



Fiscal Year 2017 Internal Audit Annual Report

Prepared By
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I. Compliance with Texas Government Code, Section 2102.015: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit information on Internet Web site

Texas Government Code, Section 2102.015, requires state agencies and higher education institutions, as defined by *Section 61.003, Education Code*, to post certain information on their Internet Web sites. Below is a summary of the provisions of that statute.

Within 30 days of approval, an entity should post the following information on its Internet Web site:

- An approved audit plan, as provided by *Texas Government Code, Section 2102.008*.
- An internal audit annual report, as required by *Texas Government Code, Section 2102.009*.

The above reports are considered to be approved if they are approved by an entity's governing board or by the chief executive if the entity does not have a governing board.

Texas Government Code, Section 2102.015, also requires entities to update the posting described above to include the following information on the Web site:

- A “*detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns, if any, raised by the audit plan or annual report.*”
- A “*summary of the action taken by the agency to address concerns, if any, that are raised by the audit plan or annual report.*”

Collin County Community College District Internal Audit Department intends to ensure compliance with Texas Government Code, Section 2102.015 through the following procedures:

- Posting its Annual Audit Plan to the Collin College webpage within 30 days after formal approval by the Board of Trustees.
- Posting its Internal Audit Annual Report to the Collin College webpage within 30 days after formal approval by the Board of Trustees.
- Posting updates to the Collin College webpage that includes the following information:

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- A detailed summary of the weaknesses, deficiencies, wrongdoings, or other concerns raised by the audit plan or annual report.
- A summary of the action taken by the agency to address concerns, if any, that are raised by the audit plan or annual report.

II. Internal Audit Plan for Fiscal Year 2017

Audit Plan for Fiscal Year 2017		
Audit	Report Number	Status/Report Date
Safety (CGC Legal CGC Local)	17-01	Final Report issued May 26, 2017
Lab Safety	17-02	Reporting
Clery Act	17-03	Reporting
Bursar	17-04	Deferred to 2018

Summary of Weakness, Deficiencies, Wrongdoings, or other Concerns raised by the Audit Plan or Annual Report

Finding/Internal Control Weakness	Safety	
	Recommendation/Management Action Plan	Implementation Status
<p><u>Safety and Security Audit not Comprehensive</u></p> <p>We determined that the safety and security audit that covered fiscal years 2013, 2014, and 2015 was not comprehensive. It only consisted of completing the required questionnaire from the Texas School Safety Center. Per the Texas School Safety Center, the completion of the questionnaire should be a summary of the audit that was completed; details of the safety and security audit should reside with the institution. There were no detail procedures performed for the safety audit. The Texas School Safety Center provides checklists to be utilized when conducting the safety audit as well as a Higher Education</p>	<p>We recommend that management improve compliance with Texas Education Code 37.108 (b).</p> <p>Management concurs with the finding. After reviewing the file documents and the completed checklist from the reporting period ended 2015, it is apparent that a good faith effort to comply with the reporting requirement was made and that additional improvements are needed.</p>	<p>Incomplete/Ongoing</p>

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<p>Safety and Security Audit Guide. The next three-year audit should cover fiscal years 2016, 2017, and 2018.</p>		
<p><u>Emergency Alert System not Periodically Tested</u> An Emergency Alert System has been established by Collin College; however, it is not periodically tested to ensure operability. Periodic testing of the Emergency Alert System ensures that the system will operate as designed in the event that a situation arises requiring notification to faculty, staff, and students.</p>	<p>We recommend that the Emergency Alert System be periodically tested to ensure operability.</p> <p>Management concurs with the recommendation. Collin College has an Emergency Alert System that includes notification of the President or his designee; notification of the Chief Public Relations Officer; and from there notification of the Director of Communications and Marketing. College-wide alerts are then communicated via CougarAlert (utilizing Cougar mail, Facebook, Twitter and text messaging) and the Collin College website. Calls are also made to area television and radio outlets.</p>	<p>Incomplete/Ongoing</p>
<p><u>Emergency Operations Plan not Periodically Reviewed or Updated</u> An Emergency Operations plan has been established by Collin College; however, there is not a process in place to ensure that the Emergency Operations Plan is periodically reviewed and updated.</p>	<p>We recommend that management implement a process to ensure the Emergency Operations Plan is periodically reviewed and updated to ensure it is kept current.</p> <p>Management concurs with the recommendation. The police department is responsible for the College's Emergency Operations Plan and the current Emergency Management and Procedures Manual was developed several years ago to meet this responsibility. Although it addresses many of the issues needed in an Emergency Operations Plan, it does not include Incident Command System (ICS) and National Incident Management System (NIMS) processes or use a comprehensive all hazards approach to Emergency Operations.</p>	<p>Incomplete/Ongoing</p>

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<p><u>The Emergency Operations Plan does not include who needs to be trained in what and at what level, it does not provide for measures to ensure coordination with the Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency, and it does not provide for the implementation of a safety and security audit.</u></p> <p>District employee training related to Emergency /Safety Procedures is provided at new employee orientation. These Emergency /Safety Procedures are also posted throughout the College; typically, in breakrooms. Employees also view an active shooter video during new employee orientation to understand how to react if such a situation should arise. There is also a copy of the Emergency Management Plan on the MyWorkplace tab under Crisis Response in CougarWeb. However; per the Texas School Safety Center, the Emergency Operations Plan should include who needs to be trained in what and at what level. The Emergency Operations Plan does not include this information. The National Incident Management System (NIMS) offers several position specific trainings which could be utilized.</p>	<p>We recommend that management improve compliance with Texas Education Code 37.108 (a) (1), (a) (3), and (a) (4).</p> <p>Management concurs with the recommendation. A comprehensive safety plan is currently being developed for the College and is expected to go to the Board of Trustees soon.</p>	<p>Incomplete/Ongoing</p>
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<p>The Emergency Plan does not provide for measures to ensure coordination with the Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments in the event of an emergency. Memorandums of Understanding could be obtained from Department of State Health Services and local emergency management agencies, law enforcement, health departments, and fire departments to ensure proper coordination.</p> <p>The Emergency Plan also does not provide for the implementation of a safety and security audit.</p>		
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III. Internal Audit Plan for Fiscal Year 2018

Overview

The annual audit plan is a guide developed for the utilization of the internal audit resources during the fiscal year to address the risks of Collin College. Audits and reviews of selected areas included in the annual audit plan are areas that represent risk to Collin College based on the district-wide annual risk assessment performed by Internal Audit as part of the annual audit planning process.

The audit plan is a document that may change during the fiscal year as circumstances change. Requests from management, changes in audit resources, and changes in Collin College's organization or operations may result in changes to the audit plan. Any significant changes to the audit plan would require approval from Collin College Board of Trustees.

Development of the Audit Plan

The Fiscal Year 2018 audit plan covers the period of September 1, 2017, through August 31, 2018. The Internal Audit Department allocates its resources in a

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manner that is consistent with the mission and goals of Collin College. To support Collin College's mission, audit coverage is considered across the district. The audit plan is designed to provide coverage of key business processes during the given Fiscal Year.

Audit Plan for Fiscal Year 2018	
Audit	Report Number
Hazardous Waste Disposal	18-xx
Minors on Campus	18-xx
Title IX	18-xx
Purchasing & Cash Disbursement	18-xx
Bursar	18-xx
Procurement Card	18-xx
Follow-up Review of Audit Recommendations	N/A

IV. Consulting Services and Non-Audit Services Completed

No consulting services or non-audit services were completed in fiscal year 2017.

V. External Quality Assurance Review

The external quality assurance review is not due until 2022.

VI. External Audit Services Procured in Fiscal Year 2017

In fiscal year 2017, Collin College hired Grant Thornton to perform the annual financial statement audit, including the A-133 Single Audit.