

## 2007 MASTER PLAN/PROGRESS REPORT

**Administrative Support Unit: Office of Internal Audit**

**Person Responsible: Victoria Roach, CPA, CICA**

**Date Submitted: May 29, 2007**

**Mission:** To provide an independent evaluation of the control systems that management has established by performing audits of the various functions and departments of the institution.

**Institutional Mission Reference:** The Office of Internal Audit supports our core values of Fiscal Responsibilities and Student success through it's role in evaluation of departments, functions, procedures, etc. and providing recommendations for improvement and through the Graduate Assistant program established in the Office of Internal Audit to promote hands on training and experience in the auditing field.

**Assessment Methods Utilized:**

- Student Opinion Survey (SOS)
- National Survey of Student Engagement (NSSE)
- Internally-developed Survey
- Faculty Roster
- Annual Performance Review (APR)
- Community Involvement
- Exit Survey/Interview/Exam
- Grant Activity
- Number of Publications
- Participation in MSU Committees/Organizations
- Participation in Professional Committees/Organizations
- Student Evaluation of Instruction (SEI)
- Unit Audit
- Data collection via Excel spreadsheet
- Data collection via Access database
- Other - Please describe: Quality Assessment Review w/Independent Validation & Audit Reports

**Data Repository Location:**

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Office of Internal Audit

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Office of Internal Audit

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Office of Internal Audit

**Administrative (Support Unit) Performance Objective 1:** Evaluate the audit function to ensure that services provided to campus are contributing to the continual improvement of the overall university environment.

**Institutional Goal(s) Supported:** Engage in continuous assessment, evaluation and improvement.

<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>98% of post audit surveys to result in a score of category “good” or higher.</p> <p>Annual performance review to result in a minimum overall score of 7.75 or higher on an 8-point scale.</p> <p>Self Assessment Quality Assurance Review with Independent Validation – This is an assessment of the Internal Audit function for compliance with the International Institute of Internal Auditor’s Standards. A result of General Compliance or partial Compliance is desired.</p>	<p>The 2006-2007 post audit surveys resulted in 91% of scores in the category of “good” or higher.</p> <p>The Annual performance review resulted in a score of 6.83</p> <p>The Self Assessment has been completed, however the Independent Validation on-site visit is scheduled for June 18-22, 2007. Results will be issued shortly after the on-site visit.</p>	<p>Maintain – Continue to monitor “Surveyor” data.</p> <p>Maintain – Continue to monitor “Surveyor” data</p> <p>Developed as a result of the Self Assessment (Independent validation is pending)</p> <ul style="list-style-type: none"> <li>• Notification Letters prior to each audit</li> <li>• Brochure of frequently asked questions about the audit process for new audit clients</li> <li>• Form to request an audit</li> <li>• Revised the Internal Audit Charter to better reflect the audit function responsibilities, authority, etc.</li> <li>• Finding Criteria sheet has been implemented</li> <li>• The Internal Audit manual is in the process of being updated.</li> <li>• Management has developed a “Management Control Policy” as a result of the QAR self assessment</li> <li>• Implemented a “Planning Memorandum”</li> <li>• Implemented a “Checklist” to ensure that all items have been performed for each audit.</li> </ul>

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**Administrative (Support Unit) Performance Objective 2:** To provide an environment of hands on training and work experience for a graduate assistant.

**Institutional Goal(s) Supported:** Foster a climate that enhances student learning, focuses on retention, values advising, and enriches the quality of campus-life.

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<u>Expected Level of Achievement</u>	<u>Actual Data From Assessment</u>	<u>Actions/Decisions</u>
<p>Foster growth and understanding of the audit procedures and provide the GA with new skills and competencies to enter the work force.</p>	<p>There were 7 questions on the questionnaire. All 7 questions were completed with positive responses and demonstrated a tremendous amount of growth, confidence in the audit process, and surpassing the expectations of the GA.</p>	<p>Maintain – Continue to monitor surveyor data.</p>

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**Resources Allocated:** The Office of Internal Audit created a position for a Graduate Assistant in the Fall of 2006. This position was designed with two main purposes in mind: a) To provide the Office of Internal Audit with assistance in the accomplishment of the departmental goals and completion of various audits and b) To provide valuable hands on work experience to qualified individuals. With the new position, the Director of IA has been better able to focus on more pressing audits and/or issues at hand.

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