



# UTAH STATE BOARD OF EDUCATION

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## MEMORANDUM

**TO:** Members, Utah State Board of Education

**FROM:** Debbie Davis  
Internal Audit Director

**DATE:** March 18, 2016

**ACTION:** Proposed Changes to the Audit Plan

**Background:** The proposed changes to the audit plan are presented pursuant to R277-116-7 Audit Process and professional internal auditing standards.

In an effort to be as efficient and effective as possible with the internal audit process, and to incorporate items from the risk assessment into the audit plan as considered necessary, the Internal Audit Department recommended inclusion of a new project to the SFY2016 internal audit plan. The proposed changes also reflect updated resources available for and timelines associated with audits.

The revised plan proposes the following changes:

- Inclusion of a new audit project from a hotline allegation received by the State Auditor's Office and forwarded to us.
- Revision of audit timelines given inclusion of the new project and consideration of changes in staffing (i.e. one staff taking a different position in the agency).

**Board Strategic Plan:** This item supports the following imperative(s) and strategies in the Board's Strategic Plan:

- Oversight: Provide a robust internal audit function for state public education funds and programs.

**Anticipated Action:** Based on a recommendation from the Audit Committee, it is proposed that the Board approve the revised internal audit plan.

**Contact:** Debbie Davis, 801-538-7639

# Proposed Prioritized Audit Plan for SFY 2016

Changes in Red as of 2/18/16

## Assurance Projects

Audit #	Audit	Actual/ Estimated Start Date	Estimated Draft Report Date	Staff Equivalent	Type	USBE Area(s)	Disposition (as of 2/22/16)
<b>Completed</b>							
15-11	Monthly Budget Report/Discretionary Funds Report	Apr-15	Jul-15	3	Financial	USBE	Complete
15-12	State Fleet Use	Jun-15	Jul-15	3	Performance	Education	Complete
15-14	Enterprise High School/WCSD Hotline	Jun-15	Feb-16	2	Financial	LEA	Complete
15-05	VR Targeted Case Review	Mar-15	Feb-16	3	Perf/Comp	USOR	Complete

\*Completion of these items as estimated is also contingent on the scope and priority of Other IA Responsibilities listed below.

### Approved

	Charter School Contract Fidelity and Performance	Feb-16	Jul-16	3	Perf/Comp	Education	
	Riverton High School Allegation Review	Feb-16	Jun-16	2	Compliance	LEA	
	Membership/Value Data Audit	Jul-16	Nov-16	3	Compliance/Financial	Education	
	LEA Allocation Formula Audit						
	Educator Salary Adjustments	Jun-16	Sep-16	2	Perf/Comp	Education	

### On Deck

	Subrecipient Monitoring Procedures				Perf/Fin	Education/USOR	
	ASPIRE				Performance	Education	

### Pend

	USDB Foundation	The Foundation has a tax ID number, Board members are being recruited/identified after which bylaws will be written; therefore, there is no activity currently available to audit.					
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## Other Internal Audit Responsibilities

- Hotline Maintenance
- External Audit Liasion
- Follow-up to Prior Audits - in Audit Tracking Database
- Internal Assessment
- Continuing Professional Education
- Board Meeting Attendance/Material Preparation