



Fiscal Year 2025 Internal Audit Annual Report

INTERNAL AUDIT DEPARTMENT
3900 UNIVERSITY BOULEVARD
TYLER, TEXAS 75799

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Exhibit A: External Quality Assessment Review Executive Summary

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Purpose of the Internal Audit Annual Report

The purpose of this Internal Audit Annual Report is to provide information on the assurance services, consulting services, and other activities of the internal audit function. In addition, the annual report assists oversight agencies in their planning and coordination efforts. The Texas Internal Auditing Act, (Texas Government Code, Chapter 2102), requires that an annual report on internal audit activity be filed by November 1st of each year and submitted to the Governor, the Legislative Budget Board, the State Auditor's Office (SAO), and the entities' governing boards and chief executives. The report was prepared using the guidelines provided by the Texas State Auditor's Office. Additional information regarding The University of Texas at Tyler (UT Tyler) Internal Audit Department can be found at the following website: <https://www.uttyler.edu/offices/internal-audit/>.

I. Compliance with Texas Government Code, Section 2102.015: Posting the Internal Audit Plan and Internal Audit Annual Report on the Website

Texas Government Code, Section 2102.015, requires state agencies and higher education institutions, as defined in the statute, to post certain information on their websites. Below is a summary of the provisions of that statute.

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

- The approved fiscal year 2026 audit plan, as required by Texas Government Code, Section 2102.008
- The fiscal year 2025 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 their websites:

- 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 the concerns, if any, that are raised by the audit plan or annual report."

Texas Government Code, Section 2102.015, also specifies that an entity "is not required to post information contained in the agency's internal audit plan or annual report if the information is excepted from public disclosure under Chapter 552 [of the Texas Government Code]."

The UT Tyler Internal Audit Department (IAD) complies with these requirements by posting the Fiscal Year

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(FY) 2025 Internal Audit Annual Report, FY 2026 Annual Audit Plan, and other audit information on its website at <https://www.uttyler.edu/internal-audit/reports/>. Each periodic internal audit report is submitted as required throughout the year.

Texas Government Code Section, 2102.015:

A summary table of audit report recommendations is included on the following pages to fulfill Texas Government Code Section, 2102.015 website posting requirements.

Reference Exhibit B: FY 2025 Audits - Summary of Issues and Current Status

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II. Internal Audit Plan for Fiscal Year 2025

FY 2025 Audit Plan	Project No.	Original Budget	Budget Adjustments	Revised Budget	Actual Hours Through 8/31/25	Remaining Budgeted Hours	Status
Assurance Engagements							
Patch and Configuration Management Audit	25-1	500.0	0.0	500.0	520.50	-20.50	Exit Conference Completed - Awaiting Management Responses
Medical Devices Audit	25-2	500.0	300.0	800.0	763.75	36.25	Completed
Research Time and Effort Audit	25-3	550.0	0.0	550.0	149.75	400.25	Fieldwork Nearing Completion
Finance Post-Awards Review Audit	25-4	450.0	0.0	450.0	460.25	-10.25	Exit Conference Completed - Awaiting Management Responses
FY24 Wrap-Up	25-6	150.0	0.0	150.0	154.00	-4.00	Hours allocated for the completion of FY24 projects: 24-1, 24-2, and 24-8. Completed.
Assurance Engagements Subtotal		2,150.0	300.0	2,450.0	2,048.25	401.75	
Advisory and Consulting Engagements							
TEC 51.3525 Compliance Review	25-5	300.0	0.0	300.0	0.00	300.00	Removed - change in risk landscape.
Ad Hoc Consulting and Advisory Services Requested by Management related to Emerging Risks	25-7	500.0	-496.0	4.0	4.00	0.00	Budget adjustment for addition of project 25-19 and 25-20.
Executive Meetings, Meetings with Management, Institutional Committees	25-8	500.0	0.0	500.0	484.75	15.25	Completed
UTHSCT & UT Health East Texas Clinical Operations Management Agreement (COMA) Review	25-9	200.0	0.0	200.0	81.00	119.00	In progress
Data Analytics	25-10	250.0	0.0	250.0	280.25	-30.25	Completed
University Advancement Endowment Balances Review	25-11	150.0	0.0	150.0	148.00	2.00	Completed
Fisch College of Pharmacy Policy Consulting Review	25-12	120.0	0.0	120.0	0.00	120.00	Removed - change in risk landscape.
HOPES and Texas Home Visiting Research Consulting Review	25-19	0.0	300.0	300.0	247.75	52.25	Completed
Family Planning Program, Healthy Texas Women, and Primary Health Care Grants Research Consulting Review	25-20	0.0	300.0	300.0	255.00	45.00	Completed
Advisory and Consulting Engagements Subtotal		2,020.0	104.0	2,124.0	1,500.75	623.25	
Required Engagements							
State Institution of Higher Education Contracting Assessment	25-13	50.0	0.0	50.0	51.50	-1.50	Completed
Family Medicine Residency Program Grant Audit FYE 8/31/2024	25-14	150.0	0.0	150.0	160.75	-10.75	Completed
Financial Statement Audit Assistance	25-15	50.0	0.0	50.0	0.00	50.00	N/A - Assistance not requested
CPRIT Grant External Audit (assistance to management)	25-16	50.0	0.0	50.0	0.00	50.00	N/A - Assistance not requested
FY25 THECB Facilities Audit	25-RQ	100.0	0.0	100.0	8.00	92.00	Completed
Required Engagements Subtotal		400.0	0.0	400.0	220.25	179.75	

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FY 2025 Audit Plan	Project No.	Original Budget	Budget Adjustments	Revised Budget	Actual Hours Through 8/31/25	Remaining Budgeted Hours	Status
Investigations							
Investigations	25-17	200.0	0.0	200.0	0.00	200.00	N/A - Assistance not requested
Investigations Subtotal		200.0	0.0	200.0	0.00	200.00	
Reserve							
Reserve for Ad-Hoc Engagements	TBD	500.0	-404.0	96.0	0.00	96.00	Adjustment for additional hours allocated to project 25-2 and 25-20.
Reserve Subtotal		500.0	(404.0)	96.0	0.00	96.00	
Follow-Up							
Implementation Status Tracking	25-18	300.0	0.0	300.0	260.25	39.75	Completed
Follow-Up Subtotal		300.0	0.0	300.0	260.25	39.75	
Development - Operations							
Annual Risk Assessment and Audit Plan		500.0	0.0	500.0	483.00	17.00	Completed
Institutional Audit Committee		500.0	0.0	500.0	535.00	-35.00	Completed
Quality Initiatives		300.0	0.0	300.0	390.00	-90.00	Completed and ongoing Projects: (1) EQA Recommendation Review, (2) Compliance with Updated IIA Standards, and (3) IAD Strategy Document.
External Reporting/Requests		250.0	0.0	250.0	156.75	93.25	Completed (Annual Audit Report to State) and Ongoing.
Audit Management Software, IT Support, and Website Maintenance		225.0	0.0	225.0	247.00	-22.00	Completed
Staff Meetings		400.0	0.0	400.0	363.75	36.25	Completed
CAE Update/Collaborative Meetings		200.0	0.0	200.0	192.00	8.00	Completed
Development - Operations Subtotal		2,375.0	0.0	2,375.0	2,367.50	7.50	
Development - Initiatives and Education							
System Audit Office Initiatives		300.0	0.0	300.0	342.00	-42.00	Completed
Professional Organization/Association Participation		400.0	0.0	400.0	410.75	-10.75	Completed
Individual Continuing Professional Education (CPE)		400.0	0.0	400.0	749.25	-349.25	Completed
Institutional Trainings		250.0	0.0	250.0	268.75	-18.75	Completed
Audit Software Implementation		225.0	0.0	225.0	197.50	27.50	Completed (Go-Live) and Ongoing.
Development - Initiatives and Education Subtotal		1,575.0	0.0	1,575.0	1,968.25	-393.25	
Total Budgeted Hours		9,520.0	0.0	9,520.0	8,365.25	1,154.75	

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Senate Bill 20 / Texas Education Code, Section 51.9337:

Senate Bill 20 (84th Legislative Session) made several modifications and additions to Texas Government Code (TGC) and Texas Education Code (TEC) related to purchasing and contracting. Effective September 1, 2015, TEC §51.9337 requires that, *“The chief auditor of an institution of higher education shall annually assess whether the institution has adopted the rules and policies required by this section and shall submit a report of findings to the state auditor.”* IAD conducted this required assessment for FY 2025 and found the following:

Based on review of current Institutional policies and procedures, UT System policies and procedures, and the UT System Board of Regents’ *Rules and Regulations*, UT Tyler has generally adopted all the rules and policies required by TEC §51.9337. Review and revision of these policies is an ongoing process. These rules and policies will continue to be assessed annually to ensure continued compliance with TEC §51.9337.

III. Consulting Services and Other Activities Completed

Report Date	Report Title	High-Level Objective	Results
No Formal Report	Ad Hoc Consulting and Advisory Services Requested by Management related to Emerging Risks	To provide ad hoc consulting and advisory services for specific requests on emerging risks.	Internal Audit aided as an advisory in projects that were related to Emerging Risks
No Formal Report	Executive Meetings, Meetings with Management, Institutional Committees	To participate in an advisory role on Executive Management meetings, Institutional Committees, and in meetings held with Management on risk-based items.	Internal Audit served in an advisory capacity on several standing and ad-hoc committees, and workgroups, many of which were reflective of and incorporated the continued integration of various UT Tyler departments.
No Formal Report	Data Analytics Program	To develop and deliver reports using data analytics software for Institutional clients as requested such as Procurement Cards, Journal Entry Approvals, and Duplicate Vendor/Payments.	Internal Audit, with the assistance of the UT System Audit Office, developed and delivered reports using data analytics software for Institutional clients as requested in an advisory capacity.

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October 10, 2024	UTHSCT & UT Health East Texas Clinical Operations Management Agreement (COMA) Review	To perform an annual review of UTHET's performance under the COMA to evaluate its compliance with the agreed upon Management Parameters.	Internal Audit conducted a limited review to ensure compliance with agreed upon Management Parameters.
December 9, 2024	HOPES Grant and Texas Home Visiting Research Consulting Review	Limited review of the HOPES Grant and Texas Home Visiting Grant with attention on failures in PI and Supervisor reviews and oversight, lack of grants progress monitoring and tracking, lack of communicating critical/ grant jeopardizing personnel turnover to leadership, and training and guidance provided for best practices.	Internal Audit conducted a limited review as requested to provide leadership with information concerning HOPES and Texas Home Visiting grants processes.
January 22, 2025	University Advancement Endowment Balances Review	To review endowment expenditures and balances for compliance with UT System policies.	Internal Audit performed a limited review of the FY 2024 Endowment Compliance Annual Audit Report for compliance with UT System policies.
July 1, 2025	Family Planning Program, Healthy Texas Women, and Primary Health Care Grants Research Consulting Review	Limited review of the Family Planning Program, Healthy Texas Women, and Primary Health Care Grants with attention on potential failures in PI and Supervisor reviews and oversight related to invoicing and tracking expenses, a lack of grants progress monitoring and tracking, and training and guidance provided for grant best practices.	Internal Audit conducted a limited review as requested to provided management with information concerning the Family Planning Program, Healthy Texas Women, and Primary Health Care Grants.

IV. External Audit Services Procured in Fiscal Year 2025

Not applicable, UT Tyler did not have any external audit services procured or ongoing during the fiscal year.

V. External Quality Assurance Review (Peer Review)

Baker Tilly was engaged to conduct an independent validation of the IAD's self-assessment with the assistance of an internal audit executive from a peer institution, which was completed in November of 2023. The primary objective of the validation was to verify the assertions made in the self-assessment report concerning adequate fulfillment of the organization's expectation of the internal audit activity and its conformity to the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing* and Code of Ethics, Generally Accepted Government Auditing Standards, and relevant requirements of the Texas Internal Auditing Act.

Based on Baker Tilly's independent validation of the self-assessment performed by the IAD, the internal audit function received an overall rating of "Generally Conforms" with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing* and Code of Ethics. The IIA's *Quality Assessment Manual* suggests a scale of three ratings, "generally conforms," "partially conforms," and "does not conform." "Generally conforms" is the top rating and means that an internal audit activity has a charter, policies, and processes that are judged to be in conformance with the *Standards*. "Partially conforms" means deficiencies in practice are noted that are judged to deviate from the *Standards*, but these deficiencies did not preclude the IA activity from performing its responsibilities in an acceptable manner. "Does not conform" means deficiencies are judged to be so significant as to seriously impair or preclude the IA activity from performing adequately in all or in significant areas of its responsibilities.

Reference Exhibit A: External Quality Assessment Review Executive Summary

VI. Internal Audit Plan for Fiscal Year 2026

The FY 2026 Audit Plan was primarily developed based upon the results of the institution-wide risk assessment completed in FY 2025, which focused on UT Tyler's critical strategic and operational objectives and related risks. To identify audits and projects for the plan, the IAD considered the level of risk for strategic and operational objectives and monitoring activities of the risks performed internally and externally. In addition, audits and projects externally required or requested by UT System or the Board of Regents were also included in the plan.

Fiscal Year 2026 Audit Plan

Project Name	Budget
Assurance Engagements	
Controlled Substance Agreement Audit	500
Network Access Control Audit	500
Cayuse Review Audit	500
Procurement Card Audit	500
FY25 Wrap-Up	200
Assurance Engagements Subtotal	2200

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VI. Internal Audit Plan for Fiscal Year 2026, Continued

Project Name	Budget
Advisory and Consulting Engagements	
Ad Hoc Consulting and Advisory Services Requested by Management related to Emerging Risks	300
Executive Meetings, Meetings with Management, Institutional Committees	500
UTHSCT & UT Health East Texas Clinical Operations Management Agreement (COMA) Review	200
Data Analytics	250
University Advancement Endowment Balances Review	150
University Advancement Operating Procedure Review	150
TEC 51.3525 Compliance Review	200
IT Device and Software Inventory Consulting Review	500
Advisory and Consulting Engagements Subtotal	2250
Required Engagements	
State Institution of Higher Education Contracting Assessment	75
THECB Nursing Shortage Reduction Program Audit	150
Financial Statement Audit Assistance	50
Joint Admission Medical Program (JAMP) Audit	150
Required Engagements Subtotal	425
Investigations	
Investigations	200
Investigations Subtotal	200
Reserve	
Reserve for Ad-Hoc Engagements	500
Reserve Subtotal	500
Follow-Up	
Implementation Status Tracking	300
Follow-Up Subtotal	300
Development - Operations	
Annual Risk Assessment and Audit Plan	500
Institutional Audit Committee	500
Quality Initiatives and Updated Standards	400
External Reporting/Requests	200
Audit Management Software, IT Support, and Website Maintenance	225
Staff Meetings	400
CAE Update/Collaborative Meetings	150
Development - Operations Subtotal	2375

VI. Internal Audit Plan for Fiscal Year 2026, Continued

Project Name	Budget
Development - Initiatives and Education	
System Audit Office Initiatives	300
Professional Organization/Association Participation	350
Individual Continuing Professional Education (CPE)	350
Institutional Trainings	250
Development - Initiatives and Education Subtotal	1250
Total Budgeted Hours	9500

Benefits Proportionality Audit Requirements:

Rider 8, page III-58, the General Appropriations Act (89th Legislature, Conference Committee Report), requires that higher education institutions consider audits of benefits proportionality when developing their annual internal audit plans.

Benefits Proportional was considered when UT Tyler was conducting the annual risk assessment, but due to this being low risk, the decision was made to audit the higher risk areas.

Other High-Level Risks:

Additional critical and high risks that were identified but not included in the FY 2026 Audit Plan are related to the following:

- Administration, strategic planning, and growth
- Compliance with regulations including pharmacy, disclosure requirements, and mitigating regulatory risks
- Safe campus environment and housing
- Research oversight, administration, and compliance
- Risk management for federal funding cuts and compliance program
- Faculty and clinical productivity
- Aging information technology infrastructure and insufficient expertise
- Insecure or unmanaged system configuration and loss of data

While related engagements are currently not part of the FY 2026 Annual Audit Plan, there are other mitigating activities underway that address the objectives at risk.

Risk Assessment Process:

The UT Tyler FY 2026 Audit Plan was prepared using a risk-based approach developed by the University of Texas System to ensure that areas and activities specific to UT Tyler with the greatest risk were identified for consideration to be audited.

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The goals for this risk assessment approach were to start with an awareness of critical initiatives and objectives to ensure the risks assessed were the most relevant. The risk assessment approach was based on a top-down process that included conversations and requests for input with risk collaborators, executives, and managers from the various operating areas on campus to review the activities and associated risks in their areas. During the risk assessment, risks associated with research, foreign influence, construction, segregation of duties, travel and entertainment expenses, non-compliance with TEC 51.3525, Practice Plan, information technology related to Title 1, Texas Administrative Code, Chapter 202; Benefits Proportionality; and compliance with contract processes and controls according to Texas Government Code, Section 2102.005(b) were considered. An emphasis was placed on collaboration with other functions that assess, handle, or manage risk. The risk assessment and subsequent Audit Plan were reviewed and approved by members of executive management and the Institutional Audit Committee.

VII. Reporting Suspected Fraud and Abuse

Actions taken by UT Tyler to comply with the following requirements are summarized below:

Sec. 7.09 General Appropriations Act (89th Legislature, Conference Committee Report)

A state agency or institution of higher education appropriated funds by this Act, shall use appropriated funds to assist with the detection and reporting of fraud involving state funds by:

- 1) Providing information on the home page of the entity's website on how to report suspected fraud, waste, and abuse involving state resources directly to the State Auditor's Office. This shall include, at a minimum, the State Auditor's Office fraud hotline information and a link to the State Auditor's Office website for fraud reporting; and*
- 2) Including in the agency or institution's policies information on how to report suspected fraud involving state funds to the State Auditor's Office.*

The University has a link for fraud reporting on the University's home page at <https://www.uttyler.edu/> which provides information on how to report suspected fraud, waste, and abuse involving state resources directly to the State Auditor's Office (SAO). This includes the SAO's fraud hotline, a link to the SAO's website, and UT Tyler's policies for reporting suspected fraud. The Institution has also included information on how to report suspected fraud involving State funds to the State Auditor's Office in its False Claims, Fraud, Waste, Abuse, and Other Misconduct, 1.21, in the Handbook of Operating Procedures (HOP).

Texas Government Code, Section 321.022. Coordination of Investigations

- a) If the administrative head of a department or entity that is subject to audit by the state auditor has reasonable cause to believe that money received from the state by the department or entity or by a client or contractor of the department or entity may have been lost, misappropriated, or misused, or that other fraudulent or unlawful conduct has occurred in relation to the operation of the department or entity, the administrative head shall report*

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the reason and basis for the belief to the state auditor. The state auditor may investigate the report or may monitor any investigation conducted by the department or entity.

- b) The state auditor, in consultation with state agencies and institutions, shall prescribe the form, content, and timing of a report required by this section.*
- c) All records of a communication by or to the state auditor relating to a report to the state auditor under Subsection (a) are audit working papers of the state auditor.*

UT System has implemented UTS Policy 118, which includes a reference link to the TGC §321.022. This policy is applicable to all UT System institutions, including UT Tyler. The policy states that “Systemwide Chief Inquiry Officer for the U. T. System is the designated investigation coordinator responsible for tracking and coordinating investigations conducted by U. T. System of allegations of misconduct, Dishonest or Fraudulent Activity, and allegations of misconduct against institutional presidents.” The UT Tyler President is knowledgeable about the policy requirements and his reporting responsibilities to the State Auditor. UT Tyler reports such activities to the State Auditor’s Office via the following website:

<https://sao.fraud.texas.gov/>.

Reference Exhibit A: External Quality Assessment Review Executive Summary

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November 2023

Mr. Stephen Ford Jr., Chief Audit Executive
University of Texas at Tyler

In June 2023, The University of Texas at Tyler (UT Tyler) internal audit (IA) function, the Internal Audit Department, completed a self-assessment of internal audit activities in accordance with guidelines published by the Institute of Internal Auditors (IIA) for the performance of a quality assessment review (QAR). UT Tyler IA engaged an independent review team consisting of internal audit professionals with extensive higher education and healthcare experience to perform an independent validation of IA' QAR self-assessment. The primary objective of the validation was to verify the assertions made in the QAR report concerning IA's conformity to the IIA's *International Standards for the Professional Practice of Internal Auditing* (the IIA Standards) and Code of Ethics, Generally Accepted Government Auditing Standards (GAGAS), and the relevant requirements of the Texas Internal Auditing Act (TIAA).

The IIA's *Quality Assessment Manual* suggests a scale of three ratings, "generally conforms," "partially conforms," and "does not conform." "Generally conforms" is the top rating and means that an internal audit activity has a charter, policies, and processes are judged to be in conformance with the *Standards*. "Partially conforms" means deficiencies in practice are judged to deviate from the *Standards*, but these deficiencies did not preclude the IA activity from performing its responsibilities in an acceptable manner. "Does not conform" means deficiencies are judged to be so significant as to seriously impair or preclude the IA activity from performing adequately in all or in significant areas of its responsibilities.

Based on our independent validation of the QAR performed by IA, we agree with IA' overall conclusion that the internal audit function "**Generally Conforms**" with the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing* and Code of Ethics, as well as with IA' conclusions regarding GAGAS and TIAA requirements. Our review noted strengths as well as opportunities for enhancing the internal audit function.

This information has been prepared pursuant to a client relationship exclusively with, and solely for the use and benefit of, The University of Texas System Administration and UT Tyler and is subject to the terms and conditions of our related contract. Baker Tilly disclaims any contractual or other responsibility to others based on its use and, accordingly, this information may not be relied upon by anyone other than The University of Texas System Administration and UT Tyler.

The review team appreciates the cooperation, time, and candid feedback of executive leadership, stakeholders, and IA personnel.

Very truly yours,

A handwritten signature in black ink that reads "Baker Tilly US, LLP".

Baker Tilly US, LLP

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Exhibit B: FY 2025 Audits – Summary of Issues and Current Status

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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."

Report Date	Name of Report	Recommendation	Action Plan	Status/Actions
10/02/2024	Employee Off-Boarding Audit	UT Tyler HSC Management should collaborate to document and implement a combined process that delineates the responsibilities for each respective department involved in the employee off-boarding process. Once process and responsibilities are defined, training and guidance should be provided. HR should update Exit Checklist.	Human Resources will review, update, and communicate updated Employee Exit Checklist to ensure clear communication responsibilities when an employee ends assignment. Communication will highlight the need for timely termination eForms and collection of badge, keys, and equipment.	Completed
10/02/2024	Employee Off-Boarding Audit	Management should collaborate on a process to ensure system access is removed within five (5) business days of termination, separation, or account deletion, as per policy.	HR will communicate the importance of submitting termination eForms in a timely manner. This will be highlighted in a variety of areas to reach managers and employees at both campuses.	Completed

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Report Date	Name of Report	Recommendation	Action Plan	Status/Actions
10/02/2024	Employee Off-Boarding Audit	IT, in collaboration with IS should ensure that a complete and accurate system application inventory listing for UT Tyler is utilized as part of the employee off-boarding process.	IT and IS are in the process of moving the existing HSC IT Security Request (ITSR) form into ServiceNow, and expanding its use to the Academic Campus. The ITSR will help IT and Information Security create a log of access requests to critical applications, which will help with removal of access.	In Process
10/02/2024	Employee Off-Boarding Audit	Management should communicate the updated process to employees and supervisors to ensure that all badges are deactivated timely and keys are returned timely, with a focused attention towards employees who are officed on both campuses.	The Access Control and Security Systems office is updating the key and badge issuance and return policy for both UTT and HSC campus. Explore attributes in PeopleSoft that may be able to automate notifications about things in the employee's possession that need to be returned.	Completed
10/02/2024	Employee Off-Boarding Audit	Management should ensure timely notification of an employee's termination to all departments involved in the access removal process for ProCards and Travel cards.	Continued timely notification by Human Resources of terminations will further enhance Financial Service's efforts to timely deactivate University issued credit card accounts to prevent unauthorized usage.	Completed

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Report Date	Name of Report	Recommendation	Action Plan	Status/Actions
10/02/2024	Controlled Property Audit	Management should perform an annual inventory for UT Tyler controlled property as required by the state.	Annual inventory completed 08/31/2024.	Completed
10/02/2024	Controlled Property Audit	Management should consider providing training to all departments to ensure IT purchases are included in inventory, that inventory records are properly updated for custodian and location changes, that disposed and missing items are accurately reported, and that the annual inventory review is complete and accurate. The annual inventory review process should include Management performing a spot check review of selected inventory items from selected departments periodically throughout the year.	Information Technology staff will be given access and training to submit asset inventory information changes, including location and custodian, for approval in PeopleSoft. An Asset Transfer form has been migrated to ServiceNow and will include instructions to the departmental users on submitting Asset Transfer requests directly into PeopleSoft.	Completed

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Report Date	Name of Report	Recommendation	Action Plan	Status/Actions
10/02/2024	Controlled Property Audit	Management should develop reconciliation procedures of controlled property purchases to inventory records to ensure inventory records are complete and accurate.	Existing processes and reports will be assessed to identify the root cause of not recording or accurately reflecting purchased computers on our inventory records.	Completed
10/02/2024	Controlled Property Audit	Management should consider requiring specific procedures for the disposal of IT electronic devices. The procedures should consider including processing through the IT Department to ensure all data, especially protected health information (PHI), has been removed from IT electronic devices. The IT department should maintain records of devices that are submitted for disposal. Each item should be classified as disposed in inventory records after confirmation is provided that data has been removed.	All computers that campus users need to dispose of should be submitted to IT through the Computer Disposal Request form found in the HelpNow portal. Communication to the campus community should be strategically coordinated to ensure all colleges, departments, units and offices on all campuses use this form. In addition IT Personnel will verify that computers that are disposed of are documented through a ticket in the Help Now portal.	Completed
10/02/2024	Controlled Property Audit	Management should consider updating policies and procedures to ensure a consistent process across the UT Tyler campus.	Management will review policies and procedures for both campuses and ensure they are properly updated to reflect the most current workflows.	Completed
1/17/2025	Family Medicine Residency Program Annual Financial Report Audit FY Ended August 31, 2024	None		N/A

The University of Texas at Tyler
Internal Audit Department
Internal Audit Annual Report for Fiscal Year Ended August 31, 2025

Report Date	Name of Report	Recommendation	Action Plan	Status/Actions
7/03/2025	Medical Devices Audit	Excepted from Public Information under Texas Government Code Chapter 552		In Process