

Office of the Board of Regents Office of Internal Audit FY21–22 Budget Plan

Board of Regents
Committee on Budget and Finance
September 2, 2021

Office of the Board of Regents Highlights

- ▶ **Board Office: 4 FTE positions, 1 Student Assistant**
 - Executive Administrator and Secretary
 - Executive Assistant
 - Private Secretary
 - Operations Specialist
 - Student Assistant (part-time)
- ▶ **Coordinates and Supports Board, SBCTE, and Committee Meetings**
Includes: agenda development; coordinating logistics; preparation, coordination, review, and compilation of materials; committee reports and minutes; certification of Board action; records maintenance.

Academic Year	Board	Committees	SBCTE & SPSEC	TOTAL	Days
20-21	10	35	2	47	23
19-20	13	27	3	43	21
18-19	10	34	4	48	26

- ▶ Provides support and guidance to 11 Regents, 7 standing committees, permitted interaction groups, Hawai'i Administrative Rules
- ▶ Serves as liaison to UH Administration
- ▶ Manages Regents Policies and supports policy development
- ▶ Conducts research and responds to internal and external inquiries and correspondence
- ▶ Manages official records of the Board dating back to 1907

Office of the Board of Regents
Expenses (Budget to Actual)
Fiscal Years 2020 - 2022

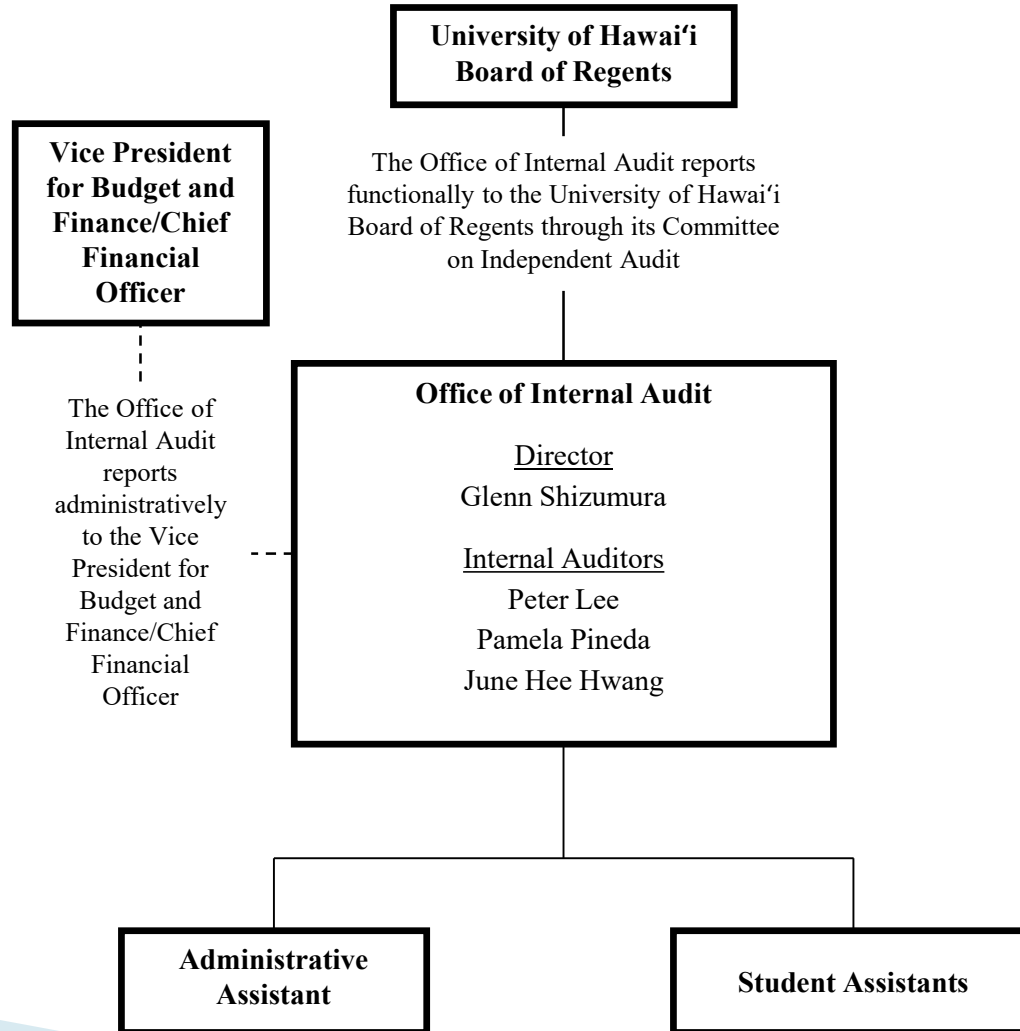
	Fiscal Year 2022	Fiscal Year 2021			Fiscal Year 2020		
	Preliminary Budget	Approved Budget	Actuals	(Over) / Under	Budget	Actual	(Over) / Under
Payroll & Benefits:							
Full-time (Salaries & Wages)	328,626.00	321,468.00	325,229.02	(3,761.02)	339,120.00	294,180.57	44,939.43
Casual	0.00	0.00	0.00	0.00	0.00	5,432.00	(5,432.00)
Students	15,000.00	15,000.00	10,380.94	4,619.06	15,000.00	11,922.66	3,077.34
Total Salaries	343,626.00	336,468.00	335,609.96	858.04	354,120.00	311,535.23	42,584.77
Other:							
Services Fee Basis	11,000.00	1,000.00	2,105.12	(6,908.36)	1,200.00	283.52	916.48
Encumbrance			5,803.24				
Materials & Supplies	4,000.00	4,000.00	1,370.87	2,629.13	12,000.00	5,824.97	6,175.03
Travel-Domestic	15,400.00	10,800.00	849.69	9,950.31	65,000.00	38,226.83	26,773.17
Print & Publications	400.00	400.00	0.00	400.00	500.00	260.00	240.00
Utilities & Communcation	3,500.00	3,500.00	1,990.05	1,509.95	5,000.00	1,826.07	3,173.93
Rentals	6,000.00	6,000.00	3,617.55	2,382.45	9,000.00	4,539.01	4,460.99
Repairs	1,500.00	1,000.00	1,153.89	(153.89)	2,000.00	507.48	1,492.52
Stipends & Allowances	3,312.00	3,312.00	3,312.00	0.00	3,312.00	3,312.00	0.00
Equipment	5,500.00	5,500.00	3,595.03	1,904.97	8,000.00	1,326.50	6,673.50
Others	6,500.00	28,500.00	3,191.13	25,308.87	15,000.00	4,140.79	10,859.21
Total Operating Expense	57,112.00	64,012.00	26,988.57	37,023.43	121,012.00	60,247.17	60,764.83
Total Expenses	400,738.00	\$400,480.00	\$362,598.53	37,881.47	\$475,132.00	\$371,782.40	\$103,349.60

Office of Internal Audit

Work and Services

- Annual Audit Plan
 - Describes and documents proposed audit engagements, scope, timing of work, etc.
 - Approved by the Committee on Independent Audit (Audit Committee)
 - Project criteria includes coverage of higher risk depts./units/functions.
 - Developed in consultation with the Audit Committee, University President and CFO, and external auditors as well as a review of historical internal audit reports and external auditor issued management letters.
- Audit Committee assistance (preparation of two Annual Reports pursuant to Hawai'i Revised Statutes §304A-321)
- Types of Services
 - Financial audits and reviews
 - Attestation engagements
 - Operational reviews
 - Compliance reviews
 - Follow-up audits

Office of Internal Audit Organization Chart August 2021



Office of Internal Audit

Expenses (Actual vs. Budget)

Fiscal Years 2022 - 2019

	Fiscal Year 2022		Fiscal Year 2021			Fiscal Year 2020			Fiscal Year 2019		
	Change from 2021	Proposed Budget	Budget	Actual	Over / (Under)	Budget	Actual	Over / (Under)	Budget	Actual	Over / (Under)
Payroll & Benefits:											
Full-time	1 %	\$ 470,676	\$ 466,840	\$ 470,653	\$ 3,813	\$ 635,349	\$ 455,724	\$ (179,625)	\$ 631,775	\$ 445,628	\$ (186,147)
Students	0 %	25,000	25,000	6,014	(18,986) ¹	37,000	23,765	(13,235)	37,000	32,106	(4,894)
	1 %	495,676	491,840	476,667	(15,173)	672,349	479,489	(192,860)	668,775	477,734	(191,041)
Other:											
Equipment rental (copy machine)	0 %	3,000	3,000	2,339	(661)	4,000	2,534	(1,466)	4,000	2,606	(1,394)
Dues & subscriptions	3 %	3,700	3,600	3,524	(76)	3,700	3,690	(10)	3,600	3,502	(98)
Repairs & maintenance	30 %	1,300	1,000	1,388	388	500	1,168	668	500	445	(55)
Supplies	(12)%	1,500	1,700	271	(1,429)	2,000	525	(1,475)	2,000	783	(1,217)
Computer hardware/software	0 %	2,500	2,500	583	(1,917)	3,200	-	(3,200)	3,200	1,184	(2,016)
Miscellaneous (travel, other)	0 %	500	500	43	(457)	1,000	137	(863)	1,500	690	(810)
	2 %	12,500	12,300	8,148	(4,152)	14,400	8,054	(6,346)	14,800	9,210	(5,590)
Whistleblower hotline											
Annual fee	(12)%	18,000 ²	20,500	17,760	(2,740)	18,900	19,681	781	18,500	18,285	(215)
Software modifications	-	-	-	690	690 ²	-	-	-	-	-	-
	(12)%	18,000	20,500	18,450	(2,050)	18,900	19,681	781	18,500	18,285	(215)
	(7)%	30,500	32,800	26,598	(6,202)	33,300	27,735	(5,565)	33,300	27,495	(5,805)
Total Expenses	0.3 %	\$ 526,176	\$ 524,640	\$ 503,265	\$ (21,375)	\$ 705,649	\$ 507,224	\$ (198,425)	\$ 702,075	\$ 505,229	\$ (196,846)

Budget variance explanations:

¹ Downsized student assistant headcount (One student is currently employed) and hours due to anticipated additional budget cuts. Expectation is to hire two additional students during the Fall 2021 semester.

² Represents the contractual costs with Navex Global. Contract was re-negotiated for a five year period commencing in March 2021. Annual costs approximate \$18,000 with no increases during the term of the contract. Software modification costs are associated with the addition of the "Are you a student of the University of Hawaii?" question to the Whistleblower intake form.