

Policies and Procedures

SECTION: Administration	NO. 2.1.17.		
CHAPTER: General	ISSUED: 6/23/00	<i>REV. A</i>	<i>REV. B</i>
POLICY: Interaction with External Auditors or Reviewers	PAGE 1 OF 2		

PURPOSE

To outline the policies and procedures regarding interaction between University personnel and external auditors or reviewers (federal, state, or private) who conduct audits and program reviews at Creighton University.

POLICY

1. It is the policy of Creighton University to cooperate with external auditors or reviewers in the performance of their duties and to provide access to relevant documents and data as requested, except those deemed by the General Counsel to be legally privileged or protected.
2. Persons who receive notice of an external audit or review should notify the President, appropriate Vice President, Dean (if appropriate), Internal Audit Director, General Counsel, and Vice President for Finance. The notice should be put in writing describing the nature and scope of the planned audit or review.
3. The Internal Audit Director shall function as a liaison among the external auditors or reviewers, the area subject to external audit or review, and the President, General Counsel, and Vice President for Finance.

In certain situations with the approval of the President, other qualified and knowledgeable University personnel may function as the liaison.

PROCEDURES

1. Upon notification, all relevant correspondence and a summation of the audit or review should be forwarded to the President with courtesy copies to the Internal Audit Director, General Counsel, Vice President for Finance, Vice President of the area subject to audit or review, and Dean (if appropriate).
2. The Internal Audit Director, or approved liaison, shall coordinate and conduct an entrance conference with appropriate University personnel and the external auditor or reviewer. The objectives of this conference are to establish the purpose, scope, and timing of the audit or review; determine the information required by the auditor or reviewer; and arrange for physical facilities and equipment needed to facilitate an audit or review.
3. The Internal Audit Director shall be advised of progress and any difficulties encountered during the audit or review by University personnel.

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4. The Internal Audit Director shall notify the President, the Audit Committee of the University's Board of Directors, as directed by the President, and provide status reports.
5. At the completion of the audit or review, the Internal Audit Director, or approved liaison, shall coordinate and conduct an exit conference. The purpose of the exit conference is to inform University personnel of the audit or program review results. At this time, any misunderstandings are clarified and unresolved issues discussed. Minutes are to be taken at the meeting and made available to auditors or reviewers and appropriate University personnel.
6. In most cases, a written response to the audit or review findings will be requested from the University. The response is to be prepared by University personnel responsible for the area audited or reviewed. It is subject to review and approval by the Vice President of the area subject to audit or review, Dean (if appropriate), the Internal Audit Director, and General Counsel prior to issuance.
7. The final report shall be reviewed by the President, Internal Audit Director, General Counsel, Vice President for Finance, Vice President of the area subject to audit or review, and Dean (if appropriate).
8. All significant post audit or review correspondence shall be forwarded to the President, Internal Audit Director, General Counsel, Vice President for Finance, Vice President of the area subject to audit or review, and Dean (if appropriate).
9. The Internal Audit Director and General Counsel are to be consulted during the audit or review resolution phase.

ADMINISTRATION AND INTERPRETATIONS

Questions regarding the administration of this policy should be addressed to the Internal Audit Director. Questions regarding interpretation of this policy should be addressed to the General Counsel.