

**University of Louisiana System
Southeastern Louisiana University
Audit Hours Available & Allocable
2003-2004**

Audit Hours Available

Standard hours available for FY 2003-04 (2,080 hrs/auditor) x 2 auditors	4,160
Less: Vacation Time	160
Paid holidays	224
Sick Time	<u>80</u>
Available audit hours	<u>3,696</u>

Allocation of Audit Hours

<u>Project</u>	<u>Budgeted Hours</u>
1. Audit of Grants & Contracts – Selected Compliance (TRIO)	300
2. Audit of Study Abroad	120
3. Audit of Technology Fee	160
4. Audit of Grade Changes	160
5. Follow up on Leg. Auditor Statewide Single Audit Report	120
6. Audit of Cash Collection Points	160
7. Audit of Textbook Rentals & Other Selected Inventories	200
8. Audit of Athletics – Compliance, Rev/Exp, New Football Prog.	300
9. Campus-wide Control Self-Assessment Project	500
10. Audit of TOPS Scholarships	200
11. Audit of Financial Aid – Selected functions	300
12. Audit of Student Government Assn.	200
13. Special Projects – Fraud/System & Administration Requests	300
14. Training/Travel (40 hrs +32 hrs travel x 2 auditors)	160
15. Audit Administration	<u>276</u>
Total Allocable Hours	<u>3,696</u>

6. Audit of Cash Collection Points

Objectives –

- a. Determine where cash collection points are on campus; select a sample and test controls surrounding cash receipts and deposits.

Type of Review – Administrative Priority – 1 Budget Hours – 160

7. Audit of Textbook Rentals & Other Selected Inventories

Objectives –

- a. Audit the Textbook Rental process
- b. Observe, test, and review procedures for other physical and perpetual inventories.
- c. Compare inventory amounts for the past three years. ??

Type of Review – Administrative Priority – 1 Budget Hours – 200

8. Audit of Athletics – Compliance, Rev/Exp, New Football Program

Objectives –

- a. Analyze self-generated revenue and expenditures recorded in the Athletics Department auxiliary budget units.
- b. Review the adequacy of internal controls. ??
- c. Audit compliance with applicable policies and procedures
- d. Follow-up on the prior audit findings of Athletic Department.
- e. Review policies and procedures for ticket sales for new football program.

Type of Review – Administrative Priority – 1 Budget Hours – 300

9. Campus-wide Control Self-Assessment Project

Objectives – Implement a control self-assessment at the University

- a. Create self-assessment form on Internal Audit website
- b. Disseminate the form to department heads
- c. Review and test a sample of completed forms
- d. Assist department heads as needed in implementing needed internal controls

Type of Review – Administrative Priority – 1 Budget Hours – 500

10. Audit of TOPS Scholarships

Objectives –

- a. Select sample of TOPS scholarships and test administrative procedures and eligibility requirements for compliance with Act 165, 1st Extraordinary Session, 1998.

Type of Review – Compliance

Priority – 1

Budget Hours – 200

11. Audit of Financial Aid – Selected functions

Objectives –

- a. Select an area (e.g. Pell grants) of high exposure to department's mission
- b. Test compliance with applicable state and federal regulations.

Type of Review – Administrative

Priority – 1

Budget Hours – 300

12. Audit of Student Government Assn.

Objectives –

- a. Determine that fees were assessed and expenditures were made in accordance with SGA resolutions and policies.
- b. Evaluate adequacy of internal controls and make recommendations for improvement

Type of Review – Administrative

Priority – 1

Budget Hours – 200