



THE UNIVERSITY OF
TOLEDO

University of Toledo

Finance and Audit Committee

FY2019 Internal Audit Plan

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FY2019 Internal Audit Plan

KEY RISK AREAS

BUSINESS RISK

PLANNED ACTIVITY

AUXILIARY AND SERVICE DEPARTMENTS

- May information systems and IT support be inadequate to meet business needs--information relating to student athletes, revenues, expenses, National Collegiate Athletics Association (NCAA) compliance, etc.?
- May there be a failure to manage partnerships to provide recreational and athletic opportunities for students?

- Review procedures and controls pertaining to Athletics (NCAA), such as NCAA “Agreed-Upon Procedures”
- Annual Review Cycle
- Review procedures and controls pertaining to Recreation and Athletic Centers
- 2-Year Review Cycle

KEY RISK AREAS

BUSINESS RISK

PLANNED ACTIVITY

FINANCIAL MANAGEMENT

- May there be a failure to make accurate and prompt payments to retirement and insurance vendors and other outside entities?
- May expenses not be managed to maximize return and ensure integrity and liquidity of assets?

- Review procedures and controls pertaining to Payroll overpayments
- Annual Review Cycle
- Review procedures and controls pertaining to Expenses (travel, purchase card, etc.)
- 2-Year Review Cycle



FY2019 Internal Audit Plan

KEY RISK AREAS

BUSINESS RISK

PLANNED ACTIVITY

HOSPITAL AND PATIENT CARE

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| <ul style="list-style-type: none"> • May the facility not have proper licenses/ renewal of licenses? | <ul style="list-style-type: none"> • Support <u>Hospital General Administration</u>, including providing data support for certain UTMC regulatory filings • Annual Review Cycle |
| <ul style="list-style-type: none"> • May inaccurate coding occur (e.g. over/under coding; incorrect category; incorrect/missing modifier)? | <ul style="list-style-type: none"> • Review procedures and controls pertaining to <u>Charge Capture and Collection</u> (co-sourced) • Annual Review Cycle |
| <ul style="list-style-type: none"> • May there be a failure to ensure all healthcare workers (e.g. contractors and temps) have appropriate immunizations? | <ul style="list-style-type: none"> • Review controls pertaining to <u>Hospital Human Resources</u>, including I-9 onboarding • 2-Year Review Cycle <hr/> <ul style="list-style-type: none"> • Review controls pertaining to <u>Hospital Human Resources</u>, including Family and Medical Leave Act • 2-Year Review Cycle |



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KEY RISK AREAS

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PLANNED ACTIVITY

MARKETING AND COMMUNITY RELATIONS

- May policies and procedures regarding employee contact with the media not be adequate or not be properly communicated to all employees?

- Review controls pertaining to External Services, including Eberly Center for Women
- 4-Year Review Cycle

KEY RISK AREAS

BUSINESS RISK

PLANNED ACTIVITY

PLANT OPERATIONS AND MAINTENANCE

- May there be a failure to align campus master plan with institution's goals and objectives?

- Review procedures & controls pertaining to Physical Plant Administration, including ADA follow-up
- Annual Review Cycle

KEY RISK AREAS

BUSINESS RISK

PLANNED ACTIVITY

RESEARCH AND DEVELOPMENT

- May financial reports be inaccurate/contain invalid data/not be submitted on time/inability to produce reports directly from the financial accounting system?

- Review controls pertaining to Grants Accounting, including detailed reviews of selected grants
- Annual Review Cycle

- May grant funds be used to purchase assets for other grants or non-grant work?

- Review procedures and controls pertaining to Facilities and Equipment-Research, including auditing a sample of projects
- 2-Year Review Cycle

- May there be a violation of Office of Foreign Asset Control (OFAC) or other sanctions and embargoes by providing services, goods, or anything else of value to countries and/or persons on the OFAC country and/or Specially Designated Nationals lists without license?

- Review procedures and controls pertaining to Research – Financial activities, including the use of gift cards in research activities (internal audit)
- 3-Year Review Cycle



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KEY RISK AREAS

BUSINESS RISK

PLANNED ACTIVITY

STUDENT AFFAIRS

- May there be a failure to be competitive with external businesses?

- Review controls over Student Services Administration, including services delivered to students and cash collected from students (internal audits)
 - 3-Year Review Cycle
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- Review controls pertaining to Hospital Human Resources, including I-9 onboarding and Family and Medical Leave Act (internal audits)
 - 2-Year Review Cycle

