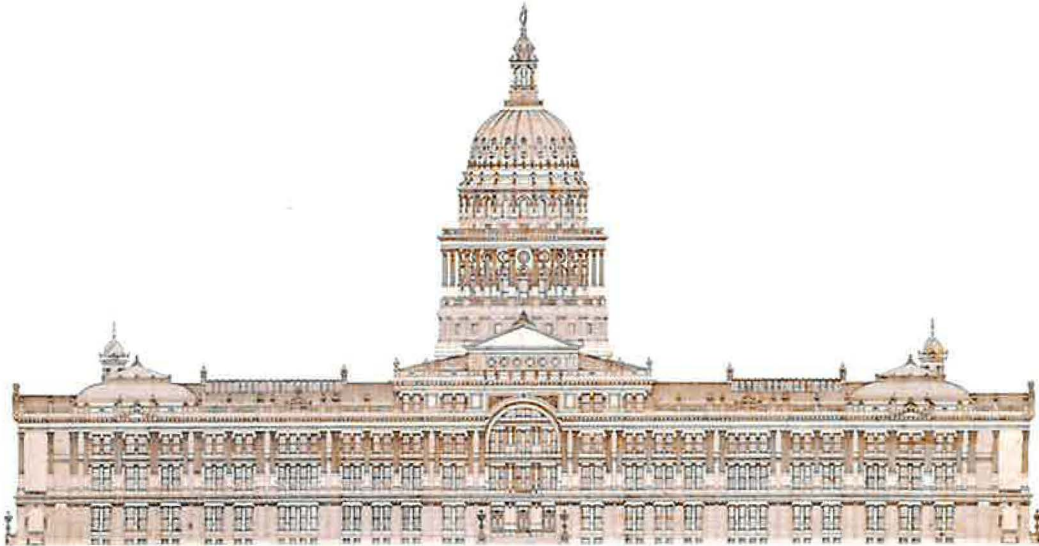

Fiscal Year 2023 Internal Audit Plan

State Preservation Board



This Internal Audit Plan was prepared by the Internal Auditor and presented to the Texas State Preservation Board.

R. Eric Ramos

R. Eric Ramos
Internal Auditor

9/1/2022

Date

This Internal Audit Plan was approved by the Texas State Preservation Board.

Jordan Hale

Chairman

4/21/23

Date

Rob Wenzel

Executive Director

4/21/23

Date

TABLE OF CONTENTS

| | |
|---|----------|
| Fiscal Year 2023 Internal Audit Plan..... | 1 |
| Discussion of Proposed Engagements, Initiatives, and Activities..... | 2 |
| Overview | 3 |
| <i>Introduction.....</i> | <i>3</i> |
| <i>Purpose of Internal Auditing.....</i> | <i>3</i> |
| <i>Types of Internal Audit Services.....</i> | <i>3</i> |
| Assurance Activities..... | 3 |
| Consulting/Advisory Activities..... | 3 |
| <i>Audit Plan Development.....</i> | <i>4</i> |
| Risk Assessment..... | 4 |
| Project Selection..... | 4 |
| <i>Agency Mission.....</i> | <i>4</i> |
| <i>Acceptable Level of Risk.....</i> | <i>4</i> |
| <i>Professional Standards.....</i> | <i>5</i> |
| <i>Closing.....</i> | <i>5</i> |
| Calculation of Available Hours..... | 6 |

Fiscal Year 2023 Internal Audit Plan

For the Period September 2022 – August 2023

| | <u>Initial Allocated Hours</u> |
|---|------------------------------------|
| <u>Internal Audit Assurance and Consulting/Advisory Activities</u> | |
| 1. Closeout of Fiscal Year 2022 Projects | 250 |
| 2. Contract Management and Monitoring Processes | 300 |
| 3. Retail Sales Functions and Financial Controls | 300 |
| 4. Information Technology and Cybersecurity | 117 |
| 5. Reserved for Special Requests | 297 |
| <i>SUBTOTAL</i> | <u>1,264</u> |
| <u>Auditing Standards and Statutorily Required Internal Audit Activities</u> | |
| 6. Continuing Professional Education | 40 |
| 7. Internal Audit Annual Report | 80 |
| 8. Peer Review Coordination/SAIAF Activities | 80 |
| 9. Annual Risk Assessment Process for 2023 | 160 |
| <i>SUBTOTAL</i> | <u>360</u> |
| <u>Administrative Internal Audit Activities</u> | |
| 10. Administration of the Internal Audit Function | 122 |
| <i>SUBTOTAL</i> | <u>122</u> |
| Fiscal Year 2023 TOTAL BUDGETED HOURS | 1,746¹ |

¹ See supporting calculations in Appendix 1.

Discussion of Proposed Engagements, Initiatives, and Activities

NOTE: The below represents an initial discussion and some preliminary scoping of proposed Internal Audit projects for Fiscal Year 2023. However, the actual scope will be determined at the time the planned project commences, and may differ from the discussion below based on an assessment of risk at that time.

Internal Audit Assurance and Consulting/Advisory Activities

- 1. Closeout of Fiscal Year 2022 Projects:** Internal Audit will complete open projects.
- 2. Contract Management and Monitoring Processes:** State contract management and administration practices will continue to be of interest to state leadership and oversight agencies. SB 20 outlines accountability and risk analysis procedures for agency contracting, purchasing, and accounting. Internal Audit will periodically review contracting and purchasing practices to assist management in assuring that we are maximizing value and utilizing open and transparent contracting processes.
- 3. Retail Sales and Financial Controls:** Financial controls and processes are critical to the backbone of an organization. Internal Audit reviews and considers the risks related to financial controls and processes in most audit activities. Internal Audit will perform reviews of various retail and concession functions, including price adjustments and returns recorded in the Retail Point of Sale system. Internal Audit will also perform reviews of cash management and inventory processes including receiving and returns. Internal Audit will also observe or review inventory counts to verify that inventory and cash management controls are operating as intended.
- 4. Information Technology and Cybersecurity:** Information Technology is vital to SPB's infrastructure. Internal Audit intends to focus efforts on assisting the IT function in meeting its critical goals and objectives. This core responsibility includes hardware, software applications, systems, networks, and security supporting the Board's digital assets, operations, and capabilities. Internal Audit will partner with the IT team on efforts to assess the Board's systems, cybersecurity practices, and overall IT risks.
- 5. Reserved for Special Requests:** Hours are allocated for unanticipated requests for Internal Audit assistance that arise throughout the year so that the division can be responsive to the immediate needs of the Board and management. Allocated hours represent approximately 17% of total budgeted hours.

Auditing Standards and Statutorily Required Internal Audit Activities

- 6. Continuing Professional Education:** Hours are allocated for ensuring compliance with requirements set forth in the Government Auditing Standards.
- 7. Internal Audit Annual Report:** Hours are allocated for the preparation of the Internal Audit Annual Report to ensure compliance with requirements set forth by the Texas Internal Auditing Act and professional audit standards.
- 8. Peer Review Coordination/SAIAF Activities:** Hours are allocated for participation on teams performing peer reviews of other agencies, and attendance at State Agency Internal Audit Forum (SAIAF) meetings.
- 9. Annual Risk Assessment Process for Fiscal Year 2023:** Hours are allocated for the preparation of a risk-based audit plan for FY 2023 to ensure compliance with requirements set forth by the Texas Internal Auditing Act and professional audit standards.

Administrative Internal Audit Activities

- 10. Administration of the Internal Audit Function:** Allocated hours represent approximately 7% of total budgeted hours.

Overview

Introduction

We appreciate the opportunity to provide our vision of Internal Audit efforts at the Texas State Preservation Board (SPB) for Fiscal Year 2023. Accordingly, this plan covers the period September 1, 2022, through August 31, 2023. This document provides our Internal Audit Plan as required by professional auditing standards and *Texas Government Code §2102.005*.

The Internal Audit Division is committed to being a valuable resource in improving the agency's operations, and is proposing a plan that targets key agency responsibilities, yet builds in flexibility to allow for special requests by the Board and management. Special requests are unanticipated requests for Internal Audit assistance that arise during the year and require immediate attention.

Purpose of Internal Auditing

The Audit Charter provides the purpose, authority, responsibilities, and professional requirements of the Internal Audit Division.

As the internal audit profession has evolved, so has the definition of our work efforts.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.²

Types of Internal Audit Services

Internal Audit services consist of two types of activities – assurance and consulting/advisory. In Fiscal Year 2023, Internal Audit will provide both types of services. Progressive Internal Audit departments provide additional management assistance or consulting services to their organizations. Internal Audit will continue to provide both formal and informal counsel and recommendations on management issues, concerns, and draft policies and procedures. These activities are an important component of strengthening agency internal control structures.

Assurance Activities

Internal Audit provides assurance services for the agency which are defined as objective examinations of evidence for the purpose of providing an independent assessment on risk management, control, and governance processes for the organization.

Consulting/Advisory Activities

By definition, internal auditing also includes the provision of consulting services. Consulting services are advisory client service activities, the nature and scope of which are agreed with the client and which are intended to add value and improve the organization's governance, risk management, and control processes without the internal auditor assuming management responsibility.

² Institute of Internal Auditors

Audit Plan Development

As part of the FY23 Audit Plan process, Internal Audit relied on the risk assessment methodology and prior results developed for the Board. The goals for this common risk assessment approach were to start at the top with an awareness of critical initiatives and objectives to ensure the risks assessed were the most relevant. The risk assessment approach was based on a top-down process that included conversations and requests for input with risk collaborators, executives, and managers from the various operating divisions.

Risk Assessment Approach

Risk assessment is a systematic process for assessing and integrating professional judgments about probable adverse conditions and/or events. The risk assessment process provides a means of organizing and integrating professional judgments for development of the work schedule. Activities with higher risk are assigned higher audit priorities. The risk assessment process leads Internal Audit to establish audit or review work-schedule priorities which become the Internal Audit Plan.

Project Selection

Ultimately, proposed projects will be selected based on management and Board input, auditor judgment, relative risk, and scope of coverage. We perform a variety of analyses to ensure appropriate coverage and strive to not duplicate efforts by external auditors. We also consider the inherent risk and likely potential scope of each project in allocating the available hours and determining the number of projects to be scheduled for the fiscal year. Additional hours are also allocated to the administration of the Internal Audit function and to special initiatives.

In Fiscal Year 2023, Internal Audit intends to continue its efforts in examining critical areas of agency operations. In addition, Internal Audit will remain flexible to assist the Board and management with any special requests throughout the year.

Agency Mission

The State Preservation Board preserves and maintains the Texas Capitol, the Capitol Extension, the 1857 General Land Office Building that now houses the Capitol Visitors Center, other designated buildings, their contents and their grounds; provides facilities and grounds keeping services for the Texas Governor's Mansion; and operates the Bullock Texas State History Museum and the Texas State Cemetery. The SPB provides educational programs related to Texas history, government and culture to benefit the citizens of Texas and visitors to the state.

Internal Audit plays an important role in supporting the agency's efforts toward meeting its goals and objectives. We consider the agency's mission in each project and engagement undertaken.

Acceptable Level of Risk

While the proposed Internal Audit Plan results from our consideration of a wide-ranging scope of projects, it does not, nor does it intend to, address or provide coverage for all SPB components or systems. Our goal is to optimize our limited resources to provide reasonable coverage in the areas we believe require the most attention.

However, because we cannot address every risk area, it is important for the Board and management to understand the limitations of the audit coverage and the risks they assume in areas not audited. We believe that this plan appropriately allocates resources of the Internal Audit function to the most important priorities and risks of the agency at this point in time.

Professional Standards

We adhere to *Government Auditing Standards*, as promulgated by the U.S. Government Accountability Office, and the *International Standards for the Professional Practice of Internal Auditing*, as promulgated by the Institute of Internal Auditors which includes the *Code of Ethics*. In addition, we conform to requirements found under the Texas Internal Auditing Act and comply with all policies and procedures of the Texas State Preservation Board.

Closing

Audit plans act as a guide for internal audit departments. Our plan includes proposed engagements and other initiatives to perform during the year. We have budgeted time for special requests so that we can be responsive to the immediate needs of the Board and management as they may arise throughout the fiscal year.

As discussed under “Acceptable Level of Risk”, our plan does not, nor is it intended to, address or provide complete coverage for all SPB components or systems. We believe that this plan allocates the resources of Internal Audit to the most important priorities and risks of the agency at this time.

Internal Audit wishes to thank SPB management and staff for their assistance in providing information which led to the development of this proposal. Internal Audit looks forward to helping the agency meet its objectives this fiscal year. For further information on the Fiscal Year 2023 Internal Audit Plan, please contact the Internal Auditor, Eric Ramos, at (512) 475-4975 or by email at eric.ramos@tspb.texas.gov.

Calculation of Available Hours

September 2022 – August 2023

| | |
|-------------------------------------|--------------|
| Total Work Hours (One Auditor)..... | 2,088 |
| Less: Holidays..... | (112) |
| 14 days x 1 auditor | |
| Less: Annual and Sick Leave..... | (230) |
| 11% of 2,088 | |
| TOTAL AVAILABLE HOURS | 1,746 |