
Risk Assessment Results / 2017 Revised Audit Plan

Overview

This is the proposed 2017 calendar year audit plan and the risk assessment methodology that was used to establish it. The risk assessment and audit plan will be reviewed and approved by the audit committee on an annual basis. Progress reports will be reviewed during each audit committee meeting. As outlined in the Memorandum of Understanding (MOU) at the time of hire, one of the major duties and responsibilities of the Internal Audit Director is to “Develop an annual audit work plan and priorities for audit.”

Snow College internal audit charter states: The Institute of Internal Auditors “International Standards for the Professional Practice of Internal Auditing (Standards) shall constitute the operating procedures for the department”. The Standards, section 2010 – Planning states: “The chief audit executive must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organization’s goals. The chief audit executive must review and adjust the plan, as necessary, in response to changes in the organization’s business, risks, operations, programs, systems, and controls.

Risk Assessment Methodology

The risk assessment process is as follows:

- 1) Identify the “audit universe” - The audit universe is logical listing of all auditable entities at the college.
- 2) Information gathering – Obtain quantifiable and measurable information about each of the entities in the audit universe. Information included in the risk assessment includes the following:
 - a. 2017 Budget amount
 - b. Cash Balance amount as of June 30, 2016
 - c. Total Expenses and Revenues for FY 2016
 - d. Number and purchase price of fixed assets
 - e. Total number of funds
 - f. Number, credit limit, and single purchase limits for purchasing cards
 - g. Cash handling
 - h. Administration weighting
 - i. Audit committee weighting
- 3) Risk Scoring – Risks are weighted and scored based on the likelihood and impact of the risks.

Risk Assessment Results / Audit Schedule

The following entities received the ten highest risk rankings:

- 1) Athletics
- 2) Foundation
- 3) Student Life and Leadership
- 4) Information Technology
- 5) Admissions
- 6) Music
- 7) VP Finance and Administrative Services / Controller's Office
- 8) Residence Life
- 9) Business Department
- 10) Food Services

Interim changes to the audit schedule

As per the IIA standard 2020: “The chief audit executive must communicate the internal audit activity’s plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The chief audit executive must also communicate the impact of resource limitations.”

Following is the revised audit schedule for the remainder of the calendar year 2017 – Changes from original schedule are highlighted in Red:

#	Audit#	Audit Activity Type	Audit Title / Description	Entity	Start Date	Status / Projected Completion Date
1	2017-R01	Risk Assessment	Risk Assessment	Campus-wide	January 2, 2017	Completed
2	2017-A01	Compliance	USHE required - Presidential Travel Audit – R212	Office of the President	February 1, 2017	Completed
3	2017-A02	Financial / Controls	Cash counts and controls reviews for all cash collection points across the campus ¹	Campus-wide	February 1, 2017	March 31, 2017
4	2017-A03	Compliance / Agreed upon Procedures	USHE required - Investments Audit - R541	VP Finance and Administrative Services	In Progress February 10, 2016	March 24, 2017
5	2017-A04	Financial / Performance	Risk based audit of the athletic department and summer camps	Athletics	March 25, 2017	May 31, 2017
6	2017-A05	Financial / Performance	Risk based performance audit of the Admissions office	Admissions Office	June 1, 2017	July 31, 2017
7	2017-A06	Financial / Performance	Risk based performance audit of the Music Department	Music Department	Aug 1, 2017	September 30, 2017
8	2017-A07	Agreed upon Procedures	Agreed upon procedures audit (to be done annually) to Evaluate Snow College’s compliance with the Utah	Adult Literacy	July 5, 2017	July 5, 2017

¹ Student worker assigned to assist

#	Audit#	Audit Activity Type	Audit Title / Description	Entity	Start Date	Status / Projected Completion Date
			State Board of Education's Rule R277-733			
9	Cancelled	Financial / Compliance	Risk based audit of the Foundation Postponed to 2018	Foundation	TBD - 2018	Cancelled for 2017 – will be scheduled in 2018
10	2017-F01	Follow-up	Follow-up and report on status of implementations of findings and recommendations from prior audits.	Campus-wide	Ongoing	In Progress
11	2017-A08	Compliance	Campus-wide audit / review of travel ²	Campus-wide	Ongoing	December 31, 2017
12	2017-A09	Financial / Compliance	USHE required - each auxiliary enterprise operation to be audited once every three years	Food Services	October 1, 2017	November 30, 2017

External Audits

The following audits are performed by the State of Utah on an annual basis. Internal Audit is not responsible to conduct these audits, but may be asked to provide information or assistance:

- Annual Financial Audit
- Annual Financial Aid (Single Audit)

In addition, the College is currently part of the purchasing card audit being conducted by the State.

² Student worker assigned to assist