

<b>Annual Audit Plan 2025</b>	<b>Plan Hours</b>	<b>%</b>
<b>Administration</b>		
Audit Committee and Board Support	75	
<b>Office Administration</b>	120	
Risk Assessment	110	
Preparation of 2024-2025 Audit Plan	250	
FY 2021- 2022 Financial Audit	300	
Continuing Education/Professional Development	80	
<b>Administration - Total Hours</b>	<b>935</b>	<b>48%</b>
<b>Planned Audit Activity</b>		
2025-001 Student Inquiry	40	
Major Federal Grant Programs	300	
Administration and Finance	220	
Academic Affaris	200	
<b>Planned Audit Activity - Total Hours</b>	<b>760</b>	<b>39%</b>
<b>Audit Services - Total Hours</b>	<b>1,695</b>	<b>87%</b>
<b>Hotline</b>		
Investigations and Hotline - Total Hours	80	4%
<b>Management Requests</b>		
Middle States Commission on Higher Education	0	0%
<b>Internal Audit - Total Hours</b>	<b>1,775</b>	<b>91%</b>
Plus - Leave time - vacation/ holidays	175	9%
<b>Estimated Annual Hours Available</b>	<b>1,950</b>	<b>100%</b>
<b>Available Hour Calculation:</b>		
<b>Total Annual Hours January 7 to December 2025</b>	<b>1,775</b>	<b>100%</b>
Less: Vacation / Sick Leave (12)	40	
Holidays (9)	72	
Christmas Break (9)	63	
Total Leave time	175	10%
<b>Estimated Annual Hours Available</b>	<b>1,600</b>	<b>90%</b>