



## UTAH SYSTEM OF TECHNICAL COLLEGES

# POLICIES

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| Subject: | Internal Audit |
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### 302.1 Purpose

To provide a charter for the Internal Audit Department.

### 302.2 Approval

USTC Board of Trustees approval: April 11, 2007. Revised: June 8, 2016; September 13, 2017.

### 302.3 References

UCA 53B-2a-102(2), Commissioner of Technical Education — Appointment — Duties

### 302.4 Guidelines

The Utah System of Technical Colleges (USTC) Internal Audit Department (Internal Audit) is an independent, objective, assurance and consulting activity designed to add value and improve operations under the direction of the USTC Commissioner of Technical Education and Board of Trustees.

**4.1 Nature of Internal Audit:** Internal Audit has two distinct but compatible functions:

**4.1.1 Advisory Services:** In an internal consulting role, Internal Audit seeks to provide consulting and operational evaluations to assist USTC and technical college administrators via activities such as research, surveys, knowledge base development, and interviews. Advisory services reports are not required to be circulated beyond the individual administrator for whom the services are undertaken.

**4.1.2 Assessment Services:** In an assessment role, Internal Audit serves as a control function by examining and providing assurance to management and appropriate external bodies concerning the adequacy and effectiveness of established USTC administration and technical college controls. Assessment services usually incorporate formal reporting to the USTC Commissioner and/or the Board of Trustees.

**4.2 Scope:** Internal Audit activities include assessing USTC processes to provide reasonable assurance regarding the achievement of USTC administration and technical college objectives in the following categories:

**4.2.1** Effectiveness and efficiency of operations;

**4.2.2** Reliability of financial reporting;

**4.2.3** Compliance with applicable laws and regulations; and

**4.2.4** Safeguarding of assets.



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- 4.3 **Responsibilities:** Internal Audit responsibilities include, but are not limited to, the following:
- 4.3.1 Meeting periodically with its various stakeholders to establish priorities and ensure its activities support the overall USTC mission and objectives;
  - 4.3.2 Preparing and maintaining immediate and long-range assessment activity schedules based on an ongoing evaluation of risk, administration emphasis, and exposure to USTC. Long-range schedules will seek to cover all major areas and provide for timely audits/analyses of these areas;
  - 4.3.3 Planning, conducting, and reporting performance and financial audits or reviews in accordance with audit schedules and the standards established by USTC and the Board of Trustees;
  - 4.3.4 Maintaining open communication with department supervisors and administrators before, during, and after assessment fieldwork as to objectives, findings, issues, and recommendations;
  - 4.3.5 Preparing a formal report of findings, conclusions, and recommendations upon completion of an assessment;
  - 4.3.6 Planning, conducting, and reporting compliance reviews of the departments audited to ensure issues are properly resolved;
  - 4.3.7 Planning, conducting, and reporting special investigations as requested by the USTC administration in areas of particular concern;
  - 4.3.8 Coordinating and providing support as appropriate with external auditors in an effort to eliminate duplication of efforts or reduce outside audit scope and costs;
  - 4.3.9 Coordinating and maintaining appropriate interface with the Board of Trustees and each technical college board of directors, and completing assessment/advisory activities as they request; and
  - 4.3.10 Maintaining audit staff independence and professional proficiency to assure objectivity and due professional care in conducting its activities.
- 4.4 **Authority:** Internal Audit derives its authority directly from the USTC Commissioner of Technical Education and Board of Trustees, and is authorized to conduct such assessments of any USTC administration or technical college department, system, function, or administrative unit as are necessary to fulfill its objectives. Internal Audit is also authorized to have free and unrestricted access to all USTC records, personnel, and physical properties relevant to the performance of the assessment/review, provided the access is gained within federal, state, and local law. Internal Audit will protect the



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confidentiality of all sensitive information and will not disclose any sensitive information except for authorized purposes.

Although Internal Audit is charged with the responsibility to assess and/or consult on USTC's fiscal, operational, and administrative systems, its service is staff in nature. Internal Audit employees have neither authority over, nor responsibility for, any of the activities reviewed. Likewise, Internal Audit's involvement in no way relieves department supervisors of operating responsibility assigned to them.