



Internal Audit

Progress Update for April 2024



Other Projects

- External Quality Assurance Review Update

Risk Assessment Timetable

Documents or process to be completed	Responsible Party	Due Date
Gathering of organizational charts	Executive Leadership team and their management team	On going
Distribution of departmental risk assessments	Internal Audit Office (IAO)	March 20, 2024
Return of departmental risk assessments	Executive Leadership Team	April 5, 2024
Discussions with the departments regarding the risk assessments	IAO	April 12-May 3, 2024
Compilation of the risk assessments	IAO	May 6, 2024-May 9, 2024
Discussion with senior management regarding the tabulations from the risk assessments	IAO	May 10, 2024 – May 15, 2024

Risk Assessment Timetable (continued)

Documents or process to be completed	Responsible Party	Due Date
Discussion and distribution of the proposed Audit Plan to the Chancellor and Chief of Staff	IAO	May 17, 2024
Distribution and distribution of the Audit Plan to the Audit Committee Chairman	IAO	May 20, 2024
Distribution of the proposed Audit Plan to the Audit Committee	IAO	May 24, 2024
Include the FY25 Audit Plan in the Board Package	IAO	May 28, 2024
Approval of the final FY25 Audit Plan	Audit Committee of the Board of Trustees	June 26, 2024

Other Audits

- Accounts Payable