



Internal Audit Inquirer

FLORIDA GULF COAST UNIVERSITY

Volume 1, Issue 2

Integrity, Objectivity, Confidentiality, Competency

September 2010

What do we do?

Internal Audit assists in continuous quality improvement at FGCU. It supports the University's pursuit of academic excellence, commitment to public service and civic responsibility. We encourage accountability, integrity, and

efficiency throughout the University and support compliance with laws, rules, and regulations.

Our activities are conducted in accordance with the Institute of Internal Auditors Professional Practice standards and Code of Ethics.

The services we provide include audits, management reviews, consulting and investigations. Internal Audit is designated as an official contact for allegations of fraudulent or dishonest activity and for Whistleblower complaints.

How can we help you?



Deborah McEwan, Carol Slade and Jena May (left to right)

Our audits may evaluate the efficiency of operations, and/or review internal control policies and procedures. They may assess the University's compliance with laws, rules, and regulations. Audits result in assurance reports.

Management review projects may include analyzing facts, data, and estimates or verifying if events did or

did not occur. Review projects result in a summary report tailored to the project. Internal Audit provides consulting, upon request, on internal control, operational topics, and compliance.

Consulting projects may include, but are not limited to, committee participation, reviews of draft documents such as procedures or publications, and post-audit assistance.

Internal Audit staff also conducts administrative investigations requested by the President. Criminal investigations are forwarded to the University Police Department.

Inquirer Challenge

FGCU has a Request for Approval of Outside Employment/Activity form. If you have outside employment or other activities, how often does our Regulation require that you complete this form?

- A. Biennially
- B. At the time of hire and annually thereafter.
- C. Annually only
- D. Every time outside employment or activity changes.

Send responses to Jena May at mayj@fgcu.edu by September 20th. Correct responses will be entered into a drawing for a \$15 Starbucks card.

Meet the Staff:

- CAROL SLADE, DIRECTOR OF INTERNAL AUDIT
590-1117
- DEBORAH MCEWAN, INTERNAL AUDITOR
590-1709
- JENA MAY, ACCOUNTANT
590-1708



Internal Audit Process

- IDENTIFY DEPARTMENT OF AUDIT TO BE PERFORMED
- ENTRANCE MEETING WITH DEPARTMENT
- FIELD AUDIT WORK
- REVIEW FINDINGS WITH DEPARTMENT PERSONNEL
- EXIT MEETING CONDUCTED
- DRAFT REPORT ISSUED WITH RECOMMENDATIONS
- FINAL REPORT ISSUED WITH MANAGEMENT RESPONSE

What is a Risk Assessment?

Completion of a Risk Assessment is an essential part of University operations. Every year, as required by our Professional Standards, Internal Audit solicits input from all units identifying potential risks associated with achieving their objectives. All units have specific objectives that flow from the University Strategic Plan. Once the risks have been identified and assessed, it is administration's responsibility to appropriately manage the risks. Internal Audit assists administration by providing assurance services related to these risks.

Stop by our office in AB-5, room 212 to say Hello. We always have chocolate!
Visit us on the web at www.fgcu.edu/internalaudit