

Western Kentucky University  
Internal Audit Plan  
July 2014 through June 2015  
as of April 30, 2014

Process	Sub-Process	Residual Importance (H, M or L)	Scope of Audit/Review	Audit Type	Month	Year	Performed by: Internal / External	Required Hours			Required Dollars
								Internal	External	Total	External (A)
<b>FY2015 Audit Plan</b>											
Finance & Administration	Internal Audit Administration	N/A	Facilitate risk assessment, develop audit plan; supervise and direct WKU audit staff person, as needed; prepare for and attend meetings with SVP of Finance & Administration, Finance and Budget Committee, Board of Regents, and other meetings, as necessary; other administrative tasks to carry out CAE roles and responsibilities	N/A	July to June	2014-2015	Internal/External	400	60	460	19,500
Office of President	President's Travel and Entertainment Expenses	M	Review supporting documentation for the President's T&E and confirm they are in accordance with University policy	Mandatory / Annual	August	2014	Internal	80	0	80	-
Chief Facilities Office	Planning, Design & Construction	H	Conduct a construction audit for a significant contract to confirm agreement with contract terms and pricing	Annual Risk Assessment	September	2014	Internal / External	200	80	280	16,000
Athletics	NCAA Agreed Upon Procedures	M	Conduct a review of Athletic Events Ticket Revenue for the 2011-2012 athletic season for: <ul style="list-style-type: none"> <li>• Football</li> <li>• Men's Basketball</li> <li>• Women's Basketball</li> <li>• Baseball</li> </ul> Conduct the review in accordance with the guidance detailed by NCAA Agreed Upon Procedures (dated September 11, 2012)	Mandatory / Annual	October	2014	Internal	60	0	60	-
Finance & Administration	Office of the Bursar	M	Review cash handling process for operational improvements and internal control efficiency and effectiveness	Annual Risk Assessment	November	2014	Internal	120	0	120	-
Finance & Administration	Financial Aid, FISAP Report	M	Review supporting documentation of calculation provided by Finance & Administration	Mandatory / Annual	December	2014	Internal	20	0	20	-
Finance & Administration	Bonding and Debt Capacity	M	Review the university's bonding and debt capacity	Annual Risk Assessment	January	2015	External	0	80	80	16,000
Athletics	Football Ticket Reconciliation	M	Perform an internal audit of the Athletic Department's compliance with bylaw 20.9.7.3 of the NCAA Division I Manual. Bylaw 20.9.7.3 requires all members of the Football Bowl Subdivision ("FBS") to maintain an average actual or paid attendance of at least 15,000 over the number of home games played in a given season	Mandatory / Annual	January	2015	Internal	60	0	60	-
Finance & Administration	Certification of Revenue/Expenses, Special License Plates	M	Review supporting documentation of calculation provided by Finance & Administration	Mandatory / Annual	February	2015	Internal	1	0	1	-
Finance & Administration	Procurement Card Processing	H	Select a sample of transactions for review against policy	Mandatory / Annual	March	2015	Internal	80	0	80	-

IT	IT Security	M	Conduct internal and external penetration tests to determine opportunities for breach of WKU systems	Annual Risk Assessment	March	2015	Internal/External	40	120	160	30,000
IT	PCI Compliance	M	Take an inventory of where on campus credit cards are accepted. Confirm compliance with PCI standards	Annual Risk Assessment	April	2015	Internal/External	120	80	200	16,000
Finance & Administration	WKU Store	M	Follow-up review of purchasing, receiving, inventory and cash receipt processes and procedures based on most recent audit report issued during 4Q2014	Annual Risk Assessment	May	2015	Internal	160	0	160	-
Academic Affairs	NAVITAS Program	M	Review process for operational improvements and validate cash flow between university and program adheres to the contract	Annual Risk Assessment	May	2015	Internal	80	0	80	-
Ad Hoc Requests	Ad Hoc Requests	TBD		TBD	TBD	TBD	TBD	200	20	220	6,000
								<u>1,621</u>	<u>440</u>	<u>2,061</u>	<u>103,500</u>

(A) Includes travel expenses (approximately 10% of fees)