

# Garza/Gonzalez & Associates

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CERTIFIED PUBLIC ACCOUNTANTS

## **TEXAS STATE SECURITIES BOARD**

Austin, Texas

### **INTERNAL AUDIT PLAN**

For Fiscal Year 2022

**TEXAS STATE SECURITIES BOARD**  
Austin, Texas

Internal Audit Plan  
For Fiscal Year 2022

TABLE OF CONTENTS

	<u>Page</u>
Internal Auditor’s Report.....	1
I. Methodology .....	2-4
II. Audit Scope .....	4
III. Internal Audit Plan .....	5
ATTACHMENTS	
Attachment A - Risk Assessment Summary.....	6
Attachment B - History of Areas Audited.....	7

# Garza/Gonzalez & Associates

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CERTIFIED PUBLIC ACCOUNTANTS

Board Members and Audit Committee Members  
Texas State Securities Board  
Austin, Texas

Enclosed is the Texas State Securities Board's (SSB) proposed Internal Audit Plan (Plan) that was prepared for audits and other functions to be performed in fiscal year 2022. This Plan determines the scope of internal audit activities and is the source for assignment and prioritization of internal audit responsibilities for fiscal year 2022. Specific planning for audit procedures is a naturally ongoing process; thus, the Plan is reviewed annually and may be revised by the Board or Audit Committee, as necessary.

This Plan has been prepared by Garza/Gonzalez & Associates, an independent Certified Public Accounting firm, following Generally Accepted Auditing Standards, International Standards for the Professional Practice of Internal Auditing, and the Institute of Internal Auditors' Code of Ethics contained in the Professional Practices Framework.

A handwritten signature in black ink that reads "Garza/Gonzalez & Associates". The signature is written in a cursive, flowing style.

May 9, 2022

# TEXAS STATE SECURITIES BOARD

Austin, Texas

## Internal Audit Plan For Fiscal Year 2022

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### I. Methodology

SSB's fiscal year 2022 Internal Audit Plan (Plan) was prepared utilizing a risk assessment process, where we reviewed various documents; and, questionnaires completed by SSB's Audit Committee Chair, Commissioner, and other staff, as documented below.

The following documents were reviewed and considered in our risk assessment process:

- Organizational Charts
- Financial and Non-Financial Reports
- Policies and Procedures
- Applicable Laws and Regulations
- Audits and/or Monitoring Reports from Third Party Agencies
- Prior Internal Audit Reports

Questionnaires were developed for completion by SSB's Audit Committee Chair; Commissioner; and, Division Directors, to update our understanding of each division, and its role within the overall scheme of SSB. The questionnaires included topics; such as, issues and/or concerns, recent changes in key personnel, time elapsed since last audit or review, status of past audit findings, and regulatory compliance requirements (e.g., TAC 202, *Information Security Standards*; contract management; and, benefits proportionality). Utilizing the information obtained through the completed questionnaires and background information reviewed, 11 audit areas were identified as the potential audit topics. A risk analysis was completed for each of the 11 potential audit topics and then compiled to develop SSB's overall risk assessment.

The following 8 risk factors were considered for each potential audit topic:

- |                                     |   |
|-------------------------------------|---|
| 1. Materiality                      | Measure of the auditable unit's <i>financial</i> materiality based on the dollar amount per year of assets, receipts, or disbursements for which the unit is responsible; or, <i>non-financial</i> materiality based on the degree of its responsibility related to the agency's primary mission. |
| 2. Time since Last Audit or Review  | Measure of the number of years between the date of the previous audit or review and the date of the risk assessment.  |
| 3. Results of Prior Audit or Review | Measure of the results of the prior audit or review.  |
| 4. Adequacy of Staffing Levels      | Measure of the adequacy of the auditable unit's staffing level as it relates to the achievement of its objectives.  |

# TEXAS STATE SECURITIES BOARD

## Internal Audit Plan

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- |   |   |
|---|---|
| 5. Policies and Procedures                          | Measure of the existence of policies and procedures documenting the auditable unit's activities.                                      |
| 6. Compliance with Contracts, Laws, and Regulations | Measure of the complexity of contracts, laws, and/or regulations for which the auditable unit is responsible for ensuring compliance. |
| 7. Susceptibility of Theft, Waste, Abuse, or Fraud  | Measure of the auditable unit's risk and controls in place as it relates to theft, waste, abuse, or fraud.                            |
| 8. Issues or Concerns                               | Measure of issues or concerns expressed in completed questionnaires.  |

### Risk Assessment

Following are the results of the risk assessment performed for the 11 potential audit topics identified:

HIGH RISK	MODERATE RISK	LOW RISK
Conducting Inspections <sup>1</sup>	Human Resources and Payroll Procurement/Contract Management/HUB Processing Dealer Applications <sup>2</sup> Processing Securities Applications <sup>2</sup> Enforcement <sup>1</sup> Information Technology	Processing Cash Receipts/Disbursements/Mail Accounting/Financial Reporting/Fixed Assets/Travel Complaints Process <sup>1</sup> Records Management

<sup>1</sup> Includes Performance Measures.

<sup>2</sup> Includes Performance Measures and Registration & Filing Fees.

This report includes the “Risk Assessment Summary” as Attachment A; and, the “History of Areas Audited” as Attachment B, which lists audits and/or reviews performed from fiscal year 2012 through 2022 for the above 11 potential audit topics.

In the prior 3 years, the internal auditor performed the following *internal audit functions*:

### Fiscal Year 2021:

- Risk Assessment & Preparation of the Internal Audit Plan
- Enforcement
- Follow-up of Prior Year Internal Audits
- Preparation of the Internal Audit Annual Report

# TEXAS STATE SECURITIES BOARD

## Internal Audit Plan

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### Fiscal Year 2020:

- Risk Assessment & Preparation of the Internal Audit Plan
- Records Management
- Follow-up of Prior Year Internal Audits
- Preparation of the Internal Audit Annual Report

### Fiscal Year 2019:

- Risk Assessment & Preparation of the Internal Audit Plan
- Accounting & Financial Reporting
- Follow-up of Prior Year Internal Audits
- Preparation of the Internal Audit Annual Report

## II. Audit Scope

In accordance with the **International Standards for the Professional Practice of Internal Auditing**, the audit scope will encompass the examination and evaluation of the adequacy and effectiveness of SSB's system of internal control and the quality of performance in carrying out assigned responsibilities. The audit scope includes:

- **Reliability and Integrity of Financial and Operational Information** – Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- **Compliance with Policies, Procedures, Laws, Regulations and Contracts** – Review the systems established to ensure compliance with those policies, procedures, laws, and regulations and contracts that could have a significant impact on operations and reports, and determine whether the organization is in compliance.
- **Safeguarding of Assets** – Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.
- **Effectiveness and Efficiency of Operations and Programs** – Appraise the effectiveness and efficiency with which resources are employed.
- **Achievement of the Organization's Strategic Objectives** – Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

# TEXAS STATE SECURITIES BOARD

## Internal Audit Plan

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### III. Internal Audit Plan

In addition to performing the 2022 risk assessment for preparation of this Internal Audit Plan (Plan), this Plan also includes one audit to be performed; a follow-up of the prior year audit recommendations; other tasks that may be assigned by the Board or Audit Committee during the year; and, preparation of the Internal Audit Annual Report for fiscal year 2022.

The area recommended for internal audit and other functions to be performed for fiscal year 2022 are as follows:

1. Completion of the Fiscal Year 2022 Risk Assessment and Preparation of this Internal Audit Plan
2. Audit of Cash Receipts/Disbursements/Mail Processing Area  
An audit of this area will be performed to assess whether SSB's established policies and procedures and internal controls, as designed, are operating effectively, in ensuring accurate and timely performance of cash receipts, disbursements, and mail functions.
3. Follow-Up of Prior Year Internal Audits and Prepare the 2022 Internal Audit Annual Report  
Perform follow-up procedures to determine the status of the prior year comments that were not fully implemented as of fiscal year 2021 and prepare the 2022 Internal Audit Annual Report. The follow-up audit procedures will result in a determination that the recommendation is (1) Fully Implemented; (2) Substantially Implemented; (3) Incomplete/Ongoing; or (4) Not Implemented.
4. Other Tasks  
Other tasks as may be assigned by the Board or Audit Committee during the fiscal year.

## **ATTACHMENTS**



**TEXAS STATE SECURITIES BOARD**  
**Risk Assessment Summary**  
**For Fiscal Year 2022**

RISK FACTOR WEIGHT																		
		10.00%	16.50%	16.00%	15.00%	12.50%	12.00%	8.00%	10.00%									
RISK FACTORS																		
		1	2	3	4	5	6	7	8									
Potential Audit Topic	Materiality	Time Since Last Audit or Review	Results of Previous Audit or Review	Adequacy of Staffing Levels	Policies and Procedures	Compliance with Contracts, Laws & Regulations	Susceptibility of Theft, Waste, Abuse, or Fraud	Issues or Concerns	Total									
<b>High Risk &gt; 176</b>																		
1	Conducting Inspections <sup>1,3</sup>	3	30.00	2	33.00	1	16.00	3	45.00	1	12.50	3	36.00	2	16.00	1	10.00	198.50
<b>Moderate Risk 153 - 176</b>																		
2	Human Resources and Payroll <sup>4</sup>	3	30.00	2	33.00	1	16.00	1	15.00	2	25.00	2	24.00	2	16.00	1	10.00	169.00
3	Procurement/ Contract Management/ HUB <sup>4</sup>	2	20.00	3	49.50	1	16.00	1	15.00	1	12.50	2	24.00	2	16.00	1	10.00	163.00
4	Processing Dealer Applications <sup>2</sup>	3	30.00	2	33.00	1	16.00	1	15.00	1	12.50	3	36.00	1	8.00	1	10.00	160.50
5	Processing Securities Applications <sup>2</sup>	3	30.00	2	33.00	1	16.00	1	15.00	1	12.50	3	36.00	1	8.00	1	10.00	160.50
6	Enforcement <sup>1</sup>	3	30.00	1	16.50	1	16.00	2	30.00	1	12.50	3	36.00	1	8.00	1	10.00	159.00
7	Information Technology (includes Disaster Recovery Plan)	2	20.00	1	16.50	2	32.00	1	15.00	1	12.50	3	36.00	2	16.00	1	10.00	158.00
<b>Low Risk &lt; 153</b>																		
8	Processing Cash Receipts/ Disbursements/ Mail	2	20.00	3	49.50	1	16.00	1	15.00	1	12.50	1	12.00	2	16.00	1	10.00	151.00
9	Accounting/ Financial Reporting/ Fixed Assets/ Travel <sup>4</sup>	2	20.00	1	16.50	1	16.00	1	15.00	1	12.50	2	24.00	2	16.00	1	10.00	130.00
10	Complaints Process <sup>1</sup>	2	20.00	2	33.00	1	16.00	1	15.00	1	12.50	1	12.00	1	8.00	1	10.00	126.50
11	Records Management	1	10.00	1	16.50	2	32.00	1	15.00	1	12.50	1	12.00	1	8.00	1	10.00	116.00

<sup>1</sup> Includes Performance Measures.

<sup>2</sup> Includes Performance Measures and Registration & Filing Fees.

<sup>3</sup> Does not consider the FY22 ongoing audit being conducted by the State Auditor's Office.

<sup>4</sup> Does not consider the FY22 Post-Payment audit performed by the Comptroller of Public Accounts since the report has not been released.

**Risk Factor Rating:**

- 1 - Low Risk
- 2 - Moderate Risk
- 3 - High Risk

**TEXAS STATE SECURITIES BOARD  
History of Areas Audited  
For Fiscal Year 2022**

	POTENTIAL AUDIT TOPIC	Fiscal Year Audited/Reviewed										
		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 <sup>(1)</sup>
1	Accounting & Financial Reporting (includes Fixed Assets & Travel)	A			C*				A			C*
3	Complaints Process <sup>1</sup>							B				
2	Conducting Inspections <sup>1</sup>				A			B				F
4	Enforcement <sup>1</sup>						A	B			A	
5	Human Resources & Payroll				C*	A1		E*				C*
6	Information Technology (includes Disaster Recovery Plan)	A	D*/D	D*	D*	D*	D*	B*/D	D*	D	D*	D
7	Processing Cash Receipts/Disbursements/Mail			A								
8	Processing Dealer Applications <sup>2</sup>							A/B				
9	Processing Securities Applications <sup>2</sup>		A					B				
10	Procurement/Contract Management/HUB				C*							C*
11	Records Management									A		

<sup>1</sup> Includes Performance Measures.

<sup>(1)</sup> Partial fiscal year through April 2022

<sup>2</sup> Includes Performance Measures and Registration & Filing Fees.

**Legend (audits/reviews with asterisk (\*) are considered limited scope for the audit area)**

- A Internal audit performed by Garza/Gonzalez & Associates, CPAs.
- A1 Internal audit performed by Monday Rufus & Co.
- B Sunset review performed by the Sunset Advisory Commission.
- C Post-Payment audit performed by the Comptroller of Public Accounts.
- D IT assessment performed by the Department of Information Resources (DIR) or a third-party vendor procured through DIR.
- E Policy review performed by the Texas Workforce Commission.
- F Audit performed by the State Auditor's Office.