

**REGIONAL UNIVERSITY SYSTEM OF OKLAHOMA (RUSO)**  
**FY2025 Internal Audit Plan**

Listing of Internal Audit Areas	General description of potential procedures	2024 Internal Audit Plan – per University					
		ECU	NSU	NWOSU	SE	SWOSU	UCO
1. Encumbrance & Pre-Audit System (Alternate Claims – required to be audited annually)	<ul style="list-style-type: none"> <li>Select sample of claims processed through the Miscellaneous Claims Encumbrance and Pre-Audit System for testing compliance with the established policies and procedures and applicable State laws and regulations</li> </ul>	✓	✓	✓	✓	✓	✓
2. HR and Payroll	<ul style="list-style-type: none"> <li>Review overall policies and procedures</li> <li>Review internal controls from the hiring process through the payment process</li> <li>Select a sample of employees to test for proper documentation and payment</li> </ul>	✓	✓	✓	✓	✓	✓
2. Assessment & Billing of Tuition and Fees	<ul style="list-style-type: none"> <li>Review overall policies and procedures</li> <li>Review and evaluate internal controls</li> <li>Select a sample of classes and recalculate the tuition and fees based on the student’s schedule</li> </ul>	✓	✓	✓	✓	✓	✓
4. Title 61 – Public Construction	<ul style="list-style-type: none"> <li>Review overall policies and procedures</li> <li>Review and evaluate internal controls</li> <li>Select a sample of projects and review for all required documentation</li> </ul>	✓	✓	✓	✓	✓	✓
5. Follow-up on Prior Year Audit Findings	<ul style="list-style-type: none"> <li>Review findings of Prior Year Audits and determine the status of addressing those findings</li> </ul>	✓	✓	✓	✓	✓	✓
6. Other Areas of Board and/or Management Interest (e.g., Performance Audits)	<ul style="list-style-type: none"> <li>Address other areas of interest, as identified by Board and/or University Management</li> </ul>						

## Other Potential Audit Areas

The following is a non-inclusive list of potential areas listed for the purpose of assistance while considering the scope and audit areas for the fiscal year 2025 audit plan and for future audit plans.

Potential Audit Areas	Areas of focus (example of potential scope with audit area)
Academics	<ul style="list-style-type: none"> <li>• Admissions requirements</li> <li>• Scholarship awards and retention</li> <li>• Grade reporting</li> <li>• Program admissions</li> <li>• Degree requirements</li> </ul>
Performance Audits	<ul style="list-style-type: none"> <li>• Compliance report information</li> <li>• Board reports and other presented information</li> <li>• Evaluation of cost neutral operations</li> </ul>
Individual Departments or Colleges in the Universities	<ul style="list-style-type: none"> <li>• Practice Plans</li> <li>• Overall Procedures regarding budget and approval processes</li> <li>• Compliance with University policies and procedures</li> <li>• ITV courses (creation, monitoring, etc)</li> </ul>
Compliance & Contracts	<ul style="list-style-type: none"> <li>• Controlled Substances</li> <li>• Clery Act</li> <li>• Contracts with other businesses (excluding Food Service and Bookstore)</li> <li>• Police Contracts to work off campus</li> <li>• Contracts with State Agencies</li> </ul>