

### **C.1.2.1 (Procedure) Internal Audit Services**

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.1.2 - Audit Services](#)

Approved: 8-18-09

Last Amended:

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#### **Internal Audits**

The general procedures for internal auditing services are:

1. The Director of Internal Audit, in conjunction with the Chancellor, shall on an annual basis establish objectives for internal auditing and shall review with the Audit, Budget and Finance Committee and the Board the annual audit plan.
2. The Director of Internal Audit shall provide a copy of all audit reports to the Chancellor.
3. The Director of Internal Audit shall report to the Chancellor on all matters relative to audits and investigations and, in addition, shall provide a report which includes his/her observations and recommendations to the Audit, Budget and Finance Committee and the Board.
4. The Director of Internal Audit shall report directly to the Audit, Budget and Finance Committee and the Board on all audits relative to the office of the Chancellor.
5. All College District employees are required to cooperate and assist the internal audit function during a review.

#### **Internal Audit Scope**

The scope of internal auditing encompasses the examination and evaluation of the adequacy and effectiveness of the system of internal control and the quality of performance in carrying out assigned responsibilities. It includes reviewing:

1. The reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
2. The systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reporting on the extent of compliance.
3. The means of safeguarding assets, and, as appropriate, verifying the existence of such assets.
4. Appraising the efficiency with which resources are utilized.

#### **Internal Audit Reporting**

A written report shall be prepared and issued by the Director of Internal Audit following the conclusion of each audit. A copy of the report shall be forwarded to the Chancellor. The manager of the activity or department receiving the internal audit report shall be briefed and given an opportunity to respond before the report is completed unless criminal action is suspected. The response shall be formulated within 30 days.

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Any attempt to impede the progress of an internal audit shall be reported immediately to the Chancellor and the chairperson of the Audit, Budget and Finance Committee and the Board.

A report of each audit and responses from the Chancellor shall be submitted to the Audit, Budget and Finance Committee and the Board.

#### **Charter**

The Internal Audit Charter is available online at:

<http://www.alamo.edu/district/ia/pdfs/internal-audit-charter-revised-january-2007.pdf>.