

FY 2018 Audit Plan - Schedules 1 & 2

UCSF

Schedule 1 - Personnel Gross & Net Available Hours Calculation		Total Year FTE's	1st Quarter 9/30/2017	2nd Quarter 12/31/2017	3rd Quarter 3/31/2018	4th Quarter 6/30/2018	Lab 9/30/2018
Number of authorized professional staff		12.00	12.00	12.00	12.00	12.00	
Number of Permanently <u>OPEN</u> Authorized Professional Staff Positions		1.00	1.00	1.00	1.00	1.00	
Number of professional positions at full staffing		11.00	11.00	11.00	11.00	11.00	0.00
PLANNED ACTUAL FTEs							
Beginning of Period		11.00	11.00	11.00	11.00	11.00	-
Additions--Permanent		0.00					
Additions--Temporary		0.00					
Departure --Within UC		(0.00)					
Departure--Outside UC		(0.00)					
Retirements		(0.00)					
Long-Term Leave		(0.00)					
Estimated Turnover		(0.00)					
End of Period		11.00	11.00	11.00	11.00	11.00	0.00
GROSS & NET AVAILABLE HRS CALCULATION		Total Year Hours	1st Quarter 9/30/2017	2nd Quarter 12/31/2017	3rd Quarter 3/31/2018	4th Quarter 6/30/2018	Lab 9/30/2018
Weighted Avg. FTE's		11.00	11.00	11.00	11.00	11.00	
Hours in the period - Campus		2,080	520	520	520	520	
Hours in the period - Lab		2,080					520
Subtotal - Lab / Campus		22,880	5720	5720	5720	5720	0
Other Resources:							
Overtime		0					
Contract Labor/Interns		0					
Recharge In (or Out)		0					
Admin. & Other		0					
Subtotal		0	0	0	0	0	0
Gross Available Hours		22,880	5720	5720	5720	5720	0
Non Controllable Hours		3,968	934	1302	1030	702	
Non Controllable Hours Percent		17.34%	16.33%	22.76%	18.01%	12.27%	-
Net Available Hours		18,912	4786	4418	4690	5018	0
Schedule 2 - Activity Report Distribution of Net Available Hours		Total Year Hours	1st Quarter 9/30/2017	2nd Quarter 12/31/2017	3rd Quarter 3/31/2018	4th Quarter 6/30/2018	Lab 9/30/2018
INDIRECT HOURS							
Administration		2,000	499	501	499	501	
Professional Development		880	220	220	220	220	
Other		0					
Total Indirect Hours		2,880	719	721	719	721	0
Total Indirect Percent		15.23%	15.02%	16.32%	15.33%	14.38%	-
DIRECT HOURS							
Audit Program							
Prior Year Audits Not Completed, DNF		0					
Planned New Audits, PN		4,912	1486	1300	1090	1036	
Supplemental Audits, PS		2,216	354	390	632	840	
Audit Follow up, PNF		770	195	190	190	195	
Total Audit Program Hours		7,898	2035	1880	1912	2071	0
Total Audit Program Percent		41.76%	42.52%	42.55%	40.77%	41.27%	-
Advisory Services							
Consultations/Spec. Projects, SC		3,424	858	643	878	1045	
Ext. Audit Coordination, SE		300	75	75	75	75	
Internal Control & Accountability, SI		60	15	15	15	15	
IPA, COI & Other, SP		60	15	15	15	15	
Compliance Support, SU		700	175	175	175	175	
Systems Dev., Reengineering Teams, etc., SR		60	15	15	15	15	
Total Advisory Services Hours		4,604	1153	938	1173	1340	0

Total Advisory Services Percent	24.34%	24.09%	21.23%	25.01%	26.70%	-
Investigations Hours, IN	2,000	500	500	500	500	-
Investigations Percent	10.58%	10.45%	11.32%	10.66%	9.96%	-
Audit Planning	890	219	219	226	226	-
Audit Committee Support	240	60	60	60	60	-
Systemwide Audit Support	240	60	60	60	60	-
Computer Support	80	20	20	20	20	-
Quality Assurance	80	20	20	20	20	-
Total Audit Support Hours	1,530	379	379	386	386	0
Total Audit Support Percent	8.09%	7.92%	8.58%	8.23%	7.69%	-
Total Direct Hours	16,032	4067	3697	3971	4297	0
Total Direct Percent	84.77%	84.98%	83.68%	84.67%	85.62%	-
Total Net Available Hours	18,912	4786	4418	4690	5018	0
Total Net Available Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Schedule 1,2 - Cross Check	Total Year Hours	1st Quarter 9/30/2017	2nd Quarter 12/31/2017	3rd Quarter 3/31/2018	4th Quarter 6/30/2018	Lab 9/30/2018
<i>Total net available hours (From Sch 1)</i>	<i>18912.00</i>	<i>4786.00</i>	<i>4418.00</i>	<i>4690.00</i>	<i>5018.00</i>	<i>0.00</i>
<i>Total net available hours (From Sch 2)</i>	<i>18912.00</i>	<i>4786.00</i>	<i>4418.00</i>	<i>4690.00</i>	<i>5018.00</i>	<i>0.00</i>
Total A+AS+IN (Scd 3 Check)	14502	3688	3318	3585	3911	0
Actual FTEs, End of Period (Check down)	11.00	11.00	11.00	11.00	11.00	0.00
Avail. Hours, Other Res., Subtotal (Check Down)	0	0	0	0	0	0
Gross Available Hours	22880	5720	5720	5720	5720	0
Net Available Hours	18912	4786	4418	4690	5018	0
Indirect Hours	2880	719	721	719	721	0
Audit Program	7898	2035	1880	1912	2071	0
Audit Support Activities	1530	379	379	386	386	0
Investigations Hours	2000	500	500	500	500	0
Advisory Services	4604	1153	938	1173	1340	0
Total Direct Hours	16032	4067	3697	3971	4297	0
Net Available Hours	18912	4786	4418	4690	5018	0