



## THE DISTRICT

INTERNAL AUDIT OFFICE

### MEMORANDUM

**TO:** Board of Trustees  
Dr. Xavier De La Torre, Superintendent of Schools

**FROM:** Shinping “Champagne” Chyi, CPA, RTSBA, Internal Auditor 祁沁萍

**DATE:** August 28, 2020

**SUBJECT:** Audit Plan 2020 Revision and New Process Proposal

This memo is to present a revision to the 2019-20 Board approved audit plan and a new audit plan proposal.

After using the same risk factors and process for the past five (5) years, I would like to use new risk factors within the professionally recognized risk-based methodology to identify the level of potential exposure that each department/school/program presents to the District.

Instead of July to subsequent June for annual audit plans, I would like to propose an audit plan time frame from January to December starting 2021. I will present the new audit plan for your approval in the December Board meeting.

Our new senior staff auditor, Amy R. Sanchez has joined the District since 8/18/2020. The staff auditor I position finalist has been recommended for further process. Our part time college student will return to work on 8/24/2020. A summary of staff members’ experience is as following:

**Shinping “Champagne” Chyi, CPA, CIA, RTSBA, Internal Auditor**

- Joined & reestablish the office in March, 2002

***Education***

- B.C. in Accounting from Soochow University, Taipei, Taiwan, Republic of China (R.O.C.)
- M.S. Information Systems from Northeastern University, Boston, Massachusetts
- Master of Science from Northeastern University, Boston, Massachusetts
- Completed courses for a Ph. D. degree program and passed the doctoral qualifying examination in both Operations Research and Computer Information Systems in 1991

***Experience - Industry***

- Auditor, PricewaterhouseCoopers L.L.P. Computer Assurance Services, Boston, MA.
- Internal Auditor, El Paso Energy Corp., El Paso, TX
- Private business consulting, tax return services since 1997 (limited CPA practice)
- Program Financial Manager, Model Institutions for Excellence (MIE), UTEP
- Accounting Manager, Finance Department, E & A Technology Inc., El Paso, TX (US subsidiary of a Taiwanese company, manufacturing computer cases)
- Chief Financial Officer, Southwestern General Hospital, El Paso, TX

***Experience - Teaching***

- Teaching & Administrative Assistant, Soochow University, Taipei, Taiwan, R.O.C.

- Lecturer & Teaching Assistant, Northeastern University, Boston, MA
- Part-time Lecturer, UTEP, EPCC
- Principal and teacher, Chinese Language for Pre-K and up, “El Paso” Ai-Hwa Chinese Language School, El Paso Texas (Courses are offered through UTEP Professional and Public Programs Department)

**Amy Sanchez, Senior Staff Auditor**

- Joined the office: Aug. 2020
- BBA in Accounting, University of Notre Dame
- MBA, UTEP
- CPA licensure in New Mexico
- Certified Internal Auditor
- 17 years of auditing experience in public accounting and educational organization including two and half years with our office
- About four years as the Chief of Staff , Office of the President, Texas Tech University Health Services Center at El Paso, TX

**Fernando Ramirez, Staff Auditor II**

- Joined the office: October 2018
- BBA in Accounting, UTEP
- BBA in Finance, UTEP
- About three years of auditing experience in public accounting with RPC CPAs, El Paso, TX
- About three years in governmental finance administration with the City of Anthony, NM

**Vacancy, Staff Auditor I**

- Since end of June 2020

**Part Time Auditor: Marcela Castañeda**

- Joined the office: April 2019
- Students of Accounting Dept., UTEP

**Secretary: Flor “Cristal” Arguelles**

- Joined the office: October 2020
- About 15 years of business administrative including some accounting support in the private sectors.

Below are summary of

- 2019-20 HOT line call log summary, total of 18 cases.
- Project completed during the 2019-20 fiscal year with following breakdown:

<b>Division</b>	<b>Complete</b>	<b>Follow up required in 2021</b>	<b>Report Issued</b>	<b>Grand Total</b>
Academics		1		1
Elementary Schools	5	6		11
Finance		1	1	2
High Schools	5			5
Middle Schools	2	12	1	15
Operations	4	1	2	7
Superintendent	1	1	1	3
<b>Grand Total</b>	<b>16</b>	<b>23</b>	<b>5</b>	<b>44</b>

- Audit projects to be completed by Dec. 2020. I have revised the listing considering new changes as following:

Group #	Dept #	Department / Campus & Program Audit Activity (8/20/2020 updated)	Estimate Hours
		<i>Non audit hours total - Admn &amp; Professional Development</i>	<b>411</b>
1.1		Construction & Facilities: 2015 & 2019 Bond Project Audits	210
2.3	50	Technology Information Systems - Student / Finance	140
2.4	85	Innovative Learning	70
2.6	88	Pupil & Parent Services including Drop out program	70
5		Change in higher administrator exit audits and special audit requests (addition as needed)	1,186
7		00-01 - F.A.W. investigation (Hotline)	40
9	64/66	Assist Accounting Dept. in year end - warehouse inventories	30
		<b>Total audit project hours</b>	<b>1,746</b>
		Change in higher administrator exit audits and special audit requests (addition as needed)	1,186
5.0		Exit audits (estimates)	28
5.2	75	Health Services	70
5.26	112	North Loop ES	65
5.27	005	Riverside HS	90
5.28	002	Eastwood HS	90
5.29	104	Del Norte ES	65
5.30	120	East Point ES	65
5.31	014	CCA exit audit	16
5.32	106	Eastwood Knolls exit audit	65
5.33	113	Parkland ES exit audit	65
5.34	120	Del Valle ES exit audit	65
5.35	127	Capistrano ES exit audit	65
5.36	112	Marian Manor ES exit audit	65
5.37	122	Pasodale ES exit audit	65
5.38	20/25	Acct & Payroll Dept. Director exit audit	112
5.39	130	LeBarron Park ES exit audit	65
5.40	118	South Loop ES exit audit	65
5.41	114	Ramona ES exit audit	65

d. The Audit Process and Communication is attached.

In summary, below is the overall timeline for remaining tasks:

1. By the end of September 2020: Study the newly adopted 2025 Strategic Plan
2. By the end of October 2020: Process risk assessment with upper management
3. By the end of November 2020: draft the audit plan for review
4. Present the new 2021 audit plan at the December 2020 Board meeting for approval.

We thank all board members and the superintendent for your unconditional support by allowing us to establish and carry out our internal auditing function according to our policy and audit plan. I am especially grateful to staff members of all campuses and divisions participating and cooperating in our audit and review process. Please contact me at 915-434-0041 or email schyi@yisd.net should you have any questions.