



**USF SYSTEM AUDIT
FY 2019 and FY 2020 WORK PLAN**

	Total Hours	% of Effort	Yr 1	Yr 2
DIRECT SERVICES				
<i>Audit Services</i>				
Core Processes:				
Access Controls/Entitlement Reviews-Internal Transfers	600		600	
Time & Labor (Decentralized)	800		800	
Payroll	800			800
Emergency Management	800			800
Surplus Property & Asset Disposal	600		600	
Academic Areas:				
College of Behavioral-Comm Sciences	800			800
College of Hospitality & Tourism Leadership (USFSM)	600			600
College of Public Health	800		800	
College of Medicine	800			800
PBF Data Integrity-Year 1	800		800	
PBF Data Integrity-Year 2	800			800
Governance:				
Delegation of Authority/MOUs/Contract Approval	200		200	
IT Governance	800			800
Research:				
Recharge Centers Operations	800		400	400
Human Subjects Regulations	600			600
Information Technology:				
Cloud Computing & Security	700			700
IT Change Management	700		700	
IT General Controls (USFSP/USFSM)	600		600	
USFH IT - Year 1	800		800	
USFH IT - Year 2	800			800
<i>Follow-up; Coordinate External Audits</i>	<u>1,000</u>		<u>500</u>	<u>500</u>
<i>Subtotal</i>	15,200		6,800	8,400
<i>Consulting Services</i>				
Special Projects	2,000		1,800	200
Emerging Issues - compliance, financial, IT	<u>600</u>		<u>300</u>	<u>300</u>
<i>Subtotal</i>	2,600		2,100	500
<i>Investigations @ 10%</i>	4,160		2,080	2,080
<i>Contingency @ 7%</i>	3,000		1,500	1,500
TOTAL DIRECT SUPPORT	24,960	60%	12,480	12,480
INDIRECT SUPPORT				
University Meetings, In-House Training, Professional Orgs	2,160		1,080	1,080
Administration	6,280		3,140	3,140
TOTAL INDIRECT SUPPORT	8,440	20%	4,220	4,220
OTHER				
CPE	800		400	400
Holidays	1,760		880	880
Leave (Annual/Sick)	5,640		2,820	2,820
TOTAL OTHER	8,200	20%	4,100	4,100
TOTAL HOURS AVAILABLE (CAE + 9 STAFF)	41,600	100%	20,800	20,800

Approved by the USF Board of Trustees Audit and Compliance Committee on May 22, 2018