

**The University of Texas Permian Basin  
FY 2023 Annual Audit Plan**

FY 2023 Audit Plan	Budget	Percent of Total	Risk	Primary Taxonomy	Specialty Audit Used	General Objective/Description
<b>Assurance Engagements</b>						
Disaster Recovery/Business Continuity	300		Critical	Information Technology	IT	Determine if planning for DRP and BCP is adequate and effective and complies with system security control standards under Texas Administrative Code (TAC) §202.
IT Asset Management	250		High	Information Technology	IT	Determine if procedures for managing IT assets are adequate and effective and comply with system security control standards under Texas Administrative Code (TAC) §202.
Export and Intellectual Property Controls	300		High	Research	Data Analytics	Evaluate adequacy of procedures and controls to guard against unauthorized access or release of information.
UTS 142.1 - Account Reconciliation and Segregation of Duties	250		High	Finance	Data Analytics	Determine compliance with UTS policy 142.1 regarding monthly account reconciliations and proper segregation of duties.
3rd Party/Cloud Security Management	250		High	Information Technology	IT	Determine if procedures for monitoring, detecting and resolving unauthorized/unapproved cloud services are effective and comply with system security control standards under Texas Administrative Code (TAC) §202.
Effort Certification	250		High	Research	Data Analytics	Determine compliance with Federal Uniform Guidance requirements in the use of E-Cert application to validate and certify effort on federally funded grants.
Hiring Procedures and Controls for Faculty - possible carryover from FY 2022	100		Critical	Human Resources	Data Analytics	Anticipated carryover project from FY 22. Expected to be started but not completed. Examine hiring procedures and controls for compliance with UTPB and UT System policies.
<b>Assurance Engagements Subtotal</b>	<b>1700</b>	<b>38.9%</b>				
<b>Advisory and Consulting Engagements</b>						
Reserve for Consulting Engagements/General	300		N/A	N/A	N/A	Other minor consulting projects or non-specific consulting on an as-needed basis.
HEERF Compliance	200		Medium	Finance	Data Analytics	Document procedures and review overall compliance with HEERF expenditure and reporting requirements.
Facility Maintenance	200		Critical	Facilities Management	Data Analytics	Evaluate facility/campus maintenance procedures, including deferred maintenance.
Meetings with Leadership	40		N/A	N/A	N/A	Meetings with the President and executive management.
Committees	20		N/A	N/A	N/A	Participation on UTPB committees.
<b>Advisory and Consulting Engagements Subtotal</b>	<b>760</b>	<b>17.4%</b>				
<b>Required Engagements</b>						
TEC 51.9337 Compliance Assessment	40		Medium	Purchasing/Supply Chain	N/A	Determine compliance with Texas Education Code 51.9337 in regard to purchasing policies and staff certifications.
Annual Financial Report - FY 2022	5		N/A	Finance	N/A	Provide minimal assistance to external auditors.
Annual Financial Report - Interim Procedures - FY 2023	5		N/A	Finance	N/A	Provide minimal assistance to external auditors.
<b>Required Engagements Subtotal</b>	<b>50</b>	<b>1.1%</b>				
<b>Investigations</b>						
Investigations Reserve/General	200					Investigations, complaints, hotline tips on as-needed basis.
<b>Investigations Subtotal</b>	<b>200</b>	<b>4.6%</b>				
<b>Reserve</b>						
Special requested or unanticipated audits/projects	300					To provide for emerging risks as well as special requests from the President, executive management, audit committee, unanticipated events, and to-be-determined UT System engagements, that have not been specifically budgeted.
<b>Reserve Subtotal</b>	<b>300</b>	<b>6.9%</b>				
<b>Follow-Up</b>						
General follow-up procedures	100					Follow-up work on outstanding recommendations as necessary.

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<b>Follow-Up Subtotal</b>	<b>100</b>	<b>2.3%</b>				
<b>Development - Operations</b>						
Annual Risk Assessment and Audit Plan	140					Required annually.
Annual Internal Audit Report - FY 2022	40					Required annually by SAO - covers audit activity during FY 2022.
Quality Assessment Review	200					Work associated with external peer review required every three years to validate conformance to IIA, GAGAS (Yellow Book) and Texas Internal Auditing Act requirements.
Internal Audit Committee	300					Preparation for audit committee meetings and meetings with audit committee members.
IT issues	30					Technical issues related to remote and office workstations and website data updates.
Other required work - UT System	40					Other work required by UT System, including weekly CAE meetings and general reporting of performance metrics.
TeamMate	60					TeamMate reporting/changes, including setting up new audits/projects.
Outside audit coordination/tracking	30					Coordination and monitoring of status of outside audits.
UT System Council Meetings (non-CPE hours)	40					Attend meetings of UT System Audit Council as required.
Audit staff meetings/discussions	60					Discussion of audit-related issues not specific to one engagement.
<b>Development - Operations Subtotal</b>	<b>940</b>	<b>21.5%</b>				
<b>Development - Initiatives and Education</b>						
Required Continuing Professional Education (CPE)	180					Required continuing education in order to maintain professional certifications.
Other Training, including travel	80					Other necessary training that is non-CPE, including travel.
Audit software conversion training	60					For converting to new audit software application.
<b>Development - Initiatives and Education Subtotal</b>	<b>320</b>	<b>7.3%</b>				
<b>Total Budgeted Hours</b>	<b>4370</b>	<b>100.0%</b>				