

QAIP Checklist

Compliance with Internal Audit Charter					
1) Internal Audit Performs its work in accordance with its charter, which is consistent with The Institute of Internal Auditors' <i>International Standards for the Professional Practice of Internal Auditing (Standards)</i> and Code of Ethics.			<u>In Compliance</u>		
	Audit Charter Compliance Reference	Auditor's Notes	Yes	No	
IA Purpose	1. IA provides independent, objective, assurance, and consulting and investigative services designed to add value and improve operations of the District	Supplied organization chart to show establishment of independence	<input checked="" type="checkbox"/>		Completed
	2. IA helps the District accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance	<i>Supplied FY18-19 completed risk assessment that was completed with the input from District management. Management was instructed to determine risk to the achievement of District goals and objectives</i>	<input checked="" type="checkbox"/>		Completed
IA Scope of Work	3 & 4. The scope of work of the Office of Internal Audit is to determine whether the District's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure: <ul style="list-style-type: none"> • Risks are appropriately identified and managed. • Interaction with the various governance groups occurs as needed. 	<i>Supplied final risk assessment to show our collection of risks from management when completed. IA facilitates these discussions and supplies results to all of management. Also supplied examples of meeting results from the collection of risks. Provided IA's final assessment of campus based controls which gives overall assessment of controls from the current year's audit work.</i>	<input checked="" type="checkbox"/>		Completed
	5. Employees' actions comply with policies, standards, procedures, and applicable laws and regulations.	Supplied investigations process	<input checked="" type="checkbox"/>		Completed
	6 • Significant financial, managerial, and operating information is accurate, reliable, and timely. • Resources are acquired economically, used efficiently, and adequately protected. • Programs, plans, and objectives are achieved. • Quality and continuous improvement are fostered in the District's control process. • Significant legislative or regulatory issues impacting the District are recognized and addressed properly.	Supplied examples of audits where these objectives were achieved	<input checked="" type="checkbox"/>		Completed
	7. Opportunities for improving management control, financial well-being, and the District's image may be identified during audits or investigations. They will be communicated to the appropriate level of management.	IA has placed within its procedures an audit step to discuss the issues with responsible party. A screen shot of this step has been provided. In addition finalized audit reports are also provided that show management responses and the individuals that were deemed responsible	<input checked="" type="checkbox"/>		Completed
	8. • Provide annually an assessment on the adequacy and effectiveness of the District's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.	For Mike	<input checked="" type="checkbox"/>		Completed

IA Accountability	<p>9. • Report significant issues related to the processes for controlling the activities of the District, including potential improvements to those processes, and provide information concerning such issues through resolution.</p> <ul style="list-style-type: none"> • Provide information periodically on the status and results of the annual audit plan and the sufficiency of department resources. • Coordinate with and provide oversight of other control and monitoring functions. 	<p>Provided examples of information found in the Audit Committee booklets that reports information to the Audit Committee and is then presented to the Board by the Audit Committee Chair.</p>	<input checked="" type="checkbox"/>		Completed
IA Independence	<p>10. To provide for the independence of the Office of Internal Audit, its personnel will report to the Chief Internal Auditor, who reports to the Board in a manner outlined in the Audit Committee Charter. It will include as part of its reports to the Board a regular report on internal audit personnel.</p>	<p>Provided the Audit Committee Charter</p>	<input checked="" type="checkbox"/>		Completed
IA Responsibility	<p>11. • Develop a flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Board for review and approval.</p> <ul style="list-style-type: none"> • Implement the annual audit plan as approved, including, as appropriate, any special tasks or projects requested by management and the Board. 	<p>Provided results of the FY 2018-2019 risk assessment and associated audit plan to the Audit Committee through meeting minutes showing Audit Committee approval.</p>	<input checked="" type="checkbox"/>		Completed
	<p>12. • Maintain a professional internal audit and investigative staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirement of this charter.</p>	<p>Provided current listing of staff background and qualifications. In addition the IA procedures supports the maintenance of employee certifications and licenses</p>	<input checked="" type="checkbox"/>		Completed
	<p>13. • Establish a quality assurance program by which the Chief Internal Auditor assures the operations of internal auditing activities.</p>	<p>Provided section of Internal Audit manual with the QAIP, this notebook documents the tracking of the QAIP 's completion.</p>	<input checked="" type="checkbox"/>		Completed
	<p>14. • Perform consulting services, beyond the department's assurance services, to assist management in meeting its objectives. Examples may include facilitation, control self-assessment, process design, training, and advisory services.</p>	<p>Internal Audit is currently performing continuous monitoring services on utility bills, we supply results of our analysis to the Audit Committee and provide managements assessment to the results as well. For support several reports on continuous monitoring activities are provided.</p>	<input checked="" type="checkbox"/>		Completed
	<p>15. • Evaluate and assess new or changing services, processes, operations, and control pro-cesses coincident with their development, implementation, and/or expansion.</p>	<p>Internal Audit is performing a continuous assessment of the progress associated to 2015 bond construction. Reports on our results are supplied to the Audit Committee. In addition Internal Audit is also monitoring and reporting on the progress of the Finance Offices implementation of procurement controls. These reports are supplied</p>	<input checked="" type="checkbox"/>		Completed
	<p>16. • Issue periodic reports to the Board and District management summarizing results of audit and investigative activities.</p>	<p>Completed audit reports are supplied to the Audit Committee during the Audit Committee meetings. The reports are discussed and approved for finalization by the Audit Committee. Meeting minutes are support for these meetings. See documents provided for Item number 9 above</p>	<input checked="" type="checkbox"/>		Completed
	<p>17. • Keep the Board informed of emerging trends and successful practices in internal auditing.</p>	<p>During the annual report on Internal Audit progress the CIA will supply information in trends and successful practices with Internal Audit</p>	<input checked="" type="checkbox"/>		Completed

	18. • Provide a list of significant measurement goals and results to the Board.	Annually the Board is supplied with the results of our auditee surveys and at each audit committee meeting they are apprised on Internal Audit's progress toward the completion of the approved audit plan. See copies of Audit Plan Status report provided.	<input checked="" type="checkbox"/>		Completed
	19. • Assist in the investigation of significant suspected fraudulent activities within the District and notify management and the Board of the results.	Internal Audit encompasses the District's investigative unit for fraud and financial impropriety. The two offices work very closely and provide assistance to one another when needed. For the current year auditors provided document review services for investigators and identification of possible fraud found during audits was reported to investigations.	<input checked="" type="checkbox"/>		Completed
	20. • Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit and investigative coverage to the organization at a reasonable overall cost.	Internal Audit provides assistance to external auditors when requested. No request for assistance was made in this Fiscal Year. In the past Internal Audit has performed asset reviews which was documented in last years QAIP report	<input checked="" type="checkbox"/>		Completed
IA Authority	21. The Chief Internal Auditor and staff of the Office of Internal Audit are authorized to: <ul style="list-style-type: none"> • Have unrestricted access to all functions, records, property, and personnel relevant to the performance of internal audits and investigations. • Have full and free access to the Board. • Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit and investigative objectives. • Obtain the necessary assistance of personnel in units of the District where they perform audits and/or investigations, as well as other specialized services from within or outside the District. • The Chief Internal Auditor and staff of the Office of Internal Audit are not authorized to: <ul style="list-style-type: none"> • Perform any operational duties for the District; • Initiate or approve accounting transactions external to the Office of Internal Audit; or • Direct the activities of any District employee not employed by the Office of Internal Audit, except to the extent such employees have been appropriately assigned to auditing/investigative teams or to otherwise assist the internal auditors. 	Authority is granted under the Internal Audit Charter which is part of DISD School Board policy and can be seen here: http://pol.tasb.org/Policy/Code/361?filter=CFC	<input checked="" type="checkbox"/>		Completed
Operations are Effective and Efficient					
2) Operates in an effective and efficient manner.					
Effectiveness and Efficiency of IA	22 • Develop a flexible and achievable audit plan annually using appropriate risk-based methodology and submit that plan to the Board for review and approval. <ul style="list-style-type: none"> • Implement the annual audit plan as approved, including, as appropriate, any special tasks or projects requested by management and the Board. 	IA has developed a methodology for identifying the available hours of IA staff annually. The results of this methodology are used to help produce the annual audit plan. The audit plan takes into consideration the possibility of requested assistance or audit work form the Audit Committee. These are seen in every section of the audit plan as consulting hours. (100 hours for each section, 4 sections = 400 hours) Progress of completion of the audit plan is presented to the Audit Committee at every meeting	<input checked="" type="checkbox"/>		Completed
	23. • Audit scope and objectives are developed after an adequately constructed set of planning procedures that narrow the scope of engagements in a way that best identifies risks to the District achieving its goals and objectives.	Risk Assessment procedures help to identify issues immediately while avoiding wasting time identifying them through developed audit steps. Supplied risk assessment template used during audit procedures a	<input checked="" type="checkbox"/>		Completed
	24. • Client surveys are obtained from every engagement. To ensure surveys are obtained this process has been placed into the wrap up procedures of every audit.	Surveys are used to identify areas where improvements can be made in client relations and are submitted to the Audit Committee for their information. Supplied a few examples of obtained client surveys.	<input checked="" type="checkbox"/>		Completed

	25. • Auditors time is reported weekly through TeamMate. These hours are compared to provided audit plan hours. Areas for improvement are identified and addressed	Booklets of auditors' time are kept and are on hand in Director's Office. These booklets are utilized in the evaluation of the auditors and utilized for improvement plans for auditors.	<input checked="" type="checkbox"/>		Completed
Value Added Operations					
3) Is perceived by stakeholders as adding value and improving internal auditing's operations (PA 1310-1).					
IA Value Added Operation	26. To ensure that IA meets stakeholders needs and adds value to the District we first ensure that stakeholders play a key role in the annual risk assessment for the District (risk assessments are performed annually). Next we develop our annual audit plan based on this risk assessment. When	Meeting minutes and interviews documenting the stakeholders interaction during the risk assessment process can be found in the TeamMate file	<input checked="" type="checkbox"/>		Completed
	27. The annual audit plan is presented to the Audit Committee for their approval, changes and review	Audit Committee meeting minutes are supplied to show approval.		<input checked="" type="checkbox"/>	Waiting on next audit committee meeting minutes to document approval of audit plan
	28. Audit reports are vetted with the Clients to ensure accuracy in results and that recommendations are in line with their operations. Internal Audit has also take a broader approach in its identification of audits. For example, IA are now conducting compliance reviews of campuses operations in a whole. Several of these reviews are conducted every year to hopefully identify issues that are systemic and should be addressed at the administrative level	Audit reports associated with campus based control audits are supplied for support as well as the annual report on overall assessment based on these audits. See documents provided above in Tab 6A.	<input checked="" type="checkbox"/>		Completed
Ongoing Reviews					
4) Ongoing assessments are conducted through:					
IA Ongoing Reviews	29. Supervision of engagements.	Audits are supervised by senior staff. Internal Audit Senior II's and the Internal Audit Manager supervise engagements. As part of the Office's development strategies Internal Audit Senior I can supervise engagements	<input checked="" type="checkbox"/>		Completed
	30. Regular, documented review of workpapers during engagements by appropriate internal audit staff.	All document review is recorded in the TeamMate software	<input checked="" type="checkbox"/>		Completed
	31. Audit policies and procedures used for each engagement to ensure compliance with applicable planning, fieldwork, and reporting standards.	Templates have been established within the TeamMate software to ensure engagements are carried out consistently and in line with applicable planning, fieldwork, and reporting standards.	<input checked="" type="checkbox"/>		Completed
	32. Feedback from customer survey on individual engagements.	Surveys are used to identify areas where improvements can be made in client relations and are submitted to the Audit Committee for their information. Supplied a few examples of obtained client surveys in Item number 24 above.	<input checked="" type="checkbox"/>		Completed
	33. Analyses of performance metrics established.	Auditors time is reported weekly through TeamMate. These hours are compared to provided audit plan hours. Areas for improvement are identified and addressed Booklets are kept on hours and are on hand in Director's Office	<input checked="" type="checkbox"/>		Completed
	34. Results of ongoing assessments will be provided to the Audit Committee at least on an annual basis.	Auditors time is reported weekly through TeamMate. These hours are compared to provided audit plan hours. Areas for improvement are identified and addressed Progress towards the completion of the audit plan and hour analysis are presented to the Audit Committee at every meeting	<input checked="" type="checkbox"/>		Completed
	34. All final reports and recommendations are approved by the CAE.	CAE performs final review of all audit reports and recommendations. Reports may not be presented to the Audit Committee without the CAE's approval	<input checked="" type="checkbox"/>		Completed
Periodic Reviews					

5) Periodic assessments are designed to assess conformance with the internal audit charter, the Standards, the Code of Ethics, and the efficiency and effectiveness of internal auditing in meeting the needs of its various stakeholders.

Periodic assessments will be conducted through:

IA Periodic Reviews	35. • Customer surveys	Surveys are used to identify areas where improvements can be made in client relations and are submitted to the Audit Committee for their information. Supplied a few examples of obtained client surveys. See documents provided for Item number 24	<input checked="" type="checkbox"/>		Completed
	36. • Annual risk assessments for purposes of annual audit planning.	IA performs an annual risk assessment which is linked to the audit plan. Provided recent risk assessment and audit plan	<input checked="" type="checkbox"/>		Completed
	37. • Semiannual workpaper reviews for performance in accordance with internal audit policies and the Standards (using Tool 17 of The IIA's Quality Assessment Manual).	Audit procedures are standardized in a way the conforms to IIA standards. All workpapers are reviewed for compliance and an QA spreadsheet has been created and placed into the audit procedures (wrap up section) to ensure completed. Completed QA's for two audit are included.	<input checked="" type="checkbox"/>		Completed
	38. • Review of internal audit performance metrics and benchmarking of successful practices, prepared and analyzed in accordance with audit policies and procedures.	Auditors time is reported weekly through TeamMate. These hours are compared to provided audit plan hours. Areas for improvement are identified and addressed Booklets are kept on hours and are on hand in Director's Office	<input checked="" type="checkbox"/>		Completed
	39. • Periodic activity and performance reporting to the president and the audit committee.	Auditors time is reported weekly through TeamMate. These hours are compared to provided audit plan hours. Areas for improvement are identified and addressed Progress towards the completion of the audit plan and hour analysis are presented to the Audit Committee at every meeting	<input checked="" type="checkbox"/>		Completed