SUBJECT: 2015-2016 Internal Audit Work Plan

PROPOSED BOARD ACTION

Approve 2015-2016 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).

An IIA standard 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.

Internal Audit respectfully requests that the FGCU Board of Trustees approve its 2015-2016 work plan.

Upon approval of the work plan by the FGCU Board of Trustees, the plan will be sent to the Board of Governors. The Board of Governors Audit and Compliance Committee requested that, on an on-going basis, each state university provide the Committee with its current internal audit work plan.

Supporting Documentation Included: 2015-2016 Internal Audit Work Plan

Prepared by: Internal Audit Director Carol Slade

Legal Review by: N/A

Submitted by: President Wilson G. Bradshaw
Florida Gulf Coast University
Office of Internal Audit
2015-2016 Audit Work Plan

AUDITS

Project objectives appear under audit name.

**Athletics Audit**
- Determine whether the time reporting of hourly employees (OPS) is accurately recorded and complies with applicable rules and regulations
- Determine whether Athletics is utilizing Human Resources as required to hire OPS employees
- Determine whether interns are acquired and utilized appropriately

**Office of Student Conduct Audit**
- Determine whether there is a system in place to enforce the Student Code of Conduct and that its procedures are adequately documented
- Determine whether, if a system exists, that it functions as designed and in a consistent manner.

**Housing Maintenance Equipment and Supplies Audit**
- Determine whether an inventory system is in place
- Determine whether a sample of physical inventory matches recorded inventory
- Determine whether there is a periodic reconciliation process between physical inventory and recorded inventory
- Determine whether adequate documented procedures for acquisition and use of inventory exist

**Performance Measures Data Integrity Audit**
- Performance of this audit awaits direction to the University from the Board of Governors (BOG). The BOG Inspector General recommended we include it in our work plan.
- Our objectives will be determined based upon instructions and specifications provided by the Board of
- Once the objectives are determined, this audit may be wholly or partly outsourced.

OTHER ON-GOING ACTIVITIES

- Special projects and investigations as requested
- Follow-up of management’s actions in response to audit recommendations
- Provide responses to requests for information from external auditors

Prepared by Carol Slade, Director, Internal Audit
Approved by President & Audit Committee Chair on May 11, 2015