



*The College of New Jersey*

FY2013 Proposed Internal  
Audit Plan

# ***FY2013 Proposed Internal Audit Plan***

**Risk Type: F – Financial   O – Operational   C – Compliance   S – Strategic   IT – Information Technology**

<b>Risk Area</b>	<b>Risk Type</b>	<b>Scope of Review</b>	<b>Status</b>
Payroll & Employee Withholding Expense	F, O, C	<ul style="list-style-type: none"> <li>Assess the adequacy of design and operating effectiveness of internal controls and processes governing employee payroll and payroll withholding tax, including the addition of new employees, timely removal of terminated employees and the validation of changes to employee payroll records.</li> <li>Assess accuracy of employee withholding tax and timely remittance, as required.</li> </ul>	TBD
Sponsored Research and Grants Administration	F, C, R	<ul style="list-style-type: none"> <li>Assess the adequacy of internal controls design and operating effectiveness of pre- and post-award grant administration processes, internal controls and relevant policies and procedures (i.e., practices, staffing, skill sets, systems, systems of compliance, etc.).</li> <li>Assess compliance with enhanced reporting requirements for funding received via the American Recovery and Reinvestment Act (ARRA)</li> </ul>	TBD
Campus Security and Student Safety	O, C	<ul style="list-style-type: none"> <li>Effectiveness and efficiency of internal controls related to student safety and compliance with federal crime reporting requirements.</li> </ul>	TBD

# ***FY2013 Proposed Internal Audit Plan (continued)***

**Risk Type: F – Financial    O – Operational    C – Compliance    S – Strategic    IT – Information Technology**

<b>Risk Area</b>	<b>Risk Type</b>	<b>Scope of Review</b>	<b>Status</b>
TCNJ Foundation (Investment Management)	F, O	<ul style="list-style-type: none"> <li>Effectiveness and efficiency of internal controls, policies/procedures and adequacy of skill sets related to selected activities (i.e. wire transfers) in the Investment Office with consideration to processes governing alternative investments including increased accounting and control requirements, re: valuing and monitoring fund performance.</li> </ul>	TBD
Information Technology - General Computing Controls	F, O, C	<ul style="list-style-type: none"> <li>Assess design and operating effectiveness of internal controls, policies/procedures and adequacy of skill sets related to IT function(s).                             <ul style="list-style-type: none"> <li>– Operation of various IT functions across the College</li> <li>– Storage of back-up data onsite and development of business continuity plans and disaster recovery plans.</li> </ul> </li> </ul>	TBD
General & Admin.		<ul style="list-style-type: none"> <li>On-going communication and periodic reporting to TCNJ management, the Audit Committee and Board of Trustees., as required.</li> </ul>	