

Review of UNC General Administration's Internal Audit Report for the Third Quarter FY 2013

Internal Audit has released its Third Quarter Report for Fiscal Year 2013.



THE UNIVERSITY OF NORTH CAROLINA GENERAL ADMINISTRATION

MEMORANDUM

TO: Mr. Thomas W. Ross, President
Mr. Walter C. Davenport, Audit Committee Chair, UNC GA Board of Governors

FROM: Ms. Jan-Rae D. Castillo, Internal Auditor

SUBJECT: Report for the Office of Internal Audit for the Third Quarter FY 2013

DATE: April 4, 2013

Summary of Completed and Pending Engagements

The annual audit plan is a dynamic document that may change during the fiscal year as circumstance warrant. Requests from management, hotline and other investigations, and changes in the organization or operations may result in changes to the plan and to priorities.

For the quarter ended March 31, 2013, Internal Audit completed and/or initiated the following engagements:

Pending- Scheduled Audits and Consultations

UNC-TV PCard Review: In November, fieldwork began for an internal control review of the North Carolina Center for Public Television's Procurement Card program. Our testing includes a review of policies and procedures, compliance to those policies and procedures, and a reasonableness assessment of expense items. Fieldwork is expected to be completed in May.

Other Projects:

UNC GA Internal Audit Plan for Fiscal Year 2014: In March, preparations to put together the UNC GA Internal Audit Plan for Fiscal Year 2014 began. The plan is based on a risk assessment of UNC General Administration. This risk assessment is to be developed using information collected from management interviews, employee surveys, and past internal audit activity.

Advisory Services: Internal Audit has provided approximately four hours of advisory services to UNC GA this quarter.

Professional Development

State law requires the Office of Internal Audit to follow the *International Standards for the Professional Practice of Internal Auditing*. Standard 1230 states: "Internal auditors must enhance their knowledge, skills, and other competencies through continuing professional development." The internal auditor has become a Certified Public Accountant as of September 19, 2011. To meet the requirements of Standard 1230, the internal auditor has attended the following workshops and conferences:

External Training:

- Association of College and University Auditors "Auditing IT Governance" webinar on January 16, 2013
- Raven Global Training "The Seeds and Sprouts of Root Cause Analysis" webinar on February 5, 2013
- Institute of Internal Auditors "Root Cause Analysis Practice Advisory" webinar on February 5, 2013
- Association of College and University Auditors "Ethical Leadership with ACUA Leads" webinar on February 13, 2013
- Institute of Internal Auditors "Planning Integrated Audits" Webinar on February 19, 2013
- Institute of Internal Audit Durham Chapter "Audit Report Writing" workshop on March 1, 2013
- Institute of Internal Auditors "Creating a Top-Down Risk Based Audit Plan" webinar on March 12, 2013
- UNC Financial System's Conference on March 17-19, 2013

JDC

Cc: Mr. Charlie E. Perusse, Chief Operating Officer