



ANNUAL INTERNAL AUDIT PLAN



Fiscal Year 2016



August 21, 2015

Dr. Hobson Wildenthal, President *ad interim*
Ms. Lisa Choate, Chair of the Institutional Audit Committee:

We are pleased to submit the annual internal audit plan for The University of Texas at Dallas. The plan was approved by the UT Dallas Institutional Audit Committee on July 19, 2015, and the UT System Board of Regents' Audit, Compliance, and Management Review Committee on August 19, 2015. As required by Texas Government Code, Section 2102.015, we are required to post this plan on our [website](#).

We appreciate the support that you, executive management, and the Institutional Audit Committee offer us in the performance of our responsibilities at UT Dallas.

Toni Stephens
Institutional Chief Audit Executive

cc: J. Michael Peppers, UT System Chief Audit Executive

Members of the UT Dallas Institutional Audit Committee:

External Members:

Mr. Bill Keffler
Mr. Ed Montgomery
Ms. Julie Knecht

Dr. Inga Musselman, Acting Provost
Dr. Calvin Jamison, Vice President for Administration
Mr. Terry Pankratz, Vice President for Budget and Finance
Mr. David Crain, Vice President and Chief Information Officer
Dr. Bruce Gnade, Vice President for Research
Dr. George Fair, Vice President for Diversity and Community Engagement; Compliance Officer
Dr. Gene Fitch, Vice President for Student Affairs
Mr. Timothy Shaw, University Attorney; ex-officio



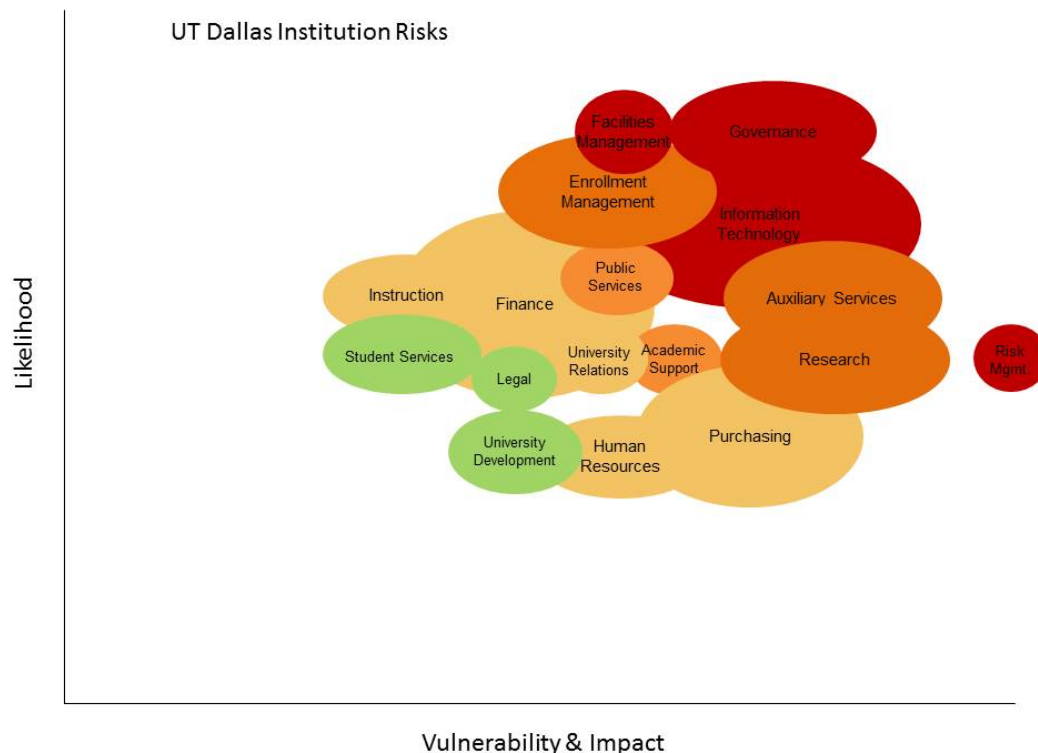
Methodology

The UT Dallas 2016 Audit Plan outlines the internal audit activities that will be performed by Internal Audit during FY 2016 in accordance with responsibilities established by the [UT System](#), the [Texas Internal Auditing Act](#), the Institute of Internal Auditors' [International Standards for the Professional Practice of Internal Auditing](#), and [Generally Accepted Government Auditing Standards](#). The plan is prepared using a risk-based approach to ensure that areas and activities specific to UT Dallas with the greatest risk are identified for consideration to be audited.

As part of the FY 2016 Audit Plan process, the UT System Audit Office executed a pilot risk assessment internally developed over the last year. The goals for this common risk assessment approach were to start at the top with an awareness of critical initiatives and objectives to ensure the risks assessed were the most relevant. The assessment process was standardized by creating common terms and criteria, enabling trending of risk and Systemwide comparisons. An emphasis was placed on collaboration with other functions that assess, handle, or manage risk.

The risk assessment approach was based on a top-down process that included conversations and requests for input with risk collaborators, executives, and managers from the various operating areas on campus. UT System will continue to develop and strengthen this process in the upcoming years.

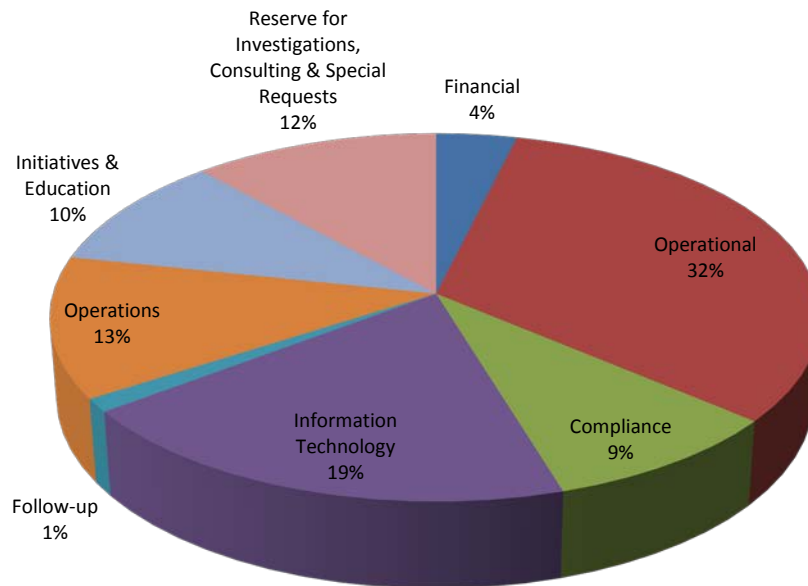
The following graphic depicts how broad areas of risk scored within UT Dallas. Risk factors evaluated are likelihood, vulnerability, and impact to the achievement of an objective. Larger circles represent more critical or high risks in an area. Dark red represents the highest risks, while green represents the lowest risks.





Allocation of Time

Our staff consists of 8.5 full-time equivalent audit professionals. The FY 2016 Audit Plan budget was based on available staff hours of 13,600 and includes risk-based and required financial, operational, compliance, information technology, and follow-up audits as well as investigations, reserves for management requests, and other projects and initiatives as outlined below.





Fiscal Year 2016 Audit Plan

Financial Audits & Projects

Assistance to External Auditors

Financial Statement Certifications

Data Warehouse Reporting

FY 2015 Audits Carried Forward to FY 2016 (*Receivables, Journal Entries*)

Operational Audits & Projects

School of Arts, Technology, & Emerging Communication

Honors College

Executive Travel and Entertainment

Assistance to UT System – President's Travel and Entertainment

Naveen Jindal School of Management

Academic Advising

Health Center

Technology Commercialization

One Card

Contracts

Gifts

Purchasing

Restricted Research

Hiring and Compensation

Faculty Start-ups

Budget Process

FY 2015 Audits Carried Forward to FY 2016 (*Cash Management, Career Center, Policies & Procedures Governance, Scholarships, School of Engineering & Computer Science, Student Housing, Meal Plans, Tuition & Fees*)

Compliance Audits & Projects

Confucius Institute

Lena Callier Trust

OMB Uniform Guidance

Benefits Proportionality Funding

Assistance to External Auditors

Minors on Campus

International Travel

FY 2015 Audits Carried Forward to FY 2016 (*Contracts & Grants, Export Controls, Pell Grants*)

Information Technology (IT) Audits & Projects

Networking

Financial Aid Data Analysis – Eligibility

PCI (Payment Card Industry) Compliance

HIPAA Security

Staffing Data Analysis

Databases

IT Consulting and Participation on Implementation Teams

FY 2015 Audits Carried Forward to FY 2016 (*Unix, TAC 202, Business Continuity Planning & Emergency Management, Physical Access Controls, UT Dallas Marketplace*)



Fiscal Year 2016 Audit Plan

Follow-up Audits

Follow-up of previous audit recommendations.

Development - Operations

Includes time spent on audit plan and risk assessment, internal audit committee meetings, reporting, participation on committees, quality assurance, software development and maintenance, leadership, and training provided to university community.

Development – Initiatives & Education

Includes time spent on strategic and quality initiatives, participation and presentations related to professional organizations, and continuing professional education.

Reserve for Investigations, Consulting, and Special Requests from Management

Reserve for investigations, requests from management, new leadership reviews, etc.