Office of Internal Audit
Wayne Bushman, CISA

SNOW COLLEGE

2018 Audit Plan and Risk Assessment – Version 4

Overview

This is the proposed 2018 calendar year audit plan and the risk assessment methodology that was used to determine the plan. The risk assessment and audit plan will be reviewed and approved by the audit committee on an annual basis. Progress reports will be reviewed during each audit committee meeting. As outlined in the Memorandum of Understanding (MOU) at the time of hire, one of the major duties and responsibilities of the Internal Audit Director is to "Develop an annual audit work plan and priorities for audit."

Snow College internal audit charter states: The Institute of Internal Auditors "International Standards for the Professional Practice of Internal Auditing (Standards) shall constitute the operating procedures for the department". The Standards, section 2010 – Planning states: "The chief audit executive must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organization's goals. The chief audit executive must review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls.

The audit schedule will be updated at the completion of the annual risk assessment which is currently in progress. Following is a description of the risk assessment methodology:

Risk Assessment Methodology

The risk assessment process is as follows:

1) Identify the "audit universe" - The audit universe is a logical listing of all auditable entities at the college.
2) Information gathering – Obtain quantifiable and measurable information about each of the entities in the audit universe. Information included in the risk assessment includes the following:
   a. 2018 Expense budget amount
   b. Cash Balance amount as of June 30, 2017
   c. Total Expenses and Revenues for FY 2017
   d. Number and purchase price of fixed assets
   e. Total number of funds
   f. Number, credit limit, and single purchase limits for purchasing cards
   g. Cash handling
   h. Administration weighting
   i. Audit committee weighting
3) Risk Assessment surveys – Simple internal control questionnaires were sent to each budget holder identified in the audit universe. Questionnaires are designed to remind each budget holder of policy and to obtain additional risk assessment information.
4) Risk Scoring – Risks are weighted and scored based on the likelihood and impact of the risks.

Udpated 2018 Calendar Year Audit Schedule

As per the IIA standard 2020: "The chief audit executive must communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the board for review and approval. The chief audit executive must also communicate the impact of resource limitations." The following is the audit schedule for calendar year 2018 based on required audits and risk assessment results:

#	Audit Reference#	Audit Activity Type	Audit Title / Description	Entity	Start Date	Status / Projected Completion Date
1	2017-A08	Performance / Compliance	Scholarship Office Audit – Continued from 2017 Schedule	Scholarship Office	October 15, 2017	**Completed**
2	2018-A01	Compliance	Campus-wide review of travel and travel related purchasing card expenses	VP Finance and Administrative Services - Campus-wide	November 1, 2017	**Completed**
3	2018-C01	Consulting	Banner Cash Balance Project	VP Finance and Administrative Services	February 13, 2018	**Completed**
4	2018-R01	Risk Assessment	Annual Risk Assessment to determine risk based audits	Campus-wide	February 12, 2018	**Completed**
5	2018-A02	Required / Compliance	USHE required - Presidential Travel Audit – R212	Office of the President	March 21, 2018	**Completed**
6	2018-A03	Financial / Controls	Cash counts and controls reviews for selected cash collection points across the campus	VP Finance and Administrative Services – Campus-Wide	March 21, 2018	In Progress
7	2018-A04	Required / Compliance	USHE required - Investments Audit - R541	VP Finance and Administrative Services	March 23, 2018	**Completed**
8	2018-A05	Required / Compliance	USHE required – Discretionary Funds, report certification R548	VP Finance and Administrative Services	TBD	Not Started / TBD
9	2018-A06	Risk based audit	Performance and compliance audit of the Great Basin Center	Business Department (Outdoor Leadership and Entrepreneurship)	May 1, 2018	**Completed**
10	2018-A07	Performance / Compliance	Performance and compliance audit of the Human Resources Department	Human Resources	July 20, 2018	In Progress

#	Audit Reference#	Audit Activity Type	Audit Title / Description	Entity	Start Date	Status / Projected Completion Date
11	2018-A06	Risk based audit	Compliance and financial audit of Music Department	Music Department	TBD	Not Started / TBD
12	2018-A07	Risk based audit	VP Academic Affairs – Audit of adjunct / overload pay	Academic Affairs	TBD	Not Started / TBD
13	2018-A08	Risk based audit	Advancement Office / Foundation – compliance and performance audit of fundraising and endowment	Advancement / Foundation	TBD	Not Started / TBD
14	2018-A09	Required / Compliance	Residence Life – compliance and performance audit of student housing	Required auxiliary enterprise to be audited at least once every five years.	TBD	Not Started / TBD
15	2018-A10	Required / Compliance	Adult Literacy Compliance – compliance audit of record keeping for adult literacy program	Adult Literacy	TBD	Not Started / TBD
16	2018-A11	Risk based audit	Campus Services – Ephraim and Richfield, financial, compliance and performance audit of campus services including purchasing and motor pool	Campus Services – Ephraim and Richfield	TBD	Not Started / TBD
17	2018-F01	Follow-up	Follow-up and report on status of implementations of findings and recommendations from prior audits	Admissions, Athletics, Scholarship, Controller's Office, Purchasing, Advancement, Administration	Ongoing	Ongoing

External Audits

The following audits are performed by the State of Utah on an annual basis. Internal Audit is not responsible to conduct these audits, but may be asked to provide information or assistance:

- Annual Financial Audit
- Annual Financial Aid (Single Audit)

- Audit of general IT controls

Legislative audits are performed upon request by the Utah State Legislature. The audit of non-capital asset management and campus physical access controls is currently in progress. Internal Audit is not responsible to conduct this audit, but may be asked to provide information or assistance.

Risk Assessment Results

The following chart shows the risk assessment results and ranking

Ranking	Entity	Entity Manager	Department	Likelihood	Impact	Risk Score	Admin Weight	Final Risk Score
1	Office of the VP of Finance and Administrative Services	Jake Dettinger	Finance & Administrative Services	2.54	175.54	445.59	2.00	891.18
2	Athletics	Rob Nielson	Activity Center	4.38	61.88	271.30	2.00	542.61
3	Advancement, Foundation, Government Relations	Rosie Connor	Advancement	3.77	66.97	252.38	2.00	504.77
4	Campus Services – Ephraim	Leslee Cook	Finance & Administrative Services	2.85	66.55	189.75	2.00	379.50
5	Information Technology	Phil Allred	Finance & Administrative Services	2.78	58.56	162.88	2.00	325.75
6	Financial Aid	Jack Dalene	Student Success	2.48	63.70	158.08	2.00	316.15
7	Controller, Payroll	Meagan White	Finance & Administrative Services	4.16	17.77	73.89	2.00	147.78
8	Business Department	Stacee Mciff	School of Business and Applied Technologies	4.53	15.36	69.49	2.00	138.98
9	Campus Services – Richfield	Sam Steed	Finance & Administrative Services	2.73	22.59	61.75	2.00	123.49

Ranking	Entity	Entity Manager	Department	Likelihood	Impact	Risk Score	Admin Weight	Final Risk Score
10	Office of the VP of Academic Affairs	Steve Hood	Academic Affairs	3.00	15.79	47.37	2.00	94.75
11	Residence Life	Jessica Siegfried	Student Success	2.59	17.43	45.08	2.00	90.16
12	Admissions	Jeff Savage	Student Success	2.75	14.94	41.03	2.00	82.06
13	Division of Fine Arts and Communication	Brad Olsen	School of Fine Arts and Communication	4.02	16.50	66.24	1.00	66.24
14	Scholarship	Dana Bagnall	Finance & Administrative Services	2.54	12.41	31.46	2.00	62.92
15	Music	Vance Larsen	School of Fine Arts and Communication	3.86	7.19	27.78	2.00	55.56
16	Division of Business and Applied Technologies	Michael Medley	School of Business and Applied Technologies	2.54	19.37	49.16	1.00	49.16
17	Student Life and Leadership and Clubs	Michelle Brown	Student Success	3.48	13.83	48.17	1.00	48.17
18	Richfield Book Store	Heidi Curtis	Finance & Administrative Services	4.39	4.97	21.79	2.00	43.59
19	Sevier Valley Center	Kevin Arrington	Finance & Administrative Services	4.24	8.74	37.09	1.00	37.09

Ranking	Entity	Entity Manager	Department	Likelihood	Impact	Risk Score	Admin Weight	Final Risk Score
20	Marketing	John Stevens	Marketing	2.65	13.77	36.43	1.00	36.43
21	Concurrent Enrollment	Doug Johnson	Academic Affairs	2.56	13.07	33.50	1.00	33.50
22	Biological Sciences	Allan Stevens	School of Natural Science and Mathematics	2.55	12.22	31.10	1.00	31.10
23	Office of the President (Ephraim)	Gary Carlston	Policy & Administration	3.00	9.87	29.61	1.00	29.61
24	Engineering / Computer Science	Garth Sorenson	School of Natural Science and Mathematics	2.85	9.93	28.29	1.00	28.29
25	Student Success	Jason Springer	Student Success	3.40	8.11	27.60	1.00	27.60
26	Library Services	Jon Ostler	Academic Affairs	2.56	10.69	27.34	1.00	27.34
27	Allied Health	Amber Epling	School of Business and Applied Technologies	2.59	10.15	26.26	1.00	26.26
28	Division of Natural Science and Mathematics	Kevin Sorenson	School of Natural Science and Mathematics	3.17	7.75	24.55	1.00	24.55
29	Purchasing	Michael Jorgenson	Finance & Administrative Services	2.49	9.36	23.29	1.00	23.29

Ranking	Entity	Entity Manager	Department	Likelihood	Impact	Risk Score	Admin Weight	Final Risk Score
30	Center for Global Engagement	Alex Peterson	Academic Affairs	2.59	8.00	20.74	1.00	20.74
31	Services Technology	Teri Mason	School of Business and Applied Technologies	3.49	5.38	18.79	1.00	18.79
32	Social Science	Nate Caplin	School of Social and Behavior Science	3.92	4.42	17.29	1.00	17.29
33	English and Writing Lab, Visual Arts, Art Gallery, Summer Art Workshop	David Allred	School of Humanities	2.88	5.95	17.13	1.00	17.13
34	Teaching and Technology	Chase Mitchell	Academic Affairs	3.00	5.64	16.91	1.00	16.91
35	Human Resources	Randy Braby	Finance & Administrative Services	2.74	5.84	16.00	1.00	16.00
36	Food Services	Annette Taylor	Finance & Administrative Services	4.30	3.53	15.18	1.00	15.18
37	Mathematics	Cindy Alder	School of Natural Science and Mathematics	2.74	4.83	13.26	1.00	13.26
38	Industrial Technology	Alan Hart	School of Business and Applied Technologies	3.00	4.40	13.20	1.00	13.20
39	Campus Security	Derek Walk	Student Success	3.00	4.24	12.73	1.00	12.73

Ranking	Entity	Entity Manager	Department	Likelihood	Impact	Risk Score	Admin Weight	Final Risk Score
40	Career Services	Lisa Laird	Student Success	2.35	5.30	12.45	1.00	12.45
41	Chemistry	Sannali Dittli	School of Natural Science and Mathematics	3.23	3.85	12.42	1.00	12.42
42	Home and Family Studies	Tracie Bradley	School of Social and Behavior Science	3.00	4.02	12.05	1.00	12.05
43	Office of the VP of Student Success	Craig Mathie	Student Success	3.00	4.01	12.04	1.00	12.04
44	Transportation Technology	Brent Reese	School of Business and Applied Technologies	2.75	4.09	11.23	1.00	11.23
45	Communication	Chary Chidester	School of Fine Arts and Communication	3.23	3.32	10.71	1.00	10.71
46	Construction Technology	Don Saltzman	School of Business and Applied Technologies	2.92	3.47	10.14	1.00	10.14
47	Office of the President (Richfield)	Heidi Stringham	Policy & Administration	2.80	3.12	8.75	1.00	8.75
48	Division of Humanities	Ron Lamb	School of Humanities	3.00	2.65	7.95	1.00	7.95
49	Upward Bound	Diane Gardner	Student Success	2.78	2.58	7.18	1.00	7.18

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Ranking	Entity	Entity Manager	Department	Likelihood	Impact	Risk Score	Admin Weight	Final Risk Score
50	TRIO Student Support	Mike Anderson	Student Success	2.48	2.85	7.08	1.00	7.08
51	Registrar	Micah Strait	Student Success	3.23	1.97	6.35	1.00	6.35
52	Dance, Badgerette Dance Team	Dmitri Peskov	School of Fine Arts and Communication	3.76	1.62	6.11	1.00	6.11
53	Counseling and Wellness	Allen Riggs	Student Success	2.67	2.27	6.06	1.00	6.06
54	Physics	Larry Smith	School of Natural Science and Mathematics	2.85	2.02	5.76	1.00	5.76
55	Foreign Languages	Travis Schiffman	School of Humanities	2.25	2.11	4.74	1.00	4.74
56	Physical Education	Spencer Mack	School of Social and Behavior Science	2.71	1.65	4.48	1.00	4.48
57	Inclusion / Diversity	Fernando Montano	Student Success	4.16	1.01	4.22	1.00	4.22
58	Division of Social and Behavior Science	Kim Cragun	School of Social and Behavior Science	2.87	1.25	3.58	1.00	3.58
59	Testing Services – Ephraim	Danon Jones	Student Success	3.00	1.10	3.31	1.00	3.31
60	Testing Services – Richfield	Betsy Cazier	Student Success	3.00	1.07	3.22	1.00	3.22

Ranking	Entity	Entity Manager	Department	Likelihood	Impact	Risk Score	Admin Weight	Final Risk Score
61	Information Security Office	Paul Tew	Finance & Administrative Services	2.36	1.35	3.17	1.00	3.17
62	Geology	Renee Faatz	School of Natural Science and Mathematics	2.54	1.19	3.03	1.00	3.03
63	Philosophy	Matthew Gowins	School of Humanities	3.00	1.00	3.00	1.00	3.00
64	Natural Resource	Chad Dewey	School of Natural Science and Mathematics	2.56	1.11	2.83	1.00	2.83
65	Internal Audit	Wayne Bushman	Office of Internal Audit	3.78	0.67	2.54	1.00	2.54
66	Risk Management / Title IX	Staci Taylor	Student Success	2.36	1.00	2.36	1.00	2.36
67	TESL	Diane Ogden	School of Humanities	2.46	0.69	1.70	1.00	1.70
68	Budget	Sherri Hansen	Finance & Administrative Services	2.43	0.64	1.56	1.00	1.56
69	Education	Richard Squire	School of Social and Behavior Science	2.54	0.61	1.56	1.00	1.56
70	Criminal Justice / Social Work	Dennis Schugk	School of Social and Behavior Science	3.00	0.41	1.22	1.00	1.22
71	English Second Language	Sharon Kilmer	School of Humanities	2.46	0.48	1.17	1.00	1.17