

*Florida Atlantic University
Office of Inspector General*

INTERNAL AUDIT CHARTER

Introduction

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The Office of Inspector General (OIG) at Florida Atlantic University administers the Audit Program for the university with the objective of assisting management of the university and the Board of Trustees in the effective discharge of their responsibilities. To this end, OIG provides management and the university Board of Trustees with analyses, appraisals, recommendations, counsel, and information concerning the activities and organizations reviewed.

Mission

The Office of Inspector General serves the university, and to a limited extent its direct support organizations, by providing a central point for coordination of, and responsibility for, activities that promote accountability, integrity, efficiency, and compliance.

Organization, Independence, Authority

The university president appoints the inspector general. OIG operates under the general supervision of the university president and reports to the president for administrative support and reports to the Board of Trustees through its Audit and Finance Committee as to its activities and published reports. This reporting relationship promotes independence and objectivity, which assures adequate consideration of audit findings and planned actions.

In performing its function, OIG has no direct responsibility or authority over any of the activities it reviews. Therefore, the audit, review or appraisal does not relieve other persons in the university of the responsibilities assigned to them. OIG is authorized full and unrestricted access to all areas and information sources necessary to carry out its activities. Documents and information provided to OIG staff during an engagement are handled in the same prudent manner as by those employees normally accountable for them.

Professional Standards

The OIG staff members have a responsibility to those they serve and should refrain from entering into any activity that may create a conflict of interest. They have an obligation of self-discipline above and beyond the requirements of laws and regulations. They should uphold and demonstrate qualities of integrity, honesty, loyalty, morality, dignity, and confidentiality consistent with the Institute of Internal Auditors Code of Ethics. The Institute's Standards for the Professional Practice of Internal Auditing shall constitute the operating principles for the office.

Duties and Responsibilities

- (a) Conduct and coordinate audits, investigations, and management reviews relating to the programs and operations of the university and its direct support organizations.
- (b) Conduct, supervise, or coordinate other activities carried out or financed by the university for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations.
- (c) Receive complaints and coordinate all activities of the university and direct support organizations as required by the Whistle-blower's Act pursuant to Sections. 112.3187-112.31895, Florida Statutes.
- (d) Receive and consider the complaints, which do not meet the criteria for an investigation under the Whistle-blower's Act and conduct, supervise, or coordinate such inquiries, investigations, or reviews as appropriate.
- (e) Keep the university president, management and the Audit and Finance Committee of the university's Board of Trustees informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the university, recommend corrective action concerning fraud, abuses, and deficiencies, and report on the progress made in implementing corrective action.
- (f) Ensure effective coordination and cooperation between the Florida Auditor General, federal auditors, and other governmental bodies and external auditors with a view toward avoiding duplication.
- (g) Review, as appropriate, rules relating to the programs and operations of the university and make recommendations concerning their impact.
- (h) Monitor implementation of the university's response to any report on the university issued by the OIG, Florida Auditor General, or the Office of Program Policy Analysis and Government Accountability. The Audit and Finance Committee will be provided with timely reports on the status of corrective actions taken to address audit recommendations.
- (i) Provide the president and the Audit and Finance Committee with an annual report by September 30th, summarizing OIG activities for the previous fiscal year.

In the performance of these services, OIG will ensure that an appropriate balance is maintained between audit, investigative, and other activities. Detailed operational procedures for the Office of Inspector General have been established and presented for review by the president and the Audit and Finance Committee.