

May 31, 2016

## MEMORANDUM

TO: Board of Visitors Audit Committee

Judy O. Swystun, Chair

Frank Reidy, Vice Chair

Ronald C. Ripley 72 (*ex-officio*)

John F. Biagas (*ex-officio*)

David L. Bernd

Mary Maniscalco-Theberge Robert M. Tm( )/FET2 Tf1 1 0 34 515.9 529.75 Tatam( )/FET2 Tf1 217 1

Thursday, June 9, 2016

The Audit Committee of the Old Dominion University Board of Visitors will meet on Thursday, June 9, 2016 from 8:00 a.m. to 8:45 a.m., in the Board Room of Webb University Center. The agenda for the meeting is noted below.

### AGENDA

- I. Approval of Minutes The Committee will consider a motion to approve the minutes from the Audit Committee meeting held on Thursday, April 21, 2016.
- II. Report from the Auditor of Public Accounts Eric Sandridge, Audit Director for Higher Education Programs
- III. Report from the Internal Audit Director Amanda Skaggs, Internal Audit Director
  - A. Audit Projects In Process:
    1. NCAA Compliance: Recruitment, Title IX and Academic Advising
    2. Third-Party Hosted Systems
    3. Distance Learning
    4. Accounts Payable: Vendor Payments
    5. Cognos/Insight (Operational Data Store)
  - B. Status of FY 2016 Internal Audit Plan
  - C. Annual Risk Assessment
  - D. Proposed FY 2017 Internal Audit Plan

IV. Anticipated Audit Reports and Issues (Closed Session)

1. Office of Counseling Services
2. Strategic Communication and Marketing
3. Special Projects Update

DRAFT						
<p style="text-align: center;">           OLD DOMINION UNIVERSITY            Internal Audit Department            Audit Plan            FY 2016-2017         </p>						
Audit Activities	Area	Estimated Hours	Group Total			
<b>SCHEDULED AUDITS</b>						
<b>General Audits</b>						
Facilities Management	University Services	350	3,400			
General Accounting	Financial Services	350				
College of Engineering and Technology	Academic Affairs	350				
Research Center for Bioelectrics	Office of Research	300				
SOBRAN Facility Contract	Office of Research	200				
NCAA Compliance: Eligibility	Office of the President	300				
International Programs: Study Abroad	Academic Affairs	300				
Confucius Institute CY2016 Annual Audit	Academic Affairs	100				
Human Resources	Human Resources	350				
Institutional Equity and Diversity	Office of the President	350				
Educational Accessibility	SEES	350				
Office of the President FY2016 Annual Audit	Office of the President	100				
<b>Information Technology Audits</b>						
Banner Document Management System (BDMS)	ITS	300			300	
<b>Integrated Audits (General and Information Technology)</b>						
Accounts Receivable: Cashiering & Student Billing & Touchnet (Operational 350 and Finance 250) Services	Finance	600	1,100			
College of Education (Child Development Center IT) (Operational 350 and IT 150)	Academic Affairs	500				
<b>Wrap-up of Audits Started In FY 2015-16</b>						
Cognos / Insight (Operational Data Store)	ITS	150	640			
Accounts Payable Vendor Payments	Financial Services	40				
Distance Learning	Academic Affairs / ITS	280				
Third Party Hosted Systems (6 systems)	Various	20				
NCAA Compliance: Recruitment Title IX and Academic Advising	Office of the President	30				
Confucius Institute CY2015 Annual Audit	Academic Affairs	120				
<b>Total Scheduled Audits</b>			<b>5,440</b>			
<b>OTHER AUDIT ACTIVITIES</b>						
Fraud Waste and Abuse Hotline		250	1,160			
Audit Follow-Up: Quarterly Recommendation Status Updates		250				
Compliance Calendar Update		40				
Policy Review Committee		200				
Audit Software Updates and Reviews		150				
Quality Assurance Review		70				
Special Requests / Unscheduled Audits		200				
<b>Total Other Audit Activities</b>			<b>1,160</b>			
<b>Total Audit Hours</b>			<b>6,600</b>			