

**Office of the Board of Regents
Office of Internal Audit
FY23–24 Budget Plan**

Board of Regents
Committee on Institutional Success
September 7, 2023

Office of the Board of Regents Highlights

- ▶ **Board Office: 4 FTE positions, 1 Student Assistant**
 - Executive Administrator and Secretary
 - Executive Assistant
 - Operations Specialist
 - Private Secretary
 - 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
22-23	13	31	4	48	21
21-22	13	27	2	42	23
20-21	10	35	2	47	23
19-20	13	27	3	43	21

- ▶ Provides support and guidance to 11 Regents, 5 standing committees, and permitted interaction groups
- ▶ Maintains 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 2022 - 2024

	Fiscal Year 2024	Fiscal Year 2023			Fiscal Year 2022		
	Preliminary Budget	Approved Budget	Actuals	(Over) / Under	Approved Budget	Actuals	(Over) / Under
Payroll & Benefits:							
Full-time (Salaries & Wages)	* 370,084.00	343,390.00	315,032.82	28,357.18	328,626.00	328,625.50	0.50
Casual							
Students	15,000.00	15,000.00	470.75	14,529.25	15,000.00	4,407.20	10,592.80
Total Salaries	385,084.00	358,390.00	315,503.57	42,886.43	343,626.00	333,032.70	10,593.30
Other:							
Services Fee Basis	7,000.00	7,000.00	899.65	6,100.35	11,000.00	17,994.02	(6,994.02)
Materials & Supplies	10,000.00	10,000.00	3,058.19	6,941.81	4,000.00	1,839.20	2,160.80
Travel-Domestic	** 65,000.00	38,000.00	28,649.29	9,350.71	15,400.00	4,873.83	10,526.17
Print & Publications	400.00	400.00	200.00	200.00	400.00	110.00	290.00
Utilities & Communication	3,500.00	3,500.00	1,683.34	1,816.66	3,500.00	1,991.34	1,508.66
Rentals	6,000.00	6,000.00	3,578.72	2,421.28	6,000.00	3,915.10	2,084.90
Repairs	1,500.00	1,500.00	928.62	571.38	1,500.00	1,406.10	93.90
Stipends & Allowances	3,312.00	3,312.00	3,312.00	-	3,312.00	3,312.00	-
Equipment	5,500.00	5,500.00	5,599.73	(99.73)	5,500.00	3,138.21	2,361.79
Others	8,500.00	8,500.00	6,078.13	2,421.87	6,500.00	3,419.91	3,080.09
Total Operating Expense	110,712.00	83,712.00	53,987.67	29,724.33	57,112.00	41,999.71	15,112.29
Total Expenses	\$ 495,796.00	\$ 442,102.00	\$ 369,491.24	\$ 72,610.76	\$400,738.00	\$375,032.41	\$25,705.59

*Reflects collective bargaining increases and salary adjustments

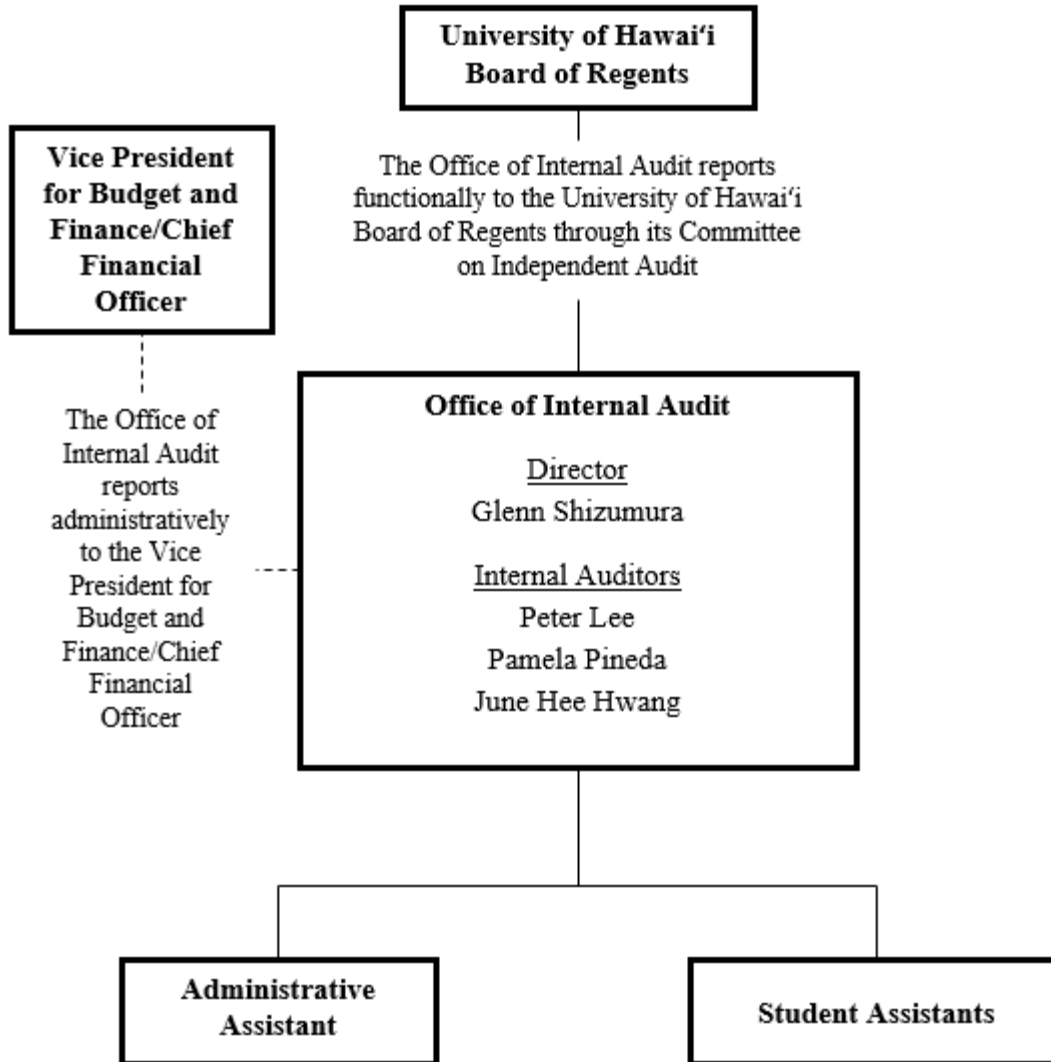
**Reflects restoration of travel budget to 2020 pre-COVID level

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, CFO, VP for Administration, 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 2023**



Office of Internal Audit

Expenses (Actual vs. Budget)

Fiscal Years 2024 - 2021

	Fiscal Year 2024		Fiscal Year 2023			Fiscal Year 2022			Fiscal Year 2021		
	Change from 2023	Proposed Budget	Budget	Actual	Over/ (Under)	Budget	Actual	Over/ (Under)	Budget	Actual	Over/ (Under)
Payroll & Benefits:											
Full-time		\$ 510,409	\$ 489,821	\$ 489,821	\$ -	\$ 470,676	\$ 470,676	\$ -	\$ 466,840	\$ 470,653	\$ 3,813
Students		25,000	25,000	8,006	(16,994) ¹	25,000	3,768	(21,232)	25,000	6,014	(18,986)
	4%	535,409	514,821	497,827	(16,994)	495,676	474,444	(21,232)	491,840	476,667	(15,173)
Other:											
Equipment rental (copy machine)		3,000	3,000	2,615	(385)	3,000	2,839	(161)	3,000	2,339	(661)
Dues & subscriptions		4,400	3,900	4,094	194	3,700	3,712	12	3,600	3,524	(76)
Repairs & maintenance		2,500	1,500	2,633	1,133	1,300	3,728	2,428	1,000	1,388	388
Supplies		1,500	1,500	1,462	(38)	1,500	1,287	(213)	1,700	271	(1,429)
Computer hardware/software		2,500	2,500	555	(1,945)	2,500	-	(2,500)	2,500	583	(1,917)
Miscellaneous (travel, other)		400	500	379	(121)	500	118	(382)	500	43	(457)
	11%	14,300	12,900	11,738	(1,162)	12,500	11,684	(816)	12,300	8,148	(4,152)
Whistleblower hotline											
Annual fee		18,000	18,000	17,760	(240)	18,000	17,760	(240)	20,500	17,760	(2,740)
Software modifications		-	-	-	-	-	-	-	-	690	690
		32,300	30,900	29,498	(1,402)	30,500	29,444	(1,056)	32,800	26,598	(6,202)
Total Expenses	4 %	\$ 567,709	\$ 545,721	\$ 527,325	\$ (18,396)	\$ 526,176	\$ 503,888	\$ (22,288)	\$ 524,640	\$ 503,265	\$ (21,375)

Budget variance explanations:

¹ The student auditor employed during fiscal 2023 departed in May 2023 to pursue a public accounting internship. A new student auditor started in August 2023. Currently performing student auditor interviews and anticipate 2 - 3 student auditors during fiscal 2024.