I. Policy

Audit & Advisory Services, which reports to the Audit and Compliance Committee of the Board of Trustees, functions as an independent appraiser of University activities. The primary mission of Audit & Advisory Services is to prepare reports, analyses, information, counsel and recommendations to assist members of management, the administration, and the Board of Trustees in the effective discharge of their responsibilities and to promote operational effectiveness and efficiency. Audit & Advisory Services also partners with management to provide value-added advisory services.

A. To the extent permitted by law, Audit & Advisory Services shall have full, free and unrestricted access to all of the University's activities, records, property and personnel.

B. To remain objective, Audit & Advisory Services shall have no operational responsibility or authority over any operations or activities they review, unless specifically approved by the Audit and Compliance Committee of the Board of Trustees. Therefore, any review or recommendation made will not relieve supervisors of the responsibilities inherent to their positions.

C. Audit & Advisory Services is charged specifically with the following responsibilities:

1. Review departments, functions and campuses within the University at appropriate intervals to determine whether they are carrying out efficiently and effectively their functions of planning, organizing, directing and controlling in accordance with University policy, legislative mandate or sound administrative practices.

2. Review the established systems to ensure compliance with those policies, plans, procedures, contracts, laws and regulations that could have a significant impact on operations and reports, suggesting policy where required.
3. Review operations and programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

4. Appraise the economy and efficiency with which resources are employed, identify opportunities to improve operating performance and recommend solutions to problems where appropriate.

5. Determine the adequacy and effectiveness of the University's systems of internal financial and operational controls, governance and risk management programs.

6. Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information.

7. Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.

8. Coordinate audit efforts with those of the State Auditor’s Office and all other external auditors and monitor the progress made to resolve audit exceptions.

9. Submit annual audit plans to the Audit and Compliance and the Executive Committees of the Board of Trustees for review and approval.

10. Report to the Audit and Compliance and the Executive Committees on whether

   a. appropriate action has been taken on significant internal audit findings and findings made by external auditors

   b. the activities of the department have been directed toward highest exposures to risk and toward increasing efficiency, economy and effectiveness of operations

   c. there is any unwarranted restriction on the staffing and authority of the department or the access by its staff to all University activities, records, property and personnel.

11. Report the results of its examinations including recommendations to those members of management who should be informed or who should take corrective action.

12. Evaluate any plans or actions to be taken to correct reported conditions and, if the planned corrective actions are considered unsatisfactory, hold further discussion to achieve acceptable disposition.

13. Provide adequate follow-up to make sure that effective corrective action is taken.
D. Audit & Advisory Services engagements shall be conducted in accordance with The Institute for Internal Auditors’ (IIA) mandatory guidance in the *International Standards for the Professional Practice of Internal Auditing (Standards)*, which includes the definition of internal auditing and the IIA Code of Ethics.

II. Reason for Revision

Policy organization, content, and accuracy reviewed, policy updated with scrivener corrections.