

C.1.2.1 (Procedure) Internal Audit Protocol

Responsible Department: District Director of Internal Audit

Based on Board Policy C.1.2 - Audit Services

Board Adoption: 8-18-09

Last Board Action: 1-21-20

The internal audit function of the Alamo Colleges plays a key role in efforts to be accountable for the operations and for the delivery of services to its constituency. It is incumbent that this process adds value to the organization. The goal of this process is to increase accountability and transparency through collaboration.

Annual Planning

- An organization-wide risk assessment will be performed annually; the results will be reported to the Board of Trustees.
- An audit plan will be developed based on the risk assessment and presented to the Board of Trustees for approval.
- The audit plan may include a combination of full scope, limited scope, analytical review, and/or consulting projects. An estimate of time for internal resources and/or cost for external resources will be provided. The number of projects in a given plan year may vary depending on the scope and nature of the work to be performed. The approved audit plan will be shared with management and key personnel in departments that will be affected.

Projects

- Internal audit will hold a pre-entrance conference with the department leadership team. The purpose is to discuss the audit process, communicate expectations, establish a preliminary scope and timeline, and identify staff to be involved.
- Prior to the start of fieldwork, an entrance conference with essential personnel will be held to discuss and agree on the scope and objectives (value-added approach) for the project, and if it is an audit or non-audit service.
- A work plan, including milestones and an estimated completion date, will be established by the internal audit team with input from the client department staff to achieve a clear understanding of the requirements for the project.
- Concerns, findings, and recommendations will be communicated in writing to the project department leadership.
- Weekly status updates will be provided to department leadership during the project fieldwork phase. Status meetings will be held as needed to discuss potential issues.
- An exit conference will be held with department leadership and the related President or Vice Chancellor to discuss the results of the engagement, including any findings and recommendations, and to reach an agreement on corrective action to be taken.

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Reporting and Monitoring

- Reports should separately delineate findings from operational efficiency or best practice recommendations. Significant findings of non-compliance with laws, policies, and procedures; internal control deficiencies; and financial misstatements should be emphasized.
- A draft report will be submitted to the Administration for review and comment. Reports will be accurate, objective, complete, clear, concise, constructive, complete, and timely per the Internal Audit Standards. If the Administration disagrees with any of the findings presented in the report, they may include a written management response in the final report.
- A report will be considered complete upon management concurrence, submission of any responses, or thirty workdays after distributing the draft.
- A final report, including any management responses, will be submitted to the Board.

Charter

The Internal Audit Charter is available online at

<https://www.alamo.edu/contentassets/d0415aed67124c0e852fa1643aa6e064/approved-internal-audit-charter.pdf>