

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1013

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PROCEDURE TITLE: Function of Internal Audit Department

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64, 1001.61 AND 1012.855

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College
Policy Manual Approval

EFFECTIVE DATE: November 26, 1991

LAST REVISION DATE: November 8, 2005

LAST REVIEW DATE: November 8, 2005

I. PURPOSE

To set forth a plan for effective operation of the internal audit functions with Board participation and to provide full access to the Board by the Internal Auditor.

II. PROCEDURE

A. District Board of Trustees

1. The Board will hire the Internal Auditor.
2. The Board members individually, as a complete Board, or through the Board member appointed as the Audit Liaison, can address internal audit reports, external audit reports, the internal audit plan and/or matters related to auditing and have the President and/or the Internal Auditor explain or provide additional information.


B. Audit Liaison

1. The Audit Liaison is a member of the Board and is appointed annually by the Chairman of the Board.
2. The Audit Liaison will review Internal Audit Department reports. The Audit Liaison will report to the full Board on audit matters he or she deems necessary or as requested by the Board.
3. The Audit Liaison will review and authorize the Internal Audit Department plan.

The Audit Liaison will provide the audit plan to the full Board. The Audit Liaison has authority to revise the audit plan.

4. The Audit Liaison will meet with the Internal Auditor and appropriate College administrators quarterly to: review and discuss external and internal audit reports; establish the audit plan; and resolve other matters related to auditing.
- C. Internal Auditor
1. The Internal Auditor is hired by the District Board of Trustees, on the recommendation of the President, and has unrestricted access to the Board to present any matters considered important.
 2. The Internal Auditor will:
 - a. Present an annual internal audit plan for approval by the Audit Liaison.
 - b. Provide reports to the Audit Liaison as outlined in the internal audit plan and other reports considered necessary.
 - c. Report to the Audit Liaison on external audits or reviews being performed at the College.
- D. Internal Audit Department
1. The Internal Audit Department reports to the District Board of Trustees through the Board Audit Liaison, but administratively reports to the President through the Provost for Operations.
 2. The Internal Audit Department has unrestricted access to all records and access areas within the College.
 3. The work of the Internal Audit Department is directed toward:
 - Determining compliance with laws, regulations, college policies and procedures.
 - Evaluating the effectiveness and efficiency of operations.
 - Reviewing the safeguarding of college assets by management.
 - Evaluating the reliability of financial reports.
 4. Auditing activities will include:
 - a. Investigations requested by management or considered necessary by the Internal Auditor.

- b. Audits of college operations.
 - c. Participation in committees where the Auditor’s input and evaluation of internal controls would be beneficial
 - d. Other activities deemed necessary by Management or the Board
5. The Internal Audit Department staff should comply with professional standards of conduct and maintain their technical competence through continuing education.

	
	11/8/05
PRESIDENT	DATE