

**Board of Governors - State University System of Florida
Audit and Compliance Committee**

BOG Lead: Norman Tripp **Lead Staff:** Derry Harper/Lori Clark
Additional BOG Members: John Dasburg, Charles Edwards, Frank Martin,
Tico Perez, Gus Stavros, John Temple, and Zach Zachariah

Goals and Deliverables:

- I. Approve Audit and Compliance Committee (AACC) and Office of the Inspector General and Director of Compliance Charters
- II. Develop and Approve BOG Office and SUS Compliance Program
- III. Approve Office of the Inspector General and Director of Compliance (OIGC) Policies and Procedures
- IV. Approve OIGC Work Plan
- V. Adopt Procedures for Monitoring University Audit and Compliance Activities
- VI. Approve BOG Office Audit Work Plan
- VII. Accept OIGC Annual Report
- VIII. Coordinate Response to Auditor General Operational Audit and Six-Month Follow-up
- IX. Annual Review of Audit and Compliance Committee Charter
- X. FAMU Task Force Project: Follow-up on Recommendations

I. Audit and Compliance Committee and OIGC Charters

Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
I.A. AACC: Discuss current Charter drafts	Tripp	11/5/08	11/5/08	11/5/08		
I.B. AACC: Review final Charters for recommendation to full Board	Tripp	1/29/09		1/29/09		Revision process will be handled by email or conference call. 11/19/08 - Derry Harper met with SUS State University Audit Council members to discuss Charter drafts.
I.C. Board: Approval of Charters	Tripp	3/26/09		3/26/09		

II. SUS Compliance Program Plan						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
II.A. AACC: Discuss proposed SUS Compliance Program Plan	Temple	3/26/09		3/26/09		Report from work group on the results of their research of current trends in compliance area.
II.B. AACC: Adopt SUS Compliance Program Plan	Temple and Tripp	6/18/09		6/18/09		
III. OIGC Policies and Procedures						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
III.A. AACC: Discuss proposed OIGC Policies & Procedures	Stavros	6/18/09		6/18/09		Determine when OIGC will be the subject of Auditor General Quality Assurance Review.
III.B. AACC: Approve OIGC Policies & Procedures	Stavros and Tripp	9/24/09		9/24/09		
IV. Audit and Compliance Committee Work Plan						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
IV.A. AACC: Discuss proposed OIGC work plan	Tripp	11/5/08	11/5/08	11/5/08	11/5/08	Committee discussed OIGC and AACC Summary Work Plan. The Committee will now need to review this document and provide guidance and prioritization.
IV.B. AACC: Adopt work plan	Tripp	1/29/09		1/29/09		

V. Monitoring University Audit and Compliance Activities						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
V.A. AACC: Discuss Committee's role in monitoring university audit and compliance activities	Edwards	11/5/08	11/5/08	11/5/08	11/5/08	This is part of the discussion of the AACC Charter draft. The completion date for this item will coincide with that of the Charter approval.
V.B. AACC: Review proposed procedures for appropriately monitoring university reports	Edwards and Tripp	3/26/09		3/26/09		
VI. BOG Office Audit Work Plan						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
VI.A. AACC: Discuss draft of Risk-based Audit Work Plan of BOG Office	Zachariah	10/2/09		3/26/09		Committee will receive status report on BOG Office Risk Assessment process.
VI.B. Board: Approve Audit Work Plan of BOG Office for staff implementation.	Tripp	6/18/09				Committee will review and adopt 2009 Audit Work Plan.
VII. OIGC Annual Report						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
VII.A. AACC: Approved FY 2008 Annual Report for OIGC	Tripp	10/1/08	10/1/08	11/5/08	11/5/08	Submitted to Board Chair and Chancellor on 9/30/08. Approved by AACC 11/5/08.
VII.B. AACC: Approve FY 2009 Annual Report for OIGC	Tripp	10/09		12/09		Due annually by September 30 th to Board Chair and Chancellor

VIII. Response to Auditor General Operational Audit and Six-Month Follow-up						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
VIII.A. AACC: Review BOG response to 2008 Operational Audit by Florida Auditor General's Office	Martin	10/8/08	10/8/08	11/5/08	11/5/09	Final report released by AG's office on October 8, 2008
VIII.B. AACC: Review six-month follow-up response to Auditor General Operational Audit	Martin and Tripp	04/09		6/18/09		
IX. Annual Review of Audit and Compliance Committee Charter						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
IX.A. AACC: Discuss Committee and OIGC Charters	Tripp	01/10				Charters will be approved by Committee and full board March 26, 2009. Discussion will be held in one year for any changes needed.
IX.B. AACC: Approve Committee and OIGC Charters	Tripp	03/10				
X. FAMU Task Force Project: Follow-up on Recommendations						
Actions/Deliverables	Lead Person(s) Responsible	Start Date		End Date		Comments
		Planned	Actual	Planned	Actual	
X.A. Board: Report from FAMU President on status of Corrective Action Plan and update on status of Task Force Recommendations	Tripp	1/29/09		1/29/09		