

**Texas Council for Developmental Disabilities**  
**Internal Audit Plan**  
**September 2016**

Audit Area	Risk Rating	Summary Procedures	Project Type	Estimated Hours	Timing
<b>2017 Planned New Internal Audits</b>					
Grant Management and Administration	High	Internal Audit will include an evaluation of risks and internal controls in place related to the Council's Grant Management and Administration practices. Activities to be evaluated will include RFP Process, Grant Awards, Grant Issuance, Grantee Monitoring, Sub-recipient Monitoring, and Grant Reporting.	Internal Audit	160	March 2017
<b>2017 Planned Internal Audit Follow-up</b>					
Follow-up from 2015 Audit Plan	NA	Internal Audit will perform follow-up procedures on 2015 Internal Audit findings to ensure corrective action has been taken.	Follow-up	20	October 2016
Follow-up from 2016 Audit Plan	NA	Internal Audit will perform follow-up procedures on 2016 Internal Audit findings to ensure corrective action has been taken.	Follow-up	40	TBD
<b>2017 Planned Annual Requirements</b>					
Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to the Executive Director and Audit Committee, and conduct Quality Assurance Reviews.	Project Management	16	Ongoing
Annual Report	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Policy Compliance	14	November 2017
<b>Total 2016 Internal Audit Hour Estimate</b>				<b>250</b>	
<b>Total 2016 Internal Audit Fee Estimate</b>				<b>\$ 37,500</b>	

Estimated hours are for initial planning purposes only. Additional planning will be conducted for each project to determine the scope and effort requirement.