	Provost	This review will assess the processes and controls for determining Florida residency for tuition purposes to ensure applicable students were assessed the correct tuition rates. The review will include (but may not be limited to) residency determination, residency classification and reclassification, exemption approval, and compliance with applicable laws, regulations (Board of Governors regulation 7.005 – <i>Residency for Tuition Purposes</i> ), and policies.
<b>Consulting Projects</b>		
Assistance and Guidance on ERM Development	University-Wide	Consulting services are advisory in nature and are generally performed at the request of management. Although not specifically requested by management or the BOT Audit and Compliance Committee, assistance and guidance may be provided by the OIG on Enterprise Risk Management development.
Assistance and Guidance	University-Wide	As part our management advisory services, OIG may provide a report (on a selected topic) to assist FAU management about good internal control activities and best business practices.

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<sup>4</sup> This topic was a subject of a recent audit by the Auditor General at one of the Universities within the State University System.

Required Audit Projects		
State University Performance-Based Funding Metrics – Data Integrity	University-Wide	In accordance with the State University Systems Board of Governor’s (BOG)’s mandate, the objective of this <b>annual audit</b> will be to determine whether the processes, procedures, system-based controls, and other data verification measures in place ensure the completeness, accuracy, and timeliness of data submitted to the BOG for the University’s Performance-Based funding calculations.
Post-Tenure Faculty Review Process	Provost	This is planned to be an audit of the comprehensive post-tenure review process performed by the Office of the Provost for the prior fiscal year. Specific objectives and scope will be based on the BOT and management directives. As required by the BOG regulation, results of the audit will be submitted to the BOT Audit and Compliance Committee by July 1, 2024.
Follow-up Audit Projects		
University Cybersecurity and IT Disaster Recovery Management	OIT	<p>This follow-up audit will report on the actions taken by management to satisfactorily address the risks identified and the recommendations provided in the original audit.</p> <p><b>The scope of this follow-up audit will also include new penetration testing to identify (and provide remediation advice on) any security vulnerabilities in the University’s IT infrastructure, networks, people, and processes. This additional scope is an essential proactive measure to ensure the University systems continue to operate as intended in light of new implementations, constant changes in technology, related risks, and compliance demands.</b></p>
Follow-up audits	To Be Determined	Follow-up audits will be conducted as needed for audit reports issued before and/or during the fiscal year to determine whether corrective actions were taken to address agreed-upon recommendations and management action plans.

		Follow-up audits are conducted every six months (March and September) for up to two years.
<b>Investigations and Special Review Projects</b>		
<b>Investigations</b>		
Complaint Intake and Investigations ( <i>as it arises</i> )		OIG receives complaints reported through various sources. We evaluate each complaint received to determine jurisdiction, whether it merits investigation, and whether the complaint is Whistle Blower related. The OIG is responsible for investigating non-criminal allegations and Whistle Blower complaints pertaining to fraud, waste, and abuse of University Resources. Complaints determined to be outside of our jurisdiction are referred to the appropriate management.
<b>Special On-Going Projects</b>		
External Audit Coordination		For audits conducted by the Auditor General and other entities, the OIG acts as the primary liaison and assists in coordinating and facilitating management response and follow-up on the audits or investigations.
<b>Other OIG Functions and Office Management Activities</b>		
<b>Other OIG Functions</b>		
Other OIG functions		Other OIG functions include (but are not limited to) activities such as policy and procedure development/revision, Annual Risk Assessment for work plan development, and Internal Quality Assurance and Peer Reviews.
<b>Office Management Activities</b>		
Office Management Activities		Office management activities include (but are not limited to) general administrative functions and staff meetings, continuing professional development, outreach to university staff and administrators, and approved employee leave and holidays.