Audit Process

BOSTON COLLEGE INTERNAL AUDIT DEPARTMENT
What Makes a Successful Audit?
Criteria:

• Successful partnership with department staff
  • Timely delivery of information
  • Being prepared to meet with audit team
  • Setting meeting expectations
  • Asking questions

• Project completed within negotiated time frame

• Timely communication by Internal Audit of any observations and recommendation and by management for responses/action plans
Audit Steps
Area Management will receive an email informing them of the upcoming audit.
Introduction Meeting

- An Audit Introduction Meeting is held with area management and the audit team.
- The purpose of this meeting is to:
  
  Conduct Introductions.
  
  Determine key processes and controls that should be included as part of the review.
  
  Discuss any areas that should be provided with special attention.
• During Planning:

- Research to Gain Understanding of Area
- Identify Controls
- A Preliminary Assessment of the Adequacy of Existing Controls is in Progress

- Documentation will be requested and meetings will be held between members of the audit team and area management and staff, to gather information about the area being audited.
Audit Scope

• Once planning has been completed:
  • Engagement level risk assessment will be conducted by the audit team to determine the focus of the audit.
  • The focus of the audit is communicated to area management through an Audit Objectives Memo.

• Agreement is Reached
• Timeline of Audit Determined
Fieldwork

Consists of:
• Talking with area staff
• Testing for compliance with applicable university policies and procedures and laws and regulations
• Assessing the adequacy of internal controls
Communication

• Throughout fieldwork, the audit team will discuss any potential findings with area management as they arise.

• In addition, area management and the audit team will conduct a mid-audit meeting to confirm known findings and provide a status of the audit.
Audit Completed

• Hold an Exit Meeting to:
  • Discuss and Concur on Audit Findings
  • Preliminary Discussion on Next Steps and Action Plans
  • Answer Questions
After the exit meeting, the audit team will draft an audit report.

This report consists of:
- Distribution List
- General overview of the area
- Purpose and scope of the audit
- Overall conclusion
- Details describing the findings and recommended solutions

This will be presented to area management for their review and comments.
Response

• Once the report is finalized, if needed, the audit team will request management response:
  • Action plan to correct the problem
  • Plan owner
  • Expected completion date
Report Distribution

• Copies of the audit report are sent to:
  • Area management
  • President
  • Executive Vice President
  • Financial Vice President
  • University Controller
  • General Counsel
  • Others, depending on the type of audit
Audit Committee

• A summary of the audit report is provided to the Finance and Audit Committee.
Follow-up

• Follow-up will occur after the expected completion date.
  • Auditor may email to verify that area management has implemented the agreed-upon corrective actions.

• Auditee can submit notification and/or evidence of Audit results

• Internal Audit will then update the board on the issues.
Feedback/Survey

• In the future, auditee will have opportunity to provide feedback to each auditor.