



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
OFFICE OF INTERNAL AUDIT POLICY & CHARTER	July 1, 2017	125.205

POLICY STATEMENT (R*)

Introduction

The purpose of the Office of Internal Audit (OIA) is to provide an independent and objective assurance and consulting activity designed to add value and improve Florida International University (FIU) operations. OIA assists FIU in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes.

Reporting, Independence

The Chief Audit Executive (CAE) shall report functionally to the Board of Trustees and administratively to the President. The CAE shall conduct and report on audits, investigations, and other inquiries free of actual or perceived impairment to the independence.

Authority

The Office of Internal Audit (OIA) shall have unrestricted and timely access to all records, data, information and personnel of the University including information reported to the university's hotline/helpline. However, to ensure objectivity and independence, the OIA has no direct responsibility or authority over the activities it reviews.

Professional Standards

Audit engagements shall be performed in accordance with the International Professional Practices Framework, published by the Institute of Internal Auditors, Inc.; the Government Auditing Standards, published by the United States Government Accountability Office; and/or the Information Systems Auditing Standards published by ISACA. All audit reports shall describe the extent to which standards were followed.

Investigative assignments shall be performed in accordance with professional standards issued for the State University System.

Duties and Responsibilities

The Chief Audit Executive shall:

- (a) Provide direction for, supervise, and coordinate audits and investigations which promote economy, efficiency, and effectiveness in the administration of university programs and operations including, but not limited to, auxiliary facilities and services, direct support organizations, and other component units.
- (b) Conduct, supervise, or coordinate activities for the purpose of preventing and detecting fraud and abuse within university programs and operations including, but not limited to, auxiliary facilities and services, direct support organizations, and other component units.
- (c) Address significant and credible allegations relating to waste, fraud, or financial mismanagement as provided in Board of Governors Regulation 4.001.
- (d) Keep the president and board of trustees informed concerning significant and credible allegations and known occurrences of waste, fraud, mismanagement, abuses, and deficiencies relating to university programs and operations; recommend corrective actions; and report on the progress made in implementing corrective actions.

- (e) Promote, in collaboration with other appropriate university officials, effective coordination between the university and the Florida Auditor General, federal auditors, accrediting bodies, and other governmental or oversight bodies.
- (f) Review and make recommendations, as appropriate, concerning policies and regulations related to the university's programs and operations including, but not limited to, auxiliary facilities and services, direct support organizations, and other component units.
- (g) Communicate to the President and the Board of Trustees, at least annually, the office's plans and resource requirements, including significant changes, and the impact of resource limitations as follows:
 - 1) The chief audit executive shall develop audit plans based on the results of periodic risk assessments. The plans shall be submitted to the Board of Trustees Audit and Compliance Committee for approval. A copy of approved audit plans will be provided to appropriate university management and the Board of Governors.
 - 2) By September 30th of each year, the CAE shall prepare a report summarizing the activities of the office for the preceding fiscal year. The report shall be provided to the President, Board of Trustees, and the Board of Governors.
- (h) Provide training and outreach, to the extent practicable, designed to promote accountability and address topics such as fraud awareness, risk management, controls, and other related subject matter.
- (i) Coordinate or request audit, financial and fraud related compliance, controls, and investigative information or assistance as may be necessary from any university, federal, state, or local government entity.
- (j) Develop and maintain a quality assurance and improvement program for the OIA.
- (k) Establish policies which articulate the steps for reporting and escalating matters of alleged misconduct, including criminal conduct, when there are reasonable grounds to believe such conduct has occurred.
- (l) Inform the board of trustees when contracting for specific instances of audit or investigative assistance.
- (m) Review this Charter with the Audit and Finance Committee at least every three (3) years for consistency with applicable Board of Governors and university regulations, professional standards, and best practices.

REASON FOR POLICY (O*)

The purpose of the Florida International University's OIA is to provide independent and objective appraisals regarding risk management and controls on financial matters within the University.

HISTORY (O*)

Effective Date: March 2006; Revision Date(s): February 5, 2010.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Office of the President
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Office of Internal Audit
Florida International University
11200 S.W. Eighth Street, CSC 447
Miami, Florida 33199

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this policy online provides complete contact information.

Telephone: 305-348-2465	
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***R = Required *O = Optional**