

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

OLD DOMINION UNIVERSITY
Internal Audit Department
Audit Plan
FY 2016-2017

Audit Activities	Area	Estimated Hours	Group Total
SCHEDULED AUDITS			
General Audits			
Facilities Management	University Services	350	
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	
Information Technology Audits			
Banner Document Management System (BDMS)	ITS	300	300
Integrated Audits (General and Information Technology)			
Accounts Receivable: Cashiering & Student Billing & Touchnet (Operational 350 and IT 250)	Financial Services	600	1,100
College of Education (Child Development Center IT) (Operational 350 and IT 150)	Academic Affairs	500	
Wrap-up of Audits Started In FY 2015-16			
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	
Total Scheduled Audits			5,440
OTHER AUDIT ACTIVITIES			
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	
Total Other Audit Activities			1,160
Total Audit Hours			6,600