INTERNAL AUDIT

Sonja Howe
Internal Auditor
What is internal audit?

*Institute of Internal Auditors* defines internal auditing as:

“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 vs External Audit

External Audit

Area of Focus
• Attests to financial statements and related internal control

Approach
• Generally follows prior work and Audit Standards

Independence
• Independent of the University

Relationships
• Only a working relationship pertaining to the audit engagement

Internal Audit

Area of Focus
• Assurance, consulting, and other assessments of financial, operational, and governance topics

Approach
• Varies, based upon users’ objectives

Independence
• Independent of departments and activities audited but not independent of the organization

Relationships
• Reports to Senior Management and builds relationships within the organization
Internal Audit at CSU Channel Islands

Anticipated Internal Audit Activity

- Independent review re: new policies
- Streamlining existing processes
- Benchmarking
- Reviewing other CSU audits
- External audit liaison
- Just ask!

- Annual campuswide risk assessment
- Compliance
- Performance
- Due diligence engagements

40%
60%
Need Advice?

• The Internal Audit office can be a valuable resource for assessing risk and ensuring proper controls are in place for your new or existing project here on campus.

Get out in front of the risk and contact Internal Audit for guidance on your next project.

http://www.csuci.edu/vpbfa/internal-audit/index.htm
NAME THAT CI LOCATION
got recognition?

https://csuvpbfa.wufoo.com/forms/zmpj9m71ba27pm/

Recognize Someone Today!

Need more information? Contact the Recognition Committee at dbfa.recognition@csuci.edu
FINANCIAL SERVICES

Diane Mandrafina
Assistant Vice President for Business & Financial Affairs / Controller
About Financial Services

• Financial Services consists of several areas:
  – Accounting
    • General Ledger including Financial Reporting
    • Treasury
    • Accounts Payable
    • Accounts Receivable
  – Grants & Contracts
  – Student Business Services (SBS)
• We are located in Lindero Hall (Accounting & Grants) and Sage Hall (SBS)
The Financial Services Team
Who We Support

• Main Campus
• Three Auxiliary Organizations
  – Associated Students
  – Foundation
  – University Auxiliary Services
• Two Public Entities
  – Financing Authority
  – Site Authority
Accounting Services

- Identify and ensure compliance with regulations and other fiscal compliance requirements
- Process all cash receipts and disbursements
  - Includes travel expense reimbursement
- Process student fee and financial aid receipts as well as processing of student refunds
- Manage financial and compliance reporting to numerous internal and external customers, including:
  - Chancellor’s Office
  - State Controller’s Office
Grants & Contracts Services

• Provide post-award reporting (internal & external)
• Work closely with Principal Investigators (PI) to ensure compliance with terms of each grant agreement
Student Business Services (SBS)

- Receipt of all student and departmental payments
- ID card services
- Distribution of financial aid and payroll payments
- Collection of student tuition and fees
- Administration of housing and tuition installment payment plans
- Student account analysis and fee verifications
Financial Services Resources

• We provide Finance 101 Training Sessions for our colleagues
  – Training sessions were held the week of November 14th and were well attended
  – Evaluation forms from sessions will be used to assist in scheduling and providing future training

• Financial Services Forms & Tutorials web page: http://www.csuci.edu/financial-services/forms-tutorials.htm
  – Finance 101 presentations
  – Finance & Budget Forms
Helping the Campus Community

• We’re a resource for the campus community
  – Students, faculty, staff and university stakeholders
• We’re here for you, let us know how we can help!
THANK YOU!
BACKUP
"got recognition?" Nomination Form

Do you work with someone who demonstrates a commitment to the Division values of collaboration, diversity, excellence, integrity, respect and teamwork? Nominate them today for recognition at our next Division Meeting! Review the webpage for due date.

Part I – Select a Choice *

- Individual Nominee (Please submit 1 form per individual)
- Work Group (Project Team) Nomination
- Department Nomination

Next Page
"got recognition?" Nomination Form

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14%

Part II – Category
Tell us what category your nominee most exemplifies. Select one ONLY :

- Flexibility
- Integrity
- Dedication & Willingness
- Leadership
- Excellence
- Efficiency
- Unknown (Unsure of Category)
- Collaborative
- Respect
- Teamwork
- Safety
- Accountability
- Innovator
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Part III - Individual Nominee Section. Complete this section if your nominee is an individual.
Please list your nominee's name, department & supervisor

Name of Nominee *

First

Last

Nominee's Department

Nominee's Supervisor
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Part IV – Work Group (Project Team) Nominee Section – if applicable

Please list all members of the workgroup. For an entire department, please go to next section. If there are not enough entry spaces to list the entire workgroup, please list them in the box provided for describing the details of why you are nominating them.

Nominee
First Last

Nominee
First Last

Nominee
First Last

Nominee
First Last

Nominee
First Last

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Part V - Department Nominee Section - if applicable
Please list the name of the department you are nominating.

Department Name and Manager (for Department Nomination)

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Part VI - Rating Section

Please rate your nominee on the Division values and what statements that follow 1–5, 5 being highest, if you don't know, please select 1. One selection for each statement.

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<thead>
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<th>MY NOMINEE</th>
<th>1</th>
<th>2</th>
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<td>Helps/helped improve or provides excellent customer service</td>
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<td>Helps or helped department or division prepare for growth</td>
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<td>Enriches campus communication</td>
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Part VII – Examples of WHY Nominating. (What did your nominee do?)

In the space below add additional names, if your nomination is for a work group and they didn’t all fit that section.

Please provide specific work-related examples that demonstrate why you are nominating your nominee.

Your Name *

First

Last

Email *

Are you the nominee’s immediate supervisor? *

- Yes
- No

Submit  Previous