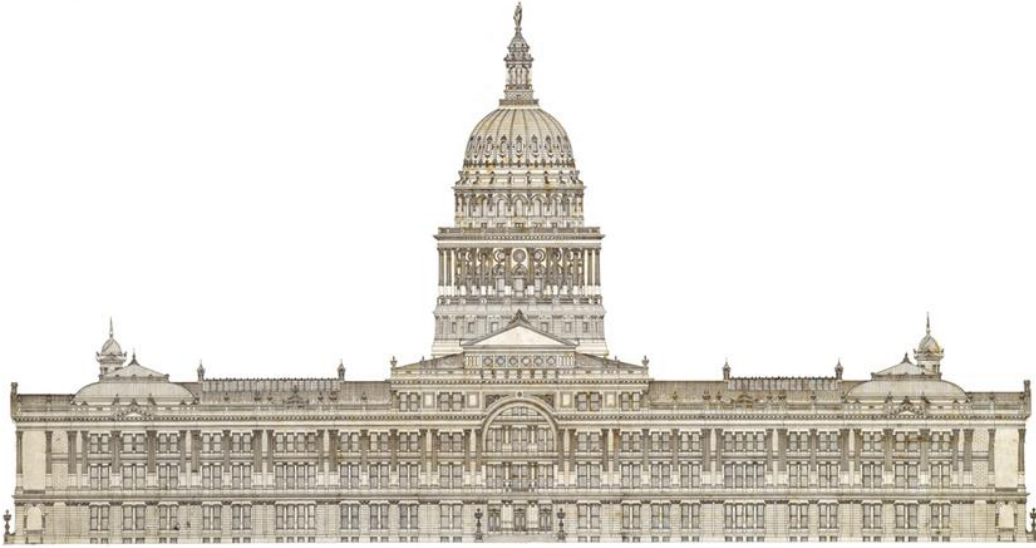


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Fiscal Year 2025  
**Internal Audit Plan**

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**State Preservation Board**



This Internal Audit Plan was prepared by the Internal Auditor and presented to the Texas State Preservation Board.

\_\_\_\_\_  
R. Eric Ramos  
Internal Auditor

\_\_\_\_\_  
Date

This Internal Audit Plan was ratified by the Texas State Preservation Board.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

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## OVERVIEW

### INTRODUCTION

The Fiscal Year 2025 Audit Plan outlines the risk-based audit activities that Internal Audit has planned to conduct during the year. The audit plan is aligned with the strategies, objectives, and risks of the Texas State Preservation Board (SPB). Accordingly, this plan covers the period September 1, 2024, through August 31, 2025. This document provides our Internal Audit Plan as required by professional auditing standards and *Texas Government Code §2102.005*.

Internal Audit is committed to being a valuable resource in improving the agency's operations and is proposing a plan that targets key agency responsibilities yet builds in flexibility to allow for special requests by the Board and management. Special requests are unanticipated requests for Internal Audit assistance that arise during the year and require immediate attention.

The annual audit plan is designed to maximize the coverage of overall agency risks with available internal resources; however, it does not provide coverage for all Divisions, programs, and processes. The plan provides reasonable coverage of agency operations, over a reasonable period of time, given existing resources.

### PURPOSE OF INTERNAL AUDITING

The Audit Charter provides the purpose, authority, responsibilities, and professional requirements of the Internal Audit Division.

As the internal audit profession has evolved, so has the definition of our work efforts.

*Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.*<sup>1</sup>

### TYPES OF INTERNAL AUDIT SERVICES

Internal Audit services consist of two types of activities – assurance and consulting/advisory. In Fiscal Year 2025, Internal Audit will provide both types of services. Progressive Internal Audit departments provide additional management assistance or consulting services to their organizations. Internal Audit will continue to provide both formal and informal counsel and

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<sup>1</sup> Institute of Internal Auditors

recommendations on management issues, concerns, and draft policies and procedures. These activities are an important component of strengthening agency internal control structures.

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#### ASSURANCE ACTIVITIES

Internal Audit provides assurance services for the agency which are defined as objective examinations of evidence for the purpose of providing an independent assessment on risk management, control, and governance processes for the organization.

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#### CONSULTING/ADVISORY ACTIVITIES

By definition, internal auditing also includes the provision of consulting services. Consulting services are advisory client service activities, the nature and scope of which are agreed with the client, and which are intended to add value and improve the organization's governance, risk management, and control processes without the internal auditor assuming management responsibility.

#### AUDIT PLAN DEVELOPMENT

As part of the FY25 Audit Plan process, Internal Audit relied on the risk assessment methodology and prior results developed for the Board. The goals for this common risk assessment approach were to start at the top 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 divisions.

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#### RISK ASSESSMENT APPROACH

Risk assessment is a systematic process for assessing and integrating professional judgments about probable adverse conditions and/or events. The risk assessment process provides a means of organizing and integrating professional judgments for development of the work schedule. Activities with higher risk are assigned higher audit priorities. The risk assessment process leads Internal Audit to establish audit or review work-schedule priorities which become the Internal Audit Plan.

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#### PROJECT SELECTION

Ultimately, proposed projects will be selected based on management and Board input, auditor judgment, relative risk, and scope of coverage. We perform a variety of analyses to

ensure appropriate coverage and strive to not duplicate efforts by external auditors. We also consider the inherent risk and likely potential scope of each project in allocating the available hours and determining the number of projects to be scheduled for the fiscal year. Additional hours are also allocated to the administration of the Internal Audit function and to special initiatives.

In Fiscal Year 2025, Internal Audit intends to continue its efforts in examining critical areas of agency operations. In addition, Internal Audit will remain flexible to assist the Board and management with any special requests throughout the year.

#### AGENCY MISSION

The State Preservation Board preserves and maintains the Texas Capitol, the Capitol Extension, the 1857 General Land Office Building that now houses the Capitol Visitors Center, other designated buildings, their contents and their grounds; provides facilities and grounds keeping services for the Texas Governor's Mansion; and operates the Bullock Texas State History Museum and the Texas State Cemetery. The SPB provides educational programs related to Texas history, government and culture to benefit the citizens of Texas and visitors to the state.

Internal Audit plays an important role in supporting the agency's efforts toward meeting its goals and objectives. We consider the agency's mission in each project and engagement undertaken.

#### ACCEPTABLE LEVEL OF RISK

While the proposed Internal Audit Plan results from our consideration of a wide-ranging scope of projects, it does not, nor does it intend to, address or provide coverage for all SPB components or systems. Our goal is to optimize our limited resources to provide reasonable coverage in the areas we believe require the most attention.

However, because we cannot address every risk area, it is important for the Board and management to understand the limitations of the audit coverage and the risks they assume in areas not audited. We believe that this plan appropriately allocates resources of the Internal Audit function to the most important priorities and risks of the agency at this point in time.

#### PROFESSIONAL STANDARDS

We adhere to *Government Auditing Standards*, as promulgated by the U.S. Government Accountability Office, and the *International Standards for the Professional Practice of Internal Auditing*, as promulgated by the Institute of Internal Auditors which includes the *Code of Ethics*. In addition, we conform to requirements found under the Texas Internal Auditing Act and comply with all policies and procedures of the Texas State Preservation Board. Audit standards also requires us to develop and maintain our professional competence by completing continuing education.

## DISCUSSION OF PROPOSED ENGAGEMENTS, INITIATIVES, AND ACTIVITIES

*NOTE: The below represents an initial discussion and some preliminary scoping of proposed Internal Audit projects for Fiscal Year 2025. However, the actual scope will be determined at the time the planned project commences and may differ from the discussion below based on an assessment of risk at that time.*

### Internal Audit Assurance and Consulting/Advisory Activities

- 1. Building Management and Maintenance Processes:** The State Preservation Board (SPB) has recently assumed responsibility for managing three Texas State Legislative Office Buildings and the Capitol Mall within the Texas Capitol Complex. The SPB provides essential services, including maintenance, housekeeping, and groundskeeping. Internal Audit will review building management and maintenance processes and related activities.
- 2. Retail Sales and Financial Controls:** Financial controls and processes are critical to the backbone of an organization. Internal Audit reviews and considers the risks related to financial controls and processes in most audit activities. Internal Audit will perform reviews of various retail and concession functions, including price adjustments and returns recorded in the Retail Point of Sale system. Internal Audit will also observe, or review inventory counts to verify that inventory and cash management controls are operating as intended.
- 3. Asset Management and Surplus Property Management:** State agencies are required to conduct an annual physical inventory of the trust, capitalized and controlled personal property in the agency's possession at a time of its own choosing during each fiscal year. Property that government owns but has no use for is considered surplus property. Internal Audit will review the agency's management of property and the equipment that becomes obsolete or is no longer needed.
- 4. Special Requests & Emerging Risks:** Internal audit plans must allow for flexibility to address any unanticipated risks that may emerge throughout the year. Time is allocated for unanticipated requests throughout the year to rapidly respond to any immediate needs of the Board and management.

### Auditing Standards and Statutorily Required Internal Audit Activities

- 5. Annual Risk Assessment and Audit Plan for Fiscal Year 2026:** Internal Audit will continue to assess risks and any additional information provided by management on agency risks and risk mitigation. Internal Audit will notify the Board of any risk accepted by management which may be unacceptable. The Internal Auditor will also communicate any emerging risks or trends. We

will also prepare a risk-based audit plan for FY 2026 to ensure compliance with requirements set forth by the Texas Internal Auditing Act and professional audit standards.

- 6. External Audits and Other Activities:** The Internal Audit also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed. As part of the Internal Auditor's commitment to stay abreast of developments in its profession and its commitment to progressive auditing, the Internal Auditor will continue to contribute to the internal audit community, including representing the agency at the State Agency Internal Audit Forum (SAIAF) meetings.
- 7. Internal Audit Reporting and Quality Control Assessment:** Internal Audit is also required by law and auditing standards to conduct certain activities on an annual and/or periodic basis, such as an internal quality control assessment, an annual audit report, and an external peer review. Those required activities are also included in the audit plan. In addition, we will perform routine administrative activities that contribute to the effectiveness of the internal audit function and enables us to meet our goals and objectives.

## CLOSING

Audit plans act as a guide for internal audit departments. Our plan includes proposed engagements and other initiatives to perform during the year. We have budgeted time for special requests so that we can be responsive to the immediate needs of the Board and management as they may arise throughout the fiscal year.

As discussed under "Acceptable Level of Risk", our plan does not, nor is it intended to, address or provide complete coverage for all SPB components or systems. We believe that this plan allocates the resources of Internal Audit to the most important priorities and risks of the agency at this time.

Internal Audit wants to thank SPB management and staff for their help in providing information which led to the development of this proposal. Internal Audit looks forward to helping the agency meet its goals this fiscal year. For further information on the Fiscal Year 2025 Internal Audit Plan, please contact the Internal Auditor, Eric Ramos, at (512) 475-4975 or by email at [eric.ramos@tspb.texas.gov](mailto:eric.ramos@tspb.texas.gov).