



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold a meeting of the Finance and Audit Committee (Saad, Menon, and Wallace) at 5:30 p.m. on Tuesday, April 15, 2025, in the President's Conference Room 407 at the Collin Higher Education Center, 3452 Spur 399, McKinney, Texas 75069.

Locations

Celina Campus

Collin Higher
Education Center
McKinney, Texas

Courtyard Center
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety
Training Center
McKinney, Texas

Rockwall Center

Technical Campus
Allen, Texas

Wylie Campus

PUBLIC COMMENT

REVIEW AND DISCUSSION ITEMS

1. Consideration of Approval of the Proposed Internal Audit Plan and Estimate Presented by Weaver, a Texas-Based, Nationally Oriented Firm Specializing in Accounting and Consulting Services

*Andrew P. Hardin
Chair, Board of Trustees*

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Collin County Community College District Board of Trustees

1. Finance and Audit Committee

April 15, 2025

Resource: Melissa Irby
Chief Financial Officer

DISCUSSION ITEM: Consideration of Approval of the Proposed Internal Audit Plan and Estimate Presented by Weaver, a Texas-Based, Nationally Oriented Firm Specializing in Accounting and Consulting Services

DISCUSSION: At the January 21, 2025 Finance and Audit Committee meeting, a revised internal audit plan was presented and approved by the committee. The audit plan contained the following information:

Audits

- Directory Services
- Key Shop
- Technical Campus Academic Programs Consumable Review
- Accounts Payable
- Job Order Contracting
- Copier Leasing Contract Review
- Contract and Grants

Administrative Projects

- External Peer Review
- Follow-up Activities
- Issuance of the Annual Internal Audit Report
- Professional Development/Speaking Engagements/ Training
- Investigations/Special Requests
- Sick Bank Balance

Weaver and the College's senior internal auditor will work collaboratively to continue the internal audit plan approved by the Board by the end of the fiscal year.

Collin College
FY 2025 Internal Audit Plan and Estimate

FY 2025 Audit Plan	Original Budget	General Objective/Description	Weaver Estimated Hours	Estimated Fees
Risk Based Audits		Audits of operations/processes with the highest number of critical risks		
Job Order Contracting	700	To evaluate compliance with applicable policies and regulations for Job Order Contracts.	160	\$37,000
Key Shop	500	To evaluate the adequacy of key-related processes to ensure safety Districtwide.		
Technical Campus Academic Programs Consumable Review	400	To evaluate internal controls over inventory and consumables for the Automotive, Construction and Welding academic programs and to determine if lab fees are aligned with program costs.	200	25,500
Copier Leasing Contract Review	250	To review the leasing contract for multifunctional devices (printers/copiers), identifying opportunities for cost savings, improved efficiency, and effective use of district resources.	180	26,000
Sick Bank Balance	250	To assess the adequacy and effectiveness of internal controls governing the management and use of sick bank balances, with the goal of identifying potential abuse or misuse.	150	9,500
Accounts Payable	580	To assess the adequacy and effectiveness of internal controls over the accounts payable process and ensure adherence to applicable requirements.	4	2,000
Contracts and Grants	250	To determine whether internal controls over grant and contract management are sufficient to ensure compliance with selected agreements and applicable regulations.	230	13,500
Risk Based Audits Subtotal	2930			
Required Audits (External and/or Internal)		Audits required externally by entity, statute, etc. or internally by policy etc.		
Texas Administrative Code 202 - Directory Services	700	To evaluate the effectiveness and compliance of the Active Directory (AD) and Azure management processes with Texas Administrative Code (TAC) 202 standards, and to assess adherence to technology best practices.	250	58,000
Follow Up		Follow-up procedures conducted to verify the implementation status of past recommendations made		
Follow Up	40		45	1,800
Follow Up Subtotal	40			
General Reserve		Hours reserved for unanticipated audits (risk-based or required), or other activities that may arise.		
Special Projects Reserve				
General Reserve Subtotal	0			
Operations		Activities necessary to execute the audit function.		
Annual Internal Audit Report	40	Required report of Internal Audit Activity - Texas Internal Auditing Act. Report due to State Auditor's Office	10	2,800
External Peer Review	30	External review of internal audit function required every 5 years by professional auditing standards.		
FY 26 Audit Plan	30	Development of the FY25 Audit Plan, including risk assessments	50	4,500
Audit Committee	30	Audit Committee preparation and participation	15	4,400
Development - Operations Subtotal	130			
Development - Initiatives and Education		Activities that improve the internal audit function's capacity.		
CPE	85	Continuing Professional Education for credit and non-credit, including compliance training		
Participation in Professional Organizations	10			
Development - Initiatives and Education	95			
Total Budgeted Hours	3895			
Administrative/Indirect/"Below the Line"				
Holidays	118			
Vacation & Sick Leave	140			
Total Hours - Administrative	258			
Total Hours -	4153	3	1,294	\$185,000

Collin County Community College District Board of Trustees

2025-04-X

April 25, 2025

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of the Proposed Internal Audit Plan and Estimate Presented by Weaver, a Texas-Based, Nationally Oriented Firm Specializing in Accounting and Consulting Services

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DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of the proposed internal audit plan and estimate presented by Weaver.

SUGGESTED MOTION:

This item may come as a motion and second out of committee. A suggested motion would be, "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the proposed internal audit plan and estimate presented by Weaver.

DRAFT