

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;"> <b>OLD DOMINION UNIVERSITY</b>            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		
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		
				3,400
<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 IT 250)	Financial Services	600		
College of Education (Child Development Center IT) (Operational 350 and IT 150)	Academic Affairs	500		
				1,100
<b>Wrap-up of Audits Started In FY 2015-16</b>				
Cognos / Insight (Operational Data Store)	ITS	150		
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		
				640
<b>Total Scheduled Audits</b>				<b>5,440</b>
<b>OTHER AUDIT ACTIVITIES</b>				
Fraud Waste and Abuse Hotline		250		
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>