SUBJECT: 2012 - 2013 Internal Audit Work Plan

PROPOSED BOARD ACTION

Approve 2012 - 2013 Internal Audit Work Plan.

BACKGROUND INFORMATION

As required by Section 20.055(5)(a), Florida Statutes, FGCU’s Internal Audit Office performs its work in compliance with current International Standards for the Professional Practice of Internal Auditing as published by the Institute of Internal Auditors (IIA).

The IIA Performance Standard 2060 requires the Director of Internal Audit to communicate Internal Audit’s plans for the coming fiscal year to Senior Management and the FGCU Board of Trustees for review and approval.

The 2012 - 2013 Internal Audit Work Plan is proposed by the Internal Audit Director for approval by the FGCU Board of Trustees.

Supporting Documentation Included: 2012 - 2013 Internal Audit Work Plan

Prepared by: Internal Audit Director Carol Slade

Legal Review by: N/A

Submitted by: President Wilson G. Bradshaw
OFFICE OF INTERNAL AUDIT

2012 – 2013 Audit Work Plan

The general objectives of the proposed projects in the 2012 – 2013 Audit Work Plan are shown below. Additional objectives may be added upon discussion with the applicable college’s or department’s Management.

1. Family Resource Center – The limited scope audit will address
   a. Revenue collection procedures and controls
   b. Expenditures –
      • Expenditures are made in compliance with FGCU policies and procedures
      • The purpose of the expenditures relates to the program
   c. Existence of Documented Financial Procedures and Processes Specific to the Family Resource Center

2. Review of BANNER Student Database for Proper Authorized Access and Security
   a. Limited scope audit to be completed in-house
   b. Objective: to determine that Banner roles are appropriately assigned and no terminated employees are still in database. “Roles” refer to the Banner information and processes available to individual employees. Information and ability to perform processes should be applicable to his/her current position only.

3. Health Services – The limited scope audit will address
   a. Revenue collection procedures and controls
   b. Security of pharmaceutical inventory
   c. Disbursement procedures from pharmaceutical inventory and other medical supplies inventory
   d. Determine if health fees and student payments for services cover all costs of Health Services. If not, ascertain the plans for additional funding and reducing costs. What are alternatives to be considered?

4. State or Federal Grants – The limited scope audit will address
   a. Compliance with grant terms and effectiveness of financial controls over one or more State or Federal-through-State grants
   b. Grant awards will total at least $200,000
   c. Grant terms will be a minimum of one year.
   d. Grant end dates will be in 2012 – 2013 or within 3 months of June 30, 2013.

5. Renaissance Center – The limited scope audit will address
   a. Revenue collection procedures and controls