

Nevada System of Higher Education

www.nevada.edu

System Administration
4300 S. Maryland Parkway
Las Vegas, Nevada 89119
(702) 889-8426
Fax: (702) 889-8495




System Administration
2601 Enterprise Road
Reno, NV 89512
(775) 784-4958
Fax: (775) 327-5049

February 4, 2025

MEMORANDUM

TO: Mrs. Susan Brager, Chair
Mrs. Carol Del Carlo, Vice Chair
Mr. Aaron Bautista
Mr. Patrick J. Boylan
Mr. Byron Brooks

FROM: Lauren Tripp, Chief Internal Auditor 

SUBJECT: Internal Audit Departmental Work Plan
Audit, Compliance and Title IX Committee – March 6, 2025

The NSHE Internal Audit Department develops and submits for approval on a six-month rolling period, a work schedule for review and approval by the Audit, Compliance and Title IX Committee. With a constantly changing risk landscape, there is an increased need for a flexible, agile internal audit workforce. The Internal Audit Department Work Schedule continues to be derived from our updated risk assessment process, which is summarized below:

Risk Assessment Process - Fiscal Year 2025 (2nd half)

- Continue our updates to the comprehensive list of auditable areas (“audit universe”) in a collaborative fashion
- Review the risk factors used to ensure they provide a more complete view of risks affecting NSHE
- Apply risk factors in a weighted fashion (considering significance / likelihood) to determine and prioritize risks in order to scale to resources
- Solicit input from system-wide / institution management for current specific audit or consulting focus
- Utilize data from NSHE Compliance Hotline to identify potential areas requiring review

We continue to adapt the format of our work schedule to explicitly highlight that our department provides services beyond that of traditional assurance services. Highlights and themes of the system-wide audit plan are summarized below:

Highlights of the System-wide FY 2025 Audit Plan (2nd half)

- NSHE Internal Audit will dedicate ~3,500 hours to planned, assurance-based audits, spread across all institutions and the System office
- To facilitate agility and flexibility in the work schedule, NSHE Internal Audit will dedicate ~1,200 hours to projects based on emerging risks, collaborative efforts with other assurance-providing functions around the system, and incident management
- Approximately nine percent of personnel hours are budgeted for training / administrative items. This includes continuing education for the NSHE Internal Audit team (external training to maintain certifications and competencies), department assessments, as well as continued cross-training to ensure the department is well-organized and well-positioned to add value to the institutions

Themes in the System-wide FY 2025 Audit Plan (2nd half)

- Responsiveness – NSHE Internal Audit looks for opportunities to reduce or eliminate gaps in controls. We continue to leverage the results of external audits (and management’s detailed action plans) to inform this and future audit plans. We will focus on re-alignment of internal audit objectives and prioritize compliance with new standards
- Collaboration – A continued/growing theme of collaboration and co-sourcing with other assurance and advisory personnel ultimately leads to more effective projects and efficient use of resources. We will continue to leverage subject matter experts around the system, especially in areas of compliance and risk management and ongoing ERM projects
- Hotline – Our role continues to include facilitation of cases to proper subject matter experts, and where appropriate, utilization of hotline data to inform our audit plan. With the accumulated data over the years and implementation of a new reporting system, this creates an opportunity for an analysis of making the hotline more efficient and effective
- AI/Data Analytics – With the world of technology always changing, it is imperative to develop a strategy to “work smarter not harder”. We will explore safe options on utilizing AI/data analytics to help drive efficiencies and allow for potential continuous auditing
- Staffing/Resources – NSHE Internal Audit remains practical while working around resource challenges. Balancing resources available in the most efficient way will be crucial. We will continue to focus on staffing and building talent

The detailed list of audits can be found on page 5. Please contact me if you have any questions or need additional information.

Nevada System of Higher Education
Internal Audit Department
Capacity Analysis & Work Plan
Fiscal Year 2025 (2nd half)

Personnel Hours (Total Hours x 6 FTE)	6,240	
Non-audit Hours (Holidays, vacations, illness, etc.)	-950	
Training and Administrative Hours	-540	
Utilizable Audit Hours	4,750	
Utilizable Audit Hours	4,750	
Audit Program - Planned (~75%)	3,550	
Audit Program - Advisory/Requests/Collaborations (~15%)	725	
Audit Support Activities/Hotline Management (~10%)	475	
Audit Program - Planned		
UNR Differential Program and Special Course Fees	300	600
UNR Sponsored Projects	300	
DRI Grants and Contracts	300	300
TMCC Host*	25	
TMCC (Unannounced)	275	300
WNC Admissions and Records*	150	150
GBC Contract/Customized Training*	25	
GBC Change in Leadership*	100	
GBC (Unannounced)	250	375
NSHE - Single Audit Follow-up*	100	
NSHE - Human Resources	200	300
IT - Data Analytics	200	200
UNLV School of Dental Medicine*	75	
UNLV Athletics	200	
UNLV Differential Program and Special Course Fees	300	575
CSN Scholarship Operations	250	
CSN Change in Leadership*	25	275
NSU Facilities Contract	200	
NSU (Unannounced)	275	475
Grand total - Planned audits		3,550

* Project currently in-progress, hours represent approximate remaining time to complete