



Have questions? Give us a call. We will work with you to find solutions that strengthen your internal controls and help you manage risk.

We are here to serve you.

If you have any concerns you can communicate them (anonymously if you would prefer) by using our **web-line** located at our website or by calling us.  
[www.usnh.edu/audit/hotline.html](http://www.usnh.edu/audit/hotline.html)



**University System of New Hampshire  
Internal Audit Department**

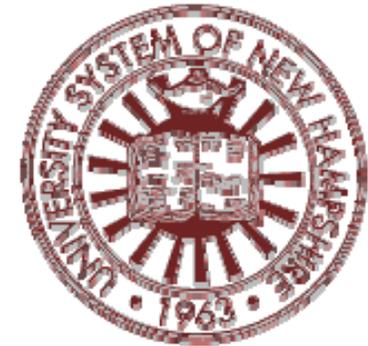
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**USNH Internal Audit Department**  
11 Brook Way  
Durham, NH 03824

To:

# University System of New Hampshire

## Internal Audit Department



Audit & Advisory Services  
Risk & Control Assessments  
Special Projects & Consulting

11 Brook Way  
Durham, NH 03824  
Phone: (603) 862-3500  
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## WHO WE ARE...

The USNH Internal Audit Department was established to assist the Board of Trustees and management in establishing and maintaining policies and procedures that adequately protect the assets of USNH, and to provide the Board of Trustees and management an objective appraisal of compliance with, and adequacy of, existing internal controls.

Internal Audit works with management to improve the control environment and to identify and manage business risks. We aim to ensure that operations are run efficiently and effectively, assets are safeguarded, policies and procedures are adhered to, and financial transactions are appropriately recorded.

We can be a resource to your organization by assisting you in areas of organizational structure, guidance in policies and procedures, financial accounting and reporting, financial administrative systems, and compliance with federal regulations. We will act as an extra set of eyes to help ensure processes are well controlled and working efficiently.

## WHAT WE DO...

Our role is to provide a detailed perspective of USNH's system of control by reviewing financial, operational, compliance, and reputation risks and assessing how they are managed. We work with management to reduce these risks and strengthen internal controls.



### **Audits**

- Perform audits of financial, operational, and compliance control
- Identify areas of risks and possible mitigation options
- Review business practices and advise on potential improvement areas

- Provide feedback on how to improve internal controls

### **Advisory Services**

- Consult with management to conduct advisory reviews addressing specific concerns of management
- Provide management with observations and recommendations that can help improve operations and strengthen internal controls

## HOW WE DO IT...

### **1. Planning**

This Stage typically includes gathering preliminary available background information, developing the audit approach, time budgeting, and sending a memo to the campus president to provide information about the coming audit.

### **2. Entrance Meeting**

At this meeting, Internal Audit discusses our procedures, goals, schedule, scope, and any issues that management may have related to the



audit. Campus attendees normally include the USNH Controller, campus CFO, responsible VP or Dean, department head, and department business manager. Internal Audit representatives include the Director of Internal Audit and auditors who will lead and staff the audit.

### **3. Schedule Request**

Internal Audit will usually request documentation from management prior to beginning fieldwork. Such items include: organizational charts, financial information, policy and procedure manuals, promotional literature, contracts, grant documents, etc.

**4. Fieldwork** This is the stage characteristically thought of as the audit. During this



stage, Internal Audit staff will regularly be present at the auditee's location. Through meetings with management and other personnel, we will understand risks the auditee is responsible for managing and document the control environment and internal controls over revenue and expenditures, budget and inventory processes, information systems, and other areas as appropriate. We select samples of transactions to test controls identified through the process mentioned above to assess if they are functioning adequately and to look for any areas of inefficiency. We discuss all observations with departmental management before fieldwork is completed.

### **5. Draft Report**

After completing fieldwork and discussing observations with management, we will develop a draft report. Copies of the draft report will be distributed to management prior to the exit conference.

### **6. Exit Conference**

Comments regarding the audit and observations noted in the draft report will be discussed at this meeting. Attendees are typically those who also attended the entrance conference.



### **7. Final Draft**

After the exit conference the final draft is issued to management. We ask management to write responses to recommendations made in the report. Ultimate responsibility for management responses lies with campus senior officers.



### **8. Final Report Issued**

A final report, including management responses, is presented to the Audit Committee of the USNH Board of Trustees for review and acceptance.

### **9. Feedback**

Part of our audit process includes feedback from our auditees. We want and encourage your evaluation of our work. Your recommendations can help us improve our services.