Internal Audit Process Flow Chart

**Auditor** conducts planning phase including Audit Manager/AD in planning meetings/discussions.

- **Entrance Conference** held with Client, Auditor, Audit Manager/AD and CAE(optional).
- **Risk Analysis Matrix (RAM)** prepared by auditor and approved by Manager/AD
- Auditor develops audit objectives and test steps based on RAM and reviews with the Audit Manager/AD
- Auditor schedules entrance conference with the client

**Audit Manager/AD** proposes audit timing and staffing assignments

- Audit Manager/AD sends engagement email to the audit client making them aware of the audit. Make sure to cc: CAE and Auditor and VP of area under review

- **Audit Manager/AD** sends email for Client Survey
- **Exit Conference** with client, Auditor, Audit Manager/AD and CAE (Optional)

- **Manager** reviews work papers as necessary and as available during the course of the audit.
- **Issues discussed with audit client in person**, including Audit Manager/AD as appropriate

- **Action Plans are sent to client in WMR requesting corrective action immediately after the formal (written) presentation to the client.**

- **Auditor receives management responses/Action Plans including timelines and discusses/ refines with Audit Manager/AD. Receives Preliminary approval in Auto Audit.**

- **Auditor moves forward with audit work and discusses testing methodology, attributes, etc. with manager.**

- As issues are identified they are created in Auto Audit, sent for preliminary approval and then formally (written copy) shared with client within one week.

- **Final draft of report is reviewed by Audit Manager/AD. Then sent to CAE for final review.**

- **Exit Conference** with client, Auditor, Audit Manager/AD and CAE (Optional)
- **Follow-up audit work** is done to confirm recommendations have been adequately addressed. Audit manager/AD communicates status to Director

- **Audit Manager/AD Final Approves Issue.**
- **Final approval in Auto Audit.**
- **Audit Manager/AD** sends Action Plans to client via Issue Track.

- **Report presented to President or Delegate** and distributed as per individual university’s process.

- **Auditor** contacts units periodically to ensure that management is making progress against the action plans.

- **Follow-up audit work** is done to confirm recommendations have been adequately addressed. Audit manager/AD communicates status to Director

- **Audit Manager/AD** sends email for Client Survey
- **Exit Conference** with client, Auditor, Audit Manager/AD and CAE (Optional)

- **Action Plans are sent to client in WMR requesting corrective action immediately after the formal (written) presentation to the client.**

- **Auditor receives management responses/Action Plans including timelines and discusses/refines with Audit Manager/AD. Receives Preliminary approval in Auto Audit.**

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- **Issues discussed with audit client in person**, including Audit Manager/AD as appropriate

- **Final approval in Auto Audit.**
- **Audit Manager/AD** sends Action Plans to client via Issue Track.

- **Follow-up audit work** is done to confirm recommendations have been adequately addressed. Audit manager/AD communicates status to Director

- **Memo distributed**

Auditor work papers are reviewed throughout the course of the audit. Key steps for appropriate review include all planning docs, RAM, Checklists and Program docs should be approved before the entrance conference. All fieldwork and reporting should be reviewed and approved prior to exit conference.

*Updated March 1, 2016*