Kickoff Meeting and Open Discussion

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Internal Audit Director

Julie Earls
Staff Auditor

Diana Hill
Staff Auditor
Agenda

• Introductions
• Audit Overview
• Summary
Objective: Conduct a review of selected operational procedures within the College of Engineering to measure compliance with University standards.

Source: Department Review Guide

Schedule: 2 days with each department/center as arranged by Jane Stewart
Kickoff Meeting  May 29, 2014

Units to Visit
Civil and Environmental Engineering
Electrical and Computer Engineering
Systems Engineering and Engineering Management
Engineering Technology and Construction Management
Mechanical Engineering and Engineering Science
Center for Precision Metrology (CPM)
Center for Biomedical Engineering Science (CBES)
Energy Production and Infrastructure Center (EPIC)
NC Motorsports and Automotive Research Center (NCMARC)

Outbrief and Final Report  Date To Be Determined
Topics selected for Review

**FISCAL**
- Accuracy of Financial Records
- Grants and Contracts
- Capital Assets
- Cash and Receivables
- Procurement
- Telecommunications

**HUMAN RESOURCES**
- Time and Attendance Reporting

**RISK MANAGEMENT, SAFETY, AND SECURITY**
- Business Continuity Planning
- Safety of Workplace
- Lab Safety

**INFORMATION SYSTEMS**
- Logical Security
- Environmental Controls
- Access (Logical/Physical) Controls
- Disaster Recovery
- Website Operation/Development

**STUDENTS**
- Protection of Sensitive Information
- Oversight of Student Organizations
Sample Interview Questions

• Have there been significant changes in personnel or funding in the last year?
• Do units in the college handle cash/checks/credit cards and make deposits?
• Are staff and/or faculty involved in extensive travel or international travel?
• Are honoraria payments made by the college?
• Are expenses posted to research grants adequately monitored?
• Are pilferable fixed assets recorded and tracked?
• Do staff or faculty who work from home use personal computers?
• Is there an active safety conscious environment in the laboratories?
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<th>Color Codes:</th>
<th>G = Good Controls</th>
<th>A = Minor Fixes</th>
<th>R = Major Fixes</th>
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Closing Comments

璬 We’re here to help!
 diaper We’re excited to be back here and to get to know more about the College!
 diaper What are your questions?