

University of North Texas World
FY 2021 Annual Audit Plan

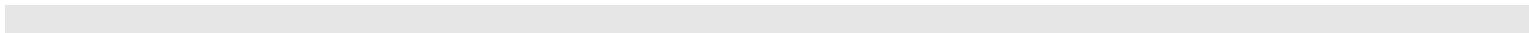
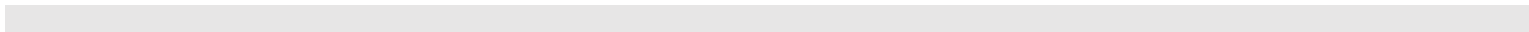
Institution

Engagement Name



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Institution	Engagement Name	General Objective/Description	Budget Hours
HSC	Budget Process	To assess the effectiveness of the governance, risk-management and control processes over budget planning, preparation, and implementation.	350
SYS, UNT, DAL, HSC	Succession Planning	Providing consulting services surrounding the maturity of the organization's short, medium and long term succession plan for managerial staff and technical roles.	275
DAL	Learning, Training, and Development	Provide consulting services to determine whether there is an adequate and effective management framework for learning, training, and development to ensure that employees received the training and development they needed, when they needed it, to carry out their duties.	275
SYS, UNT, DAL, HSC	Fire Marshall	To provide consulting services to determine whether the duties	



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Institution	Engagement Name	General Objective/Description	Budget Hours	
	Quarter 1 Follow-ups	Follow-up recommendations due 4th Quarter FY19	125	
	Quarter 2 Follow-ups	Follow-up recommendations due 1st Quarter FY20	125	
	Quarter 3 Follow-ups	Follow-up recommendations due 2nd Quarter FY20	125	
	Quarter 4 Follow-ups	Follow-up recommendations due 3rd Quarter FY20	125	
	Follow-Up Subtotal		500	3%
DEVELOPMENT - OPERATIONS				
	Annual Internal Audit Report	Preparation of the annual internal audit report for the State Auditor's Office	25	
	Audit Committee	Preparation and participation in the UNT System Internal Audit Committee meetings	150	
	Audit Manager Leadership	Duties performed by audit manager related to staff mentoring and developing and meetings and discussions with CAE not related to specific audits	80	
	CAE Departmental Management and Leadership	Includes hiring, development, budgeting, performance appraisals, administrative duties, leadership, promoting the internal audit department, executive meetings, and all other responsibilities of the CAE that are not directly attributable to a specific audit project.	200	
	FY22 Audit Plan and Risk Assessment	Risk assessment and development of the FY22 annual audit plan	200	
	Internal Quality Assurance and Improvement Program (QAIP)	Internal Quality Assurance and Improvement Program activities, such as updating audit procedures, reviewing projects, etc.	400	
	IT Audit Technical Support	Technical Support provided for TeamMate, IDEA, or other issues	40	
	Monthly Staff Meetings	Staff meetings are held once a month for approximately four hours. During the meetings, a representative from campus may come to talk about their area to educate the team on their operations.	300	
	Reporting Requests	Requests for reporting from UNT System, the SAO, and other external agencies	20	
	UNT System Meetings	UNT System Audit Office meetings, Chancellor Council Meetings, Townhalls, etc.	100	
	Website and Marketing	Update IA website to include information for auditees (i.e. P&Ps, emerging risks, beneficial external website).	40	
	Development - Operations Subtotal		1,555	9%
DEVELOPMENT - INITIATIVES AND EDUCATION				
	CPE and CPE-Travel	Continuing Professional Education and Related Travel	405	
	IT Data Analytics Project	Project to improve departmental data analytics	250	
	Data Analysis Training - IDEA	Training provided to the entire UNTS team surrounding data analytics	300	
	GAGAS Training	Government training provided to the UNTS team	150	
	Participation in Professional Organizations	Participation on committees for professional organizations	100	
	Student Internship Program	Time spent by internal audit recruiting and mentoring student interns and speaking at class (not specific to an audit)	100	
	UNT System Audit Strategic Initiatives	UNT System Internal Audit strategic initiatives arising from internal assessments and external review	125	
	Development - Initiatives and Education Subtotal		1,430	8%
	Total Budgeted Hours		17,280	100%