STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS
Office of the Inspector General and Director of Compliance

LONG -TERM AND ANNUAL AUDIT PLAN

Section 20.055, Florida Statutes, specifies that the Inspector General develop long-term and annual audit plans based on the findings of periodic risk assessments and that the plan show the individual audits to be conducted during each year and related resources to be devoted to the respective audits. By statute, the plan is submitted to the Audit and Compliance Committee, the Board of Governors and the Chancellor for approval. A copy of the approved plan is submitted to the Auditor General and the Chief Inspector General.

Overview of Methodology Used to Determine Areas Selected for Audit

The Inspector General's Office conducted an assessment that included each of the organizational units within the Board of Governor's (Board) office, including the Board's Foundation. We reviewed operational manuals and handbooks, Board regulations, applicable laws, financial records, organizational charts, various reports including prior audit reports, and other available data. We surveyed management regarding the complexity of their operations and obtained insight into operations.

Additional operational or programmatic information was obtained from the Regulation Compliance Review Project (RCR Project). In the fall of 2009, the Board office undertook a comprehensive review of the Board's regulations to determine, among other things, whether additional procedures would be effective in monitoring the implementation of regulations promulgated by the Board. The RCR Project was designed by the Inspector General as a key component in the overall risk assessment process. Appropriate staff conducted an analysis of each regulation. The primary objective was to determine what action or conduct the subject regulation required on the part of the Board or the universities. In addition, staff was asked to describe the existing processes and procedures utilized to implement the regulation.

We ranked the information based on the unit's relative risk factors such as: complexity and decentralization of operations, existence of certain internal control elements such as policies and procedures or monitoring systems, and existence of prior audits by the Inspector General, the Auditor General, or other oversight authority. We also considered the potential for loss or theft of assets, possibility of not meeting operational or program objectives, and whether or not there was any health, safety or welfare issues for the public, employees, clients, users, or recipients of program benefits.

Results of the Periodic Risk Assessment

CALCULATION OF AVAILABLE HOURS	Total Hours
Direct Hours - Assurance services include internal audits, consulting services, management reviews, audit follow-up, and review of external audits from SUS and Auditor General.	750
Direct Hours - Other initiatives include compliance, preliminary investigative responsibilities for consumer complaints, Committee and Board meeting preparations, and performing other related duties.	1745
Total Indirect Hours – Miscellaneous projects, administrative activities, conduct internal training (internally), receive professional training, authorized holidays and leave.	1665
Total Available Hours – (52 weeks x 40 hours x 2 positions)	4160

Audit Plan for Fiscal Year 2013-2014

Based on the results of our assessment, the following areas were identified as audit priorities for this year and **750 staff hours** have been allocated to the following assurance services:

TOTAL ASSURANCE SERVICES **Internal Audits**	Estimated Hours
Tuition Differential /Tuition and Fees Program(s)	350
Institutes and Centers	350
Audit Follow-Up	
None scheduled during this time period	
Coordination of External Audits	
Office of Program Policy Analysis and Government Audits – Six- and 18- Month Follow-up Reports	10
Auditor General's 2014 Operational Audit of the Board Office	40
Direct Hours – Assurance Services	750

We have reserved **1745 staff hours** to be allocated to the following initiatives, projects and reports:

OTHER DIRECT SERVICES	Estimated Hours
Special Projects	
2014-2015 Risk Assessment and Audit Plan	200
Inspector General's 2012-2013 Annual Report (Section 20.055(7), Florida Statutes)	100
Regulation Compliance Review Project-Phase III	150
FAMU Corrective Action Plan/Follow-up: Anti-Hazing Investigation	210
Clean up of Data Request System for Collection of SUS External and Internal Audit Reports	40
Development of Robust Trend Tracking System for AG audits, OPPAGA reports, and SUS and Board External and Internal Audit Report Findings and Follow-up	150
Other Projects as Assigned	100
Investigative	
Complaints/Investigations/Preliminary Inquiries	550
Complaints/Investigations/Preliminary Inquiries – Administrative Support	245
Direct Hours – Other Direct Services	1745
Direct Hours – Assurance Services	750
Total Direct Hours	2495

Long-Term Audit Plans for Fiscal Years 2014-2015 and 2015-2016

For Fiscal Year 2014-2015, we plan to allocate a total of **700 staff hours** to audit activities that include the following:

- *Audit of Process for Establishment of Educational Sites [350 staff hours]*
- *Audit of University Work Plans Process [350 staff hours]*

For Fiscal Year 2015-2016, we plan to allocate a total of **700 staff hours** to audit activities that include the following:

- *Audit of State University System of Florida Board of Governors Foundation [350 staff hours]*
- *Audit of Residency for Tuition Purposes [350 staff hours]*

The long-term plans are subject to change based on the results of the periodic risk assessment conducted in accordance with Section 20.055, Florida Statutes, and in order to be responsive to requests made by the Board of Governors or Chancellor to evaluate particular programs.

Respectfully Submitted by: _____ **Date:** _____
Inspector General

Audit Plan Approved by: _____ **Date:** _____
Chancellor

Audit Plan Approved by: _____ **Date:** _____
Chair, Audit and Compliance Committee

Audit Plan Reviewed by: _____ **Date:** _____
Chair, State University System of Florida Board of Governors