

AUDIT PROCESS

AUDIT ASSIGNMENT

Each year, a two-year audit plan of University audits is submitted by the Executive Director of University Audits to the President of the University and the Chairman of the Budget and Audit Committee of the Board of Trustees for approval. Similar two-year audit plans are also prepared for the Presidents and Chief Executive Officers of the University of Illinois Foundation and University of Illinois Alumni Association.

Assigning the Audit

Each Director assigns audits to each individual auditor on their staff. The Completion Table within AutoAudit is completed by the auditor and any planning comments are noted. Information is provided to the auditor including the preliminary objectives, general scope of the audit, and any additional information that is needed (reference material available, what to watch for in certain tests, problems noted during other audits, information about who requested the audit and why, the area of responsibility, etc., so the auditor can begin the risk assessment process).

Auditee Notification

The Director will notify the auditee via e-mail, prepared by the auditor, that an audit of their unit has been scheduled. The message should explain that the auditor will contact the auditee to arrange an opening conference.

The auditor will draft the email using the template "Format for Letter of Intent E-mail" in AutoAudit's Standard Library (Maintenance Menu, Standard Library Menu, Audit Formats view). The template of the Letter of Intent Memorandum is in the Standard Library section of Auto Audit.