

STEPHEN F. AUSTIN STATE UNIVERSITY DEPARTMENT OF AUDIT SERVICES
 FISCAL YEAR 2025 ANNUAL AUDIT PLAN

Engagement	Budget	General Objective/Description
Assurance Engagements		
Carryforward - Financial Aid and Scholarships	300	Gain assurance that controls and processes for financial aid exist and are operating as intended. Determine if financial aid is in compliance with applicable regulations.
Carryforward - General Ledger Reconciliations	250	Gain assurance that controls and processes for general ledger reconciliations exist and are operating as intended to support accurate University financial statements.
Privileged Access Management	400	Gain assurance that controls and processes for privileged access are in place and effective and comply with applicable Texas Administrative Code §202.76 security control standards. Meets TAC 202.76 requirement.
Texas Education Code §51.3525	200	Assess compliance with Texas Education Code 51.3525, <i>Responsibility of Governing Boards Regarding Diversity, Equity, And Inclusion Initiatives.</i>
Youth Protection Program	160	Assess compliance with UTS Policy 192, <i>Youth Protection Policy.</i>
Change Management	350	Identify gaps, risks, and areas of non-compliance with university policies and procedures in departments with new leadership.
LERR and STARs Expenditures	200	Assess compliance with LERR and STARs Budget Rules and Procedures and Expenditure Guidelines. These are new funding sources for SFA.
Advisory Engagements		
Carryforward - Account Reconciliation Reviews	150	Assist management with the development of a University-wide plan to efficiently and effectively address UTS Policy 142, <i>Financial Accounting and Reporting.</i>
Participation on University Committees/Ad-hoc Workgroups	80	Participation on various committees or ad hoc workgroups.
Data Analytics/Continuous Auditing Program	400	Develop various data analytics programs and perform continuous review of high risk areas/ controls and/or areas as requested by management.
Responding to Institutional Requests for Information and Advice	80	Hours reserved for responding to requests and inquiries from the campus community.
Enrollment Process	250	Assist management in identifying areas for improvement relating to the University's enrollment process.
Athletic Financials	200	Assist management in identifying areas for improvement relating to Athletics' NCAA financial reporting process.
Athletic Academic Progress	150	Assist management in identifying areas for improvement relating to Athletics' academic progress process.

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Compliance Function	250	Assist management in identifying any gaps and/or risks during the establishment of a new compliance function.
Required Engagements		
Contract Management and Procurement Assessment	40	Assess compliance with Texas Education Code 51.9337 related to State procurement requirements.
NCAA Agreed-Upon Procedures	60	Provide assistance and coordination for external auditors in the performance of the annual NCAA Agreed Upon Procedures for Fiscal Year 2024.
Charter School Financial Statement	40	Provide assistance and coordination for external auditors in the performance of the annual financial statement audit of the Charter School for Fiscal Year 2024.
External Audit Assistance	60	Provide assistance and coordination to external auditors with the SAO, Comptroller's Office, THECB, or federal agencies.
Financial Statement Audit	20	Provide assistance and coordination to external auditors in the performance of the required annual financial statement.
Investigations		
Fraud Hotline	50	Facilitate the University anonymous reporting system until transitioned to Compliance; Participate on University's anti-fraud team.
Investigations	200	Intake and triage reports from various sources (i.e. hotline, management, SAO) and investigate as needed.
Reserve		
Special Projects/Emerging Risks	394	Reserve for unanticipated projects and management requests.
Follow-Up		
Follow-Up on Management Action Plans - Internal	300	Follow up on outstanding management action plans from internal audits.
Follow-Up on Management Action Plans - External	100	Follow up on outstanding management action plans from external audits. (Co-sourced hours will be 100)
Development - Operations		
Annual Audit Report - Fiscal Year 2024	40	Report Internal Audit's activities to the Texas State Auditor as required by Texas Internal Auditing Act.
SFA Meetings and Events	100	Attendance at SFA meetings and other events for informational and operational purposes (i.e. semester welcome, service awards, receptions).
Staff Meetings	288	Recurring staff meetings.

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Internal Audit Committee	240	Prepare for internal audit committee meetings; attend meetings; prepare minutes and summaries; and engage with current and prospective external members of the committee.
UT System Meetings	100	UT System Audit Office meetings, including CAE, IAC (non-CPE related), eCase Champion, IT auditors, other meetings not specific to System initiatives.
Technical Support	40	Troubleshooting IT and other workforce issues, including audit software/tools. Reserved for CAE & Assistant CAE.
Quality Assurance and Improvement Plan	300	Perform internal quality procedures and annual internal assessment, Standards gap analysis, participate on assessment teams, updating audit procedures, records management, etc. Required by Standards.
Management and Leadership of the Department	200	Includes hiring, development, budgeting, performance appraisals, administrative duties, leadership, promoting the internal audit department, executive meetings, and all other responsibilities of the CAE/Asst CAE that are not directly attributable to a specific audit project.
Responding to External Requests for Information	20	Requests for reporting from UT System, the SAO, and other external agencies.
Risk Assessment and Fiscal Year 2026 Audit Plan	200	Perform the annual risk assessment and develop the Fiscal Year 2026 audit plan.
Development - Initiatives and Education		
Professional Development	288	Professional development for staff, includes CPE, non CPE, and travel time.
Certifications	60	Time spent on certification study and testing per SFA Audit Manual guidance.
Participation in Professional Organizations	100	Participate in professional organizations (boards, committees).
SFA Audit Strategic Initiatives	40	Development of strategic initiatives in Internal Audit.
UT System Audit Office Initiatives	40	Participate in UT System Audit Office initiatives (i.e. committees, workgroups, research).
Total Budgeted Hours	6,740	