

University of West Florida

Internal Auditing and Management Consulting

Charter

Introduction

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Internal Auditing and Management Consulting (IAMC) at the University of West Florida administers the internal audit program for the University with the objectives to assist members of the University and the Board of Trustees in the effective discharge of their responsibilities. To this end, the IAMC furnishes them with analyses, appraisals, recommendations, counsel, and information concerning the activities and organizations reviewed.

Mission

IAMC serves the University of West Florida and its support organizations, including its direct support organizations and instrumentalities of the state (IHMC). It provides a central point for coordination of an oversight for activities that promote accountability, integrity, efficiency, and compliance.

Organization, Independence, Authority

The UWF Board of Trustees Finance, Administration and Audit committee and the president approve the appointment, reassignment, replacement, or dismissal of the associate vice president for Internal Auditing and Management Consulting (IAMC) to ensure the administration of a comprehensive internal auditing program for UWF. IAMC is a critical component of UWF's governance and accountability structure. The associate vice president, IAMC will report *functionally* to the UWF Finance, Administration and Audit Committee of the Board of Trustees and *administratively* to the university president pursuant to the Institute of Internal Auditors Practice Advisory 1110-1 "Organizational Independence" to ensure departmental independence, promote comprehensive audit coverage and ensure adequate consideration of audit/consulting recommendations.

In performing its function, the IAMC has no direct responsibility or authority over any of the activities it reviews. Therefore, the audit, review and appraisal do not relieve other persons in the university of the responsibilities assigned to them. IAMC is authorized full and unrestricted access to all areas and information sources necessary to carry out its activities. Documents and information provided to IAMC staff during an engagement are handled in the same prudent manner as by those employees normally accountable for them.

Professional Standards

IAMC staff members have a responsibility to the interest of those they serve and should refrain from entering into any activity that may create a conflict of interest. They have an obligation of self-discipline above and beyond the requirements of laws and regulations. They should uphold and demonstrate qualities of integrity, honesty, loyalty, morality, dignity, and confidentiality consistent with the Institute of Internal Auditors Code of Ethics. The Institute's Standards for the Professional Practice of Internal Auditing shall constitute the operating procedures for IAMC.

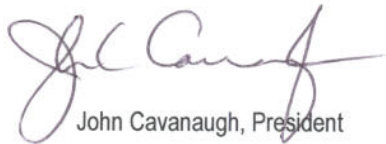
Duties and Responsibilities

- (a) Conduct and coordinate audits, investigations and management reviews relating to the programs and operations of the university and its support organizations.
- (b) Conduct, supervise, or coordinate other activities carried out or financed by the university for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations.

- (c) Receive complaints and coordinate all activities of the University as required by the Whistle-blower's Act pursuant to Sections 112.3187-112.31895, Florida Statutes.
- (d) Receive and consider complaints that do not meet the criteria for an investigation under the Whistle-blower's Act and conduct, supervise, or coordinate such inquiries, investigations, or reviews as appropriate.
- (e) Evaluate the governance processes used by the University's Board of Trustees to provide oversight of risk and control processes administered by management.
- (f) Participate in the planning, design and implementation of major information systems to ensure the systems are properly tested, secured, documented and implemented to meet user requirements.
- (g) Keep the University president, management and the audit committee for the University's Board of Trustees informed concerning fraud, abuses, and internal control deficiencies relating to programs and operations, initiate corrective actions, and report on the progress made in implementing corrective actions.
- (h) Ensure effective coordination and cooperation between the Auditor General, federal auditors and other governmental bodies and external auditors with a view toward avoiding duplication.
- (i) Review, as appropriate, rules and procedures relating to the programs and operations of the university and make recommendations concerning their impact.

In the performance of these services, IAMC will ensure that an appropriate balance is maintained between audit, investigative, and other activities. IAMC is responsible for performing audit work with due professional care, including having the appropriate education certification, experience, professionalism, personal integrity and attitude of service, while producing relevant, timely and quality work.

Betsy Bowers, Associate Vice President



John Cavanaugh, President



Mr. KC Clark, Chair
UWF Board of Trustees



Ms. Sharon Hess-Herrick, Chair
BOT Finance, Administration and
Audit Committee

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