



SACRAMENTO
STATE

Audit Process Overview

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WHAT IS AN AUDIT?

- Objective, independent comparison of actual practices to relevant criteria
- Assurance tool that identifies the extent to which things are being done the way they should be done
- Backwards-looking, but the important thing isn't what we should have been doing differently in the past; it's that we do better moving forward



ROLE OF AUDITING & CONSULTING SERVICES

- Provide guidance and support to audited area before, during, and after the audit
- Help with logistics as needed (room reservations, meeting coordination, etc.)
- Submit (some) documentation to the Chancellor's Office (CO)
- Distribute draft reports and coordinate campus responses
- Keep the President and other stakeholders updated



AUDIT PROCESS

Initiation

- Audit notification received
- Internal Control Questionnaire (**ICQ**) and Request for Documents (**RFD**)
- Initial internal meeting with key staff members

Fieldwork

- Auditor will meet with key personnel to gather information
- Auditor will conduct on-site and off-site audit testing
- ICQ provides insight as to what the auditor will be reviewing

Exit Conference

- Informal and/or formal meeting to discuss the auditor's observations and results
- This is the **auditees'** chance to **ask questions** and **provide clarification**
- During the exit conference, it is important to **speak up** if you discover that the auditor has misinformation about your area

Reporting

- The auditee will have opportunities to **review and provide feedback** on a draft
- If something is unclear, **ask for clarification** during this time
- Recommendations and campus responses will be issued with the final report

Follow-Up

- Clear the recommendations issued by submitting documentation to the CO showing we have implemented them by the due dates included in campus responses to the audit report
- Auditing and Consulting Services will schedule check-in meetings to help you
- Recommendations not closed on time will be addressed at the CSU BOT meetings



AUDIT REPORT

PRELIMINARY DRAFT

- First draft report sent to the campus for review. At this stage, revisions can still be made if necessary. The campus has **7 days** to provide comments/questions

INCOMPLETE DRAFT

- Second draft report sent to the campus, “final draft.” Incorporates any agreed-upon changes. The campus has **15 days** to provide responses to the recommendations

FINAL REPORT

- Incorporates the campus responses, emailed to the campus President and published on the CO Office of Audit and Advisory Services (OAAS) website



HELPFUL TIPS

- ✓ **Be honest, straightforward, and clear** in responding to audit inquiries. Make sure you are actually answering the question posed
- ✓ **Be patient, take the time** to describe things to the auditor and why you do them the way you do
- ✓ If you don't have access to information or documentation requested by the auditor, but you think someone else might, **let the auditor know**
- ✓ If the auditor asks a question you're unsure of the answer to, it is okay to let them know and **tell them you'll get back to them** (then do it)
- ✓ It is **okay if we don't have something** that is asked for
- ✓ **Ask for clarification** if the auditor asks for something (or uses terminology you are not familiar with) before spending time gathering what may be the wrong information
- ✓ **Don't hesitate to ask questions!**



QUESTIONS?





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AUDITING AND CONSULTING SERVICES

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