



The University of Texas at Dallas

Office of Audit & Consulting Services
Internal Audit Plan
Fiscal Year 2024



THE UNIVERSITY OF TEXAS AT DALLAS
Office of Audit & Consulting Services
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August 27, 2023

Dr. Richard Benson, President and Member of the Institutional Audit Committee
Mr. John Cullins, Chair of the Institutional Audit Committee

We are pleased to submit the annual internal audit plan for The University of Texas at Dallas. The UT Dallas Institutional Audit Committee approved the plan on July 7, 2023, and the UT System Board of Regents' Audit, Compliance, and Risk Management Committee approved the plan on August 23, 2023. As required by Texas Government Code, Section 2102.015, we are required to post this plan on our website at <https://audit.utdallas.edu/audit-reports-and-plans>.

Please note that given the rapidly changing environment, the FY24 Audit Plan and respective risks will be continuously monitored and discussed at the quarterly meetings of the UT Dallas Audit Committee. When necessary, this audit plan will be revised.

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

DocuSigned by:

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Toni Stephens
Chief Audit Executive

cc: Members of the UT Dallas Institutional Audit Committee

External Agencies:

- The University of Texas System Audit Office
- Legislative Budget Board
- Governor's Office
- State Auditor's Office



Methodology

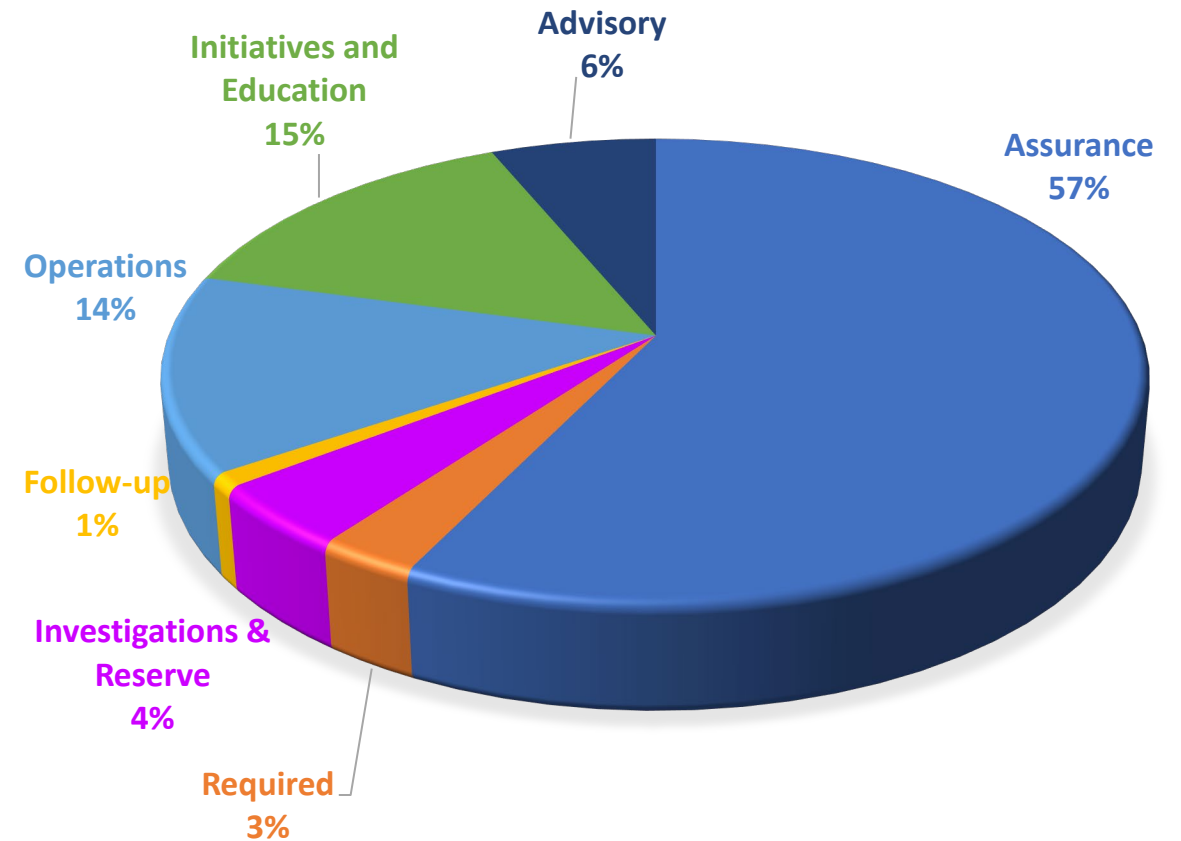
The UT Dallas FY24 Audit Plan outlines the internal audit activities that will be performed by Internal Audit during FY24 in accordance with criteria established by the [UT System](#), the [Texas Internal Auditing Act](#), the Institute of Internal Auditors' [International Standards for the Professional 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.

Allocation of Time

The FY24 Audit Plan budget of 12,781 hours was based on available staff hours for 7.75 internal audit professionals.

The graph depicts the allocation of time. Assurance engagements, which comprise 60% of the total budget, are risk-based audits that typically encompass financial, compliance, operational, and information technology areas.

FY24 AUDIT PLAN ENGAGEMENTS





Risk Assessment Process

As part of the FY24 audit planning process, the UT Dallas Office of Audit and Consulting Services used the UT System Audit Office risk assessment methodology. 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 System-wide 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, surveys, and requests for input with executive leadership, the audit committee, risk collaborators, and managers from the various operating areas on campus. Risks were ranked based on the probability and impact. ***All critical and high risks require either an audit or some other form of risk mitigation.*** Risk mitigating factors are contained in the detailed audit plan that is approved by the [Institutional Audit Committee](#). The graphs that follow represent the results of the risk assessment process.

Risk Matrix

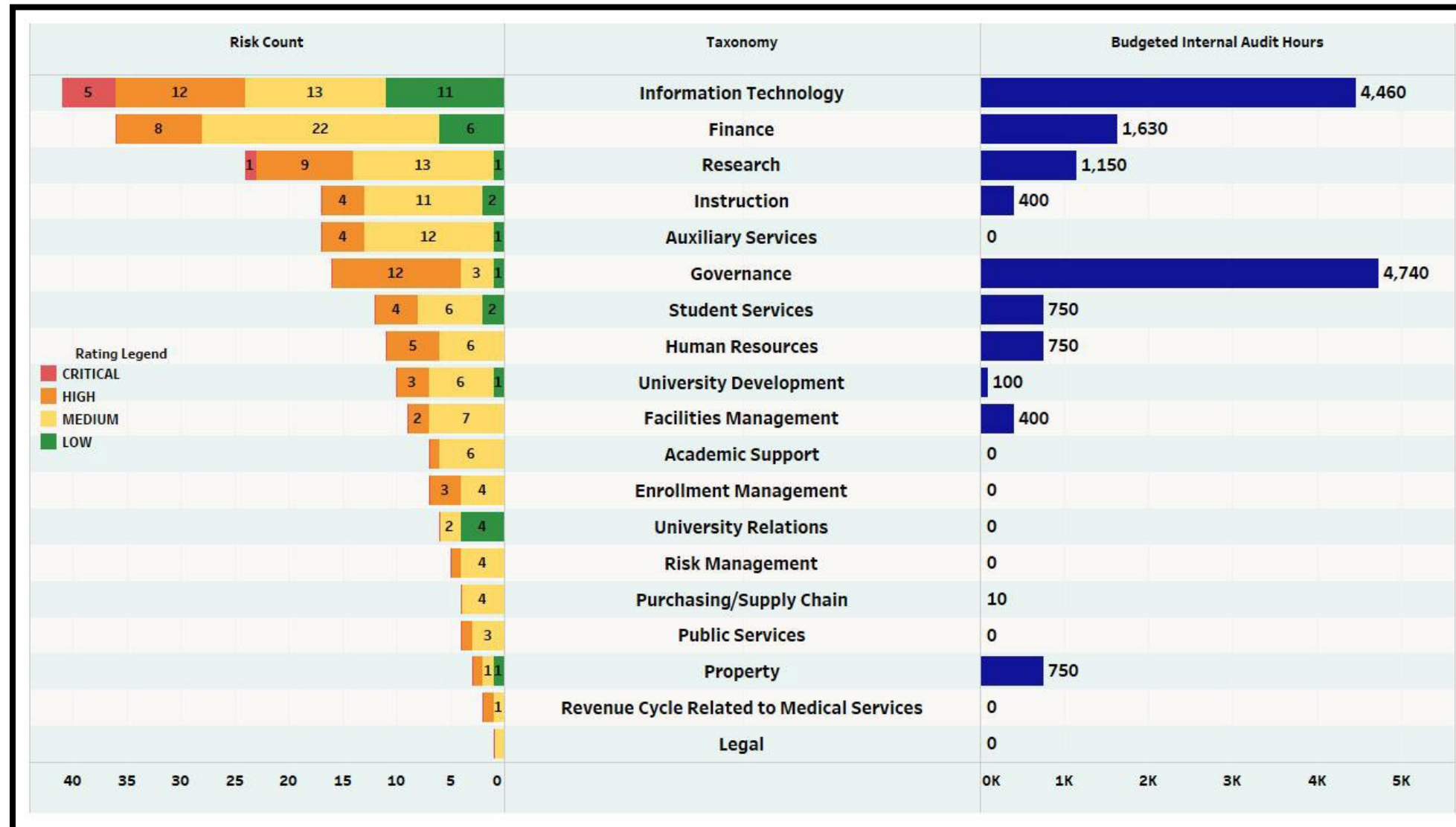
Risk Scoring Matrix		Impact		
		High	Medium	Low
Probability	High	C	H	M
	Medium	H	M	L
	Low	M	L	L

Risks are identified as either High, Medium, or Low based on the probability of occurrence and the impact to the organization. When a risk is considered both a high probability and a high impact, it is defined as a critical risk.



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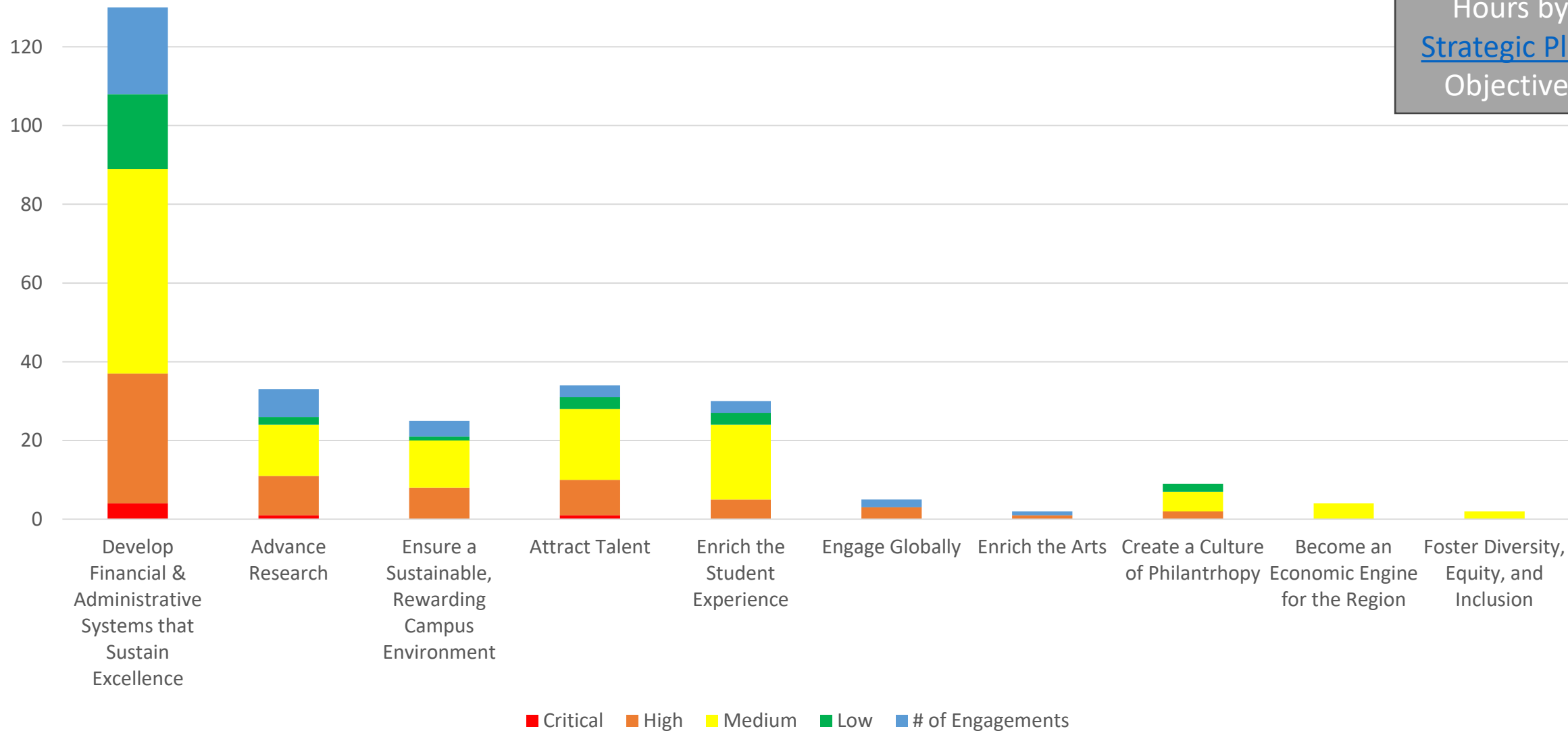
This graph shows the FY24 Audit Plan Risks and Audit Hours by Taxonomy Type.





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FY24 Internal Audit Plan

This graph shows the FY24 Audit Plan Risks and Audit Hours by [Strategic Plan Objective](#).





FY24 Audit Plan



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FY24 Internal Audit Plan

Assurance Engagements

Engagement	Risk	Primary Taxonomy	General Objective
Athletics	High	Finance	Risk-based audit to evaluate financial and accounting processes, internal controls systems, and the effectiveness and efficiency of related operations and controls in Athletics.
Biomedical Device Center	High	Finance	Risk-based audit to evaluate financial and accounting processes, internal controls systems, and the effectiveness and efficiency of related operations and controls in the Center.
Business Continuity	High	Governance	Follow-up audit to reassess the effectiveness of controls over business continuity planning.
Compliance with General Appropriations Act	High	Governance	Ensure compliance with selected sections of the General Appropriations Act, focusing on Articles III and IX and special provisions related to UT Dallas.
Decentralized Computing - School of Arts, Humanities, and Technology	Critical	Information Technology	To assess the effectiveness of controls over decentralized computing operations in the School of AHT, including compliance with TAC 202 and security and control standards such as patching, vulnerabilities, logging, encryption, asset inventory, backup and recovery, change management, technology selection, and data center security.
Decentralized Computing – Engineering	Critical	Information Technology	To assess the effectiveness of controls over decentralized computing operations in the School of Engineering, including compliance with TAC 202 and security and control standards such as patching, vulnerabilities, logging, encryption, asset inventory, backup and recovery, change management, technology selection, and data center security.
Decentralized Computing – Research Information Systems	Critical	Information Technology	To assess the effectiveness of controls over decentralized computing operations in Research Information Systems, including compliance with TAC 202 and security and control standards such as patching, vulnerabilities, logging, encryption, asset inventory, backup and recovery, change management, technology selection, and data center security.
Educational Technology Services	High	Instruction	Audit to ensure the controls in place over online learning are adequately designed and operating to manage the risks related to the student learning experience.
Facilities Management Inventory System	High	Facilities Management	Assess the effectiveness of controls over facilities management inventory processes.
Foreign Influence Follow-up	Critical	Research	Follow-up audit to determine if the UT Dallas Plan to Address Foreign Influence on Research has been implemented and processes are operating in compliance with the plan.



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Assurance Engagements

Engagement	Risk	Primary Taxonomy	General Objective
Honors College	High	Finance	Risk-based audit to evaluate financial and accounting processes, internal controls systems, and the effectiveness and efficiency of related operations and controls in the Honors College.
Library	High	Finance	Risk-based audit to evaluate financial and accounting processes, internal controls systems, and the effectiveness and efficiency of related operations and controls in the Library.
Onboarding	High	Human Resources	Assess the effectiveness of controls over onboarding, including background checks.
Payment Acceptance Process	High	Finance	To ensure the effectiveness of controls over payment acceptance processes, including ensuring compliance with Payment Card Industry (PCI) data standards.
Remote Workforce	High	Human Resources	To ensure compliance with remote workforce guidelines, including agreements, out of state work agreements and restrictions, and the safeguarding of university assets.
Research Data Security	High	Research	To assess the effectiveness of information security controls over research data, including compliance with federal, state, and other applicable regulations such as NSPM-33.
School of Interdisciplinary Studies	High	Finance	Risk-based audit to evaluate financial and accounting processes, internal controls systems, and the effectiveness and efficiency of related operations and controls in the School.
Student Wellness	High	Student Services	Audit to ensure the controls in place over student wellness initiatives are adequately designed and effective to manage the risks related to student safety and mental health.
Title IX	High	Governance	To determine if UT Dallas complies with the requirements of Title IX.
Travel and Entertainment	High	Finance	To ensure that travel and entertainment expenses were in compliance with UT Dallas and other applicable policies and procedures.
Venture Development Center	High	Finance	To review internal controls issues over the Venture Development Center after an investigation by the Office of Research.



Engagement	Risk	Primary Taxonomy	General Objective
<i>Carried Forward from FY23</i>			
Building Access	High	Auxiliary Services	Audit of building card access as well as follow-up of key shop audit recommendations from previous year.
Data Analytics Project	High	Governance	Development and performance of data analytics to perform continuous review of high-risk areas.
Education Abroad and International Travel	High	Instruction	Audit of education abroad program and international travel process.
Export Controls	High	Research	Compliance audit of the export controls processes.
Lab Safety	High	Research	Compliance audit of the lab safety program.
Offboarding Process	Critical	Human Resources	Audit of the offboarding process for employees who terminate, transfer, or retire. Will also include review of identity lifecycle/access management.
Parking Operations	High	Auxiliary Services	Audit of parking operations to assess the effectiveness of operations and financial impacts resulting from pandemic.
Salaries, Wages, and Additional Pay	High	Finance	To provide assurance as to the adequacy and effectiveness of controls over the management of salaries, wages, and additional/supplemental pay.
SEVIS	High	Instruction	To provide assurance as to the adequacy and effectiveness of controls over the new Student and Exchange Visitor Program (SEVIS) system.
Vulnerability Management	Critical	Information Technology	To determine if UT Dallas has an effective vulnerability management process and that it complies with Texas Administrative Code 202.



Advisory Engagements

Engagement	Risk	Primary Taxonomy	General Objective
Academic Operations	N/A	Academic Support	Consulting and meetings held with new and existing leaders in academic affairs areas, including deans.
Administrative Operations	N/A	Finance	Consulting and meetings held with new and existing leaders in non-academic affairs areas.
Environmental, Social, and Governance (ESG)	High	Governance	Evaluate the risks and assess the effectiveness of the environmental, social, and/or governance strategies at the university.
Information Technology and Security Operations	N/A	Information Technology	Consulting and meetings held with Information Technology and Information Security leaders.
Participation on Institutional Committees	N/A	N/A	Participation on various IT, finance, and other committees where audit has been appointed in a consulting role. Current committees include Cabinet; University Business Management Council; Endowment Compliance Team; Information Security Committees.
Research Operations	N/A	Research	Consulting and meetings held with leaders in research.
Training for University Employees	N/A	N/A	Training program and other informational sessions for university employees on internal audit, fraud, risks, and controls.
Carried Forward from FY23			
Crow Museum	High	Public Services	New operations and initiatives - consulting to ensure proper internal controls are in place.
Property Management	High	Property Management	Consulting review to ensure property audit recommendations from previous audit have been implemented.



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Required and Other Engagements

Engagement	Risk	Primary Taxonomy	General Objective
Assistance to Financial Auditors for External Audit - Interim	N/A	Finance	Assistance on Deloitte external audit for interim work - summer 2024
Assistance to Financial Auditors for External Audit - Final	N/A	Finance	Assistance on Deloitte external audit for final work - fall 2023
Assistance to State and Other Auditors	N/A	N/A	Hours to be provided in the event of an external audit not anticipated at the time of the Audit Plan development. This does not pertain to Deloitte.
Education Research Center	Low	Information Technology	Annual audit to certify that the Education Research Center at UT Dallas is in full compliance with all terms of the contract between the THECB and UT Dallas and all applicable state and federal laws for FY23.
Lena Caller Trust	Low	University Development	Annual audit, required by the Trust agreement, to ensure compliance with the terms of the agreement, for FY23.
Purchasing Compliance with Texas Education Code	Medium	Purchasing/Supply Chain	Annual audit to ensure compliance with Texas Education Code (TEC) Section 51.9337.
Investigations	N/A	N/A	Conduct investigations resulting from hotline (fraud), UT System, SAO, management, or other sources.
Follow-up Audits	N/A	N/A	Follow up on recommendations from previous audits.



Operations	Initiatives & Education
Annual Internal Audit Report	Continuing Professional Education, Professional Activities, and Certifications
Audit Committee	New Audit Management Software
Leadership	Participation in Professional Organizations and Quality Assurance Reviews
External Quality Assurance Review	Strategic Initiatives
FY25 Audit Plan and Risk Assessment	Student Internship Program
Meetings	
Operational Support to the Department	
Quality Assurance and Improvement Plan	