

# The Audit Insight



## IN THIS ISSUE:

- What Are the 5 C's of Internal Audit?.....1
- NEW Reporting Misconduct Training Video!.....1
- Don't Forget to Disclose.....2
- What is an Operational Audit?.....2
- Getting Ahead of the Curve.....2
- Training with Internal Audit.....3
- Challenge Question.....3
- CWU Speak Up.....3

### What Are the 5 C's of Internal Audit?

Internal audit reports often outline the criteria, condition, cause, consequence, and corrective action. These five areas report why the audit was performed, what caused the reason for the audit, how the audit will be performed, what the auditor aims to achieve, and what steps will be taken after the audit findings are presented.



### NEW Reporting Misconduct Training Video!

Unsure what to do when choosing to speak up or remain silent when something does not feel right? I'm sure you are not alone here. No worries! We created a new training video that gives you tips on what to do if you are ever in a situation like this. Have a look at our [Reporting Misconduct training video](#).



## Don't Forget to Disclose

This is a friendly reminder to complete your annual COI disclosure (for 2023) in January.

In accordance with [CWUP 2-40-065 Conflict of Interest – All Employees](#), the University requires all employees annually to disclose any personal or business interests and relationships that reasonably could give rise to a perceived, potential, or real conflict of interest. The COI disclosure is accomplished through an electronic process called Osprey Compliance Software, which is administered by Internal Audit.

In January 2023, you will receive an email from “Compliance@cwu.edu” containing a link for you to answer a few questions about any conflicts you may have.

Here are a few important things to remember about the COI disclosure.

- All employees must complete the disclosure each year.
- Review [CWUP 2-40-065 Conflict of Interest – All Employees](#) and [CWUR 3-45-090 Conflict of Interest Standards – All Employees](#).
- Submit a new disclosure before you engage in a new activity or have a significant change in your previous submission(s).
- Disclosure due date is slated for Winter 2023; but immediately disclose any new activity or significant changes to previously disclosed activity.

This reminder is intended to assist all employees to be compliant with the University’s policies and procedures. Hence, all University employees can do their part to help CWU to achieve this goal.

Should you have any questions pertaining to this very important required disclosure, please contact Jesus Baldovinos, Internal Audit Manager, at Ext. 1191 or at Barge Hall, Room 311.



CWU Internal Audit  
Barge Hall, Room  
311, Ext. 1191

## What is an Operational Audit?

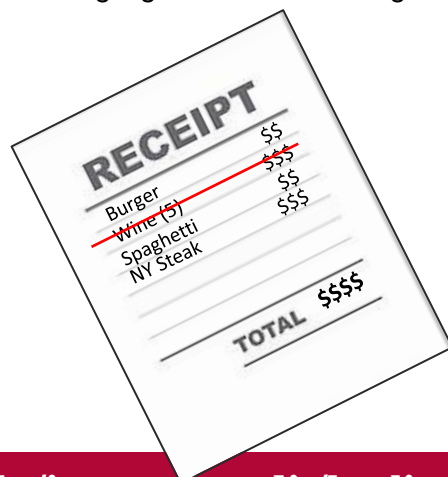
An operational audit is most likely to occur when key personnel leaves or when new management takes over a unit or department. The unit or department may want to assess how things are done and whether resources are being used more efficiently. During an operational internal audit, the auditor will review whether current staff and processes fulfil the mission statement, value, and objectives.

## Getting Ahead of the Curve

Each year, University cardholders make purchases on behalf of the University. Cardholders agree to strive to obtain the best value for the University, and to abide by all requirements set forth in the CWU Purchasing Card Handbook. Although the task is routine and may occur many times, there are a few important things that can be done to reduce the likelihood of errors. For example, a recently issued audit report by CWU Internal Audit found:

- Various purchases did not have supporting documents (missing receipts). Retaining supporting documents such as a receipt can help ensure the purchase is adequately supported.
- Various purchases did not have itemized receipts. Retaining fully itemized receipts can help ensure the purchase is legal and allowable.
- Various purchases were for un-authorized purchases according to the Purchase Card Handbook.
- Various purchases used a third-party payment method, such as Paypal and PayRange Inc. A third-party payment application makes it difficult to ensure the purchase is legal and allowable, especially with a lack of itemized receipt.

These instances highlight the need for diligence.



[cwu.edu/internal-audit/hotline](http://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 past trainings!

- Unsure what to do when you receive an audit recommendation? No worries, the [How to Respond to Audit Recommendations training video](#) provides tips on what to do and what to avoid when writing a solid response.
- Take a look at our [Conflict of Interest training video](#) to learn what constitutes a conflict of interest, how to avoid them, and how to proceed if employees recognize one.
- Check out our [Giving and Receiving Gifts training video](#) and learn both the basics and the finer points of how to better understand giving and receiving gifts in a work setting.
- Make sure to have a look at our [Travel and Entertainment training video](#) to get a better understanding of travelling in a work setting and reducing potential risks.

### Challenge Question

True or False: When submitting a hotline report, employees may choose to remain anonymous.

- a. True
- b. False

Send responses to Jesús Baldovinos at [jesus.baldovinos@cwu.edu](mailto:jesus.baldovinos@cwu.edu) by Friday, January 6<sup>th</sup>, 2023. Correct responses will be entered into a drawing for a \$15 Wildcat Shop gift card.



## CWU SPEAK UP

### Internal Audit Hotline

[www.cwu.edu/internal-audit/hotline](http://www.cwu.edu/internal-audit/hotline)

The Hotline is intended for faculty, staff, students and others to report suspected fraud or irregular activities such as improper transactions, suspected thefts, losses, misuse, or inappropriate action involving public funds, equipment, supplies, or other assets. To report a violation, click [Hotline](#).

Key characteristics of the internal audit hotline:

- Online reporting at [cwu.edu/internal-audit/hotline](http://cwu.edu/internal-audit/hotline)
- Discrete and confidential treatment of concerns to the extent possible under applicable laws.
- Employees may provide their names and contact information or may choose to remain anonymous.

Issues you may want to report through the internal audit hotline:

- Fraud/theft
- Conflict of interest
- Waste and/or misuse of university resources
- Financial policy violations
- Operational policy violations
- Other regulatory violations

*Any employee who brings an issue to the university's attention through the Hotline should be aware that university policy prohibits retaliation against employees who in good faith report apparent violations.*



### CONTACT INFORMATION

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<https://www.cwu.edu/internal-audit/>