

The Audit Insight



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A Word from the Internal Auditor

The mission of Internal Audit is straight forward, to ensure the University and its processes are efficient, effective, and transparent. Well, that may sound simple, it is no easy task, especially in our organization as large and complex as ours. That is why we need faculty, staff, and students like you to be a part of the process. I understand the word “audit” sometimes intimidates people, but I want to think about our auditing processes as proactive, not reactive. With your help, Internal Audit can identify key issues and opportunities for improvement as early as possible. In other words, I want you to consider Internal Audit as a value-added partner in a welcoming organization that encourages dialogue and transparency. With your help, we can all be examples of a commitment to the highest standards of principles and ethical behavior.

NEW Conflict of Interest Training Video!

Learn both the basics and the finer points of what constitutes a conflict of interest, how to avoid them, and how to proceed if employees recognize one. A smart approach to this education can reduce risk and potentially save an organization from financial loss, regulatory action, and public embarrassment. Have a look at our new [conflicts of interest training video](#).



How to be successful at this stuff

[Security Tips for Higher Education](#)

www.staysafeonline.org

As colleges and universities prepare for fully online or blended virtual and in-person learning environments, it is important to understand some basic cybersecurity steps students, faculty and staff can take to make sure they move to the top of the class securely.

Best Practices

THINK BEFORE YOU CLICK

Remember what you learned about not accepting candy from strangers? Apply that to the online world as well. Do not click links in emails, text messages, chat boxes, etc. from people you do not know--and be suspicious of links sent from those you know as well.

If you encounter suspicious messages or attachments, please forward them to [CWU Service Desk](#) for further investigation. There has been a surge in malicious online activity as cybercriminals and cyberattacks leverage the heightened fear of the public during the coronavirus pandemic.

PROTECT YOUR PERSONAL INFORMATION

Personal information is any information that can be used to identify you or your accounts. Examples include your name, address, phone number, usernames and passwords, pictures, birthday, and social security number. Do not post or share this information with others.



What are some examples of Internal Controls?

Examples of common internal controls include:

- **Policies and procedures** (at the department, division, and unit level) that are communicated and that establish what should be done, how, and by whom.
- **Approvals and authorizations** that include a thorough review of supporting information to verify the propriety and validity of transactions.

What is Internal Audit?

The best way to provide a description of Internal Audit is to start with the Institute of Internal Auditors (IIA) definition of Internal Auditing:

“Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.”

Internal Audit can also assist you even when you are not being audited. We act as an inhouse consultant on internal control matters, and we can assist you with information and suggestions on controls in specific areas.

Internal Audit helps the University accomplish its objectives. One of the primary goals of the internal audit function is to make the University better; to add value. Further on in the definition this is reiterated in that Internal Audit is charged to not only evaluate, but to improve the effectiveness within areas that are reviewed.

We can help you...

- Add value to and improve organizational operations
- Establish effective controls, processes, and procedures
- Reduce costs and enhance efficiencies and effectiveness
- Avoid unnecessary risks

How you can help

- Notify us if a control is not working
- Share your ideas for improvement
- Do not be afraid to ask for help or advice

Challenge Question

Can I ask Internal Audit for assistance when I am not being audited?

- No
- Yes
- Never
- Maybe

Send responses to Jesús Baldovinos at jesus.baldovinos@cwu.edu by Friday, Nov. 13th. Correct responses will be entered into a drawing for a \$15 Wildcat Shop gift card.

cwu.edu/internal-audit/hotline

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu. 19-BFA-21RN

TRAINING WITH INTERNAL AUDIT

Check out our other trainings!

- Unsure what to do when you receive an audit recommendation? No worries, this [audit training video](#) provides tips on what to do and what to avoid when writing a solid response.
- Have a look at our [Conflict of Interest Examples](#) and learn more about situations where a conflict of interest may, or may not, arise or exist.

IN THE NEWS

[Former Southern University band director pleads guilty to embezzlement charges](#) – BRProud – brproud.com

[UW advises students to avoid travel, stay at home over Thanksgiving break](#) – Will Romano – badgerherald.com



INTERNAL AUDIT HOTLINE

www.cwu.edu/internal-audit/hotline

FREQUENTLY ASKED QUESTIONS

Q: When should I make an online report to the Internal Audit Hotline?

A: Some examples of situations that you may want to report to the Hotline:

- Conflict of Interest
- Fraud/Theft
- Financial Policy Violations

Q: What happens when I make a Hotline report?

A: We review all hotline submissions and assess each one before deciding how to proceed. Once received, your report will be handled discretely and treated confidentially to the extent possible under applicable laws.

Q: Do I have to give my name when I make a report to the Hotline?

A: No, you can remain anonymous.

Q: What about retaliation for making the report?

A: University policy prohibits retaliation against employees who in good faith report apparent violations.

Q: How do I start a hotline report?

A: Report a concern using the [hotline web form](#).



CONTACT INFORMATION

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