



## ***Office of Inspector General Charter***

### ***Introduction***

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, internal control, and governance processes. This Charter is a formal document that defines the Florida Atlantic University Office of Inspector General (OIG)'s purpose, authority, and responsibility.

### ***Mission***

The mission of the Florida Atlantic University's Office of Inspector General (OIG) is to serve the University and its Direct Support Organizations by working in collaboration with the university management and staff, faculty personnel, and the Board of Trustee (BOT)'s Audit and Compliance Committee to provide independent, comprehensive audits and consulting services designed to enhance the University's reputation, promote accountability, integrity, and efficiency of the university's operations. In addition, the OIG promotes awareness and conducts non-criminal investigations into any alleged fraud, waste, abuse, or mismanagement of the University resources.

### ***Organization, Independence, and Objectivity***

The Inspector General (Chief Audit Executive) reports functionally to the BOT through its Audit and Compliance Committee, and administratively to the University President. This reporting relationship promotes independence and objectivity, which assures adequate consideration of audit findings, planned actions and published reports. The Inspector General has unrestricted access to the BOT Audit and Compliance Committee, and University President.

In performing its function, the OIG has no direct responsibility or authority over any of the activities it reviews. Therefore, the audits, investigations, reviews, or appraisals do not relieve other persons in the University of their assigned responsibilities. OIG is authorized to have full, unrestricted, and timely access to all records, either electronic or manual, University personnel, and physical facilities necessary to carry out its activities. Documents and information provided to OIG staff during an engagement are handled in the same prudent manner as by those employees normally accountable for them. All OIG auditors must carry out their duties and responsibilities with an unbiased mental attitude and must not subordinate their judgement on audit matters to others.

### ***Scope of Work***

The OIG's scope of internal audit and investigative work will include all University programs, activities, colleges, schools, departments, auxiliaries, DSOs and component units. The OIG may perform advisory and related university service activities, the nature and scope of which will be agreed upon with management, provided the OIG does not assume management responsibility. Accordingly,

The Inspector General and staff are NOT authorized to:

- Perform any operational duties for the University or its affiliated organizations. Accordingly, OIG auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment;

- Initiate or approve accounting or other transactions external to the OIG; and,
- Direct the activities of any University employees not employed by the OIG, except to the extent such employee has been appropriately assigned to assist the OIG team.

The Inspector General will confirm to the BOT Audit and Compliance Committee, at least annually, the organizational independence of the OIG, and will disclose to the Audit and Compliance Committee any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

### ***Authority for the OIG***

Pursuant to the Board of Governors (BOG) Regulation Chapter 4.002(1), each University shall have an Office of Chief Audit Executive as a point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in the operations of the University. Accordingly, the Florida Atlantic University established the Office of Inspector General to fulfill the responsibilities of the Chief Audit of Executive. This charter (as amended) and the BOG regulation chapter 4.002 provides the authority for the OIG to carry out its duties and responsibilities.

### ***Professional Standards and Ethics***

For audit and consulting activities, the OIG will meet or exceed the *Institute's Internal Auditor's International Standards for the Professional Practice of Internal Auditing*. Other professional auditing standards may be followed, as applicable to the audit engagement. For investigations, OIG will follow the *Principles and Standards for Offices of Inspector General* issued by the Association of Inspectors General, as well as the *Standards for Complaint Handling and Investigations for the State University System of Florida*.

The OIG staff members have a responsibility to those they serve and should refrain from entering any activity that may create a conflict of interest. They have an obligation of self-discipline above and beyond the requirements of laws and regulations. They should uphold and demonstrate qualities of integrity, honesty, loyalty, morality, dignity, and confidentiality consistent with the University's ethics policy, the Florida Code of Ethics for Public Officers and Employees, and the Institute of Internal Auditors (IIA) Code of Ethics.

### ***Duties and Responsibilities***

(a) Prepare an annual risk-based and flexible internal audit plan consisting of a work schedule as well as resource requirements for the next fiscal year. The annual plan will be submitted to the President and the Audit and Compliance Committee for review and approval. The Inspector General (Chief Audit Executive) will communicate the impact of resource limitations and significant interim changes to the President and the Audit and Compliance Committee;

(b) Conduct and coordinate internal audits, consulting services, and investigations (that fall within the purview of OIG) relating to the programs and operations of the University and its Direct Support Organizations;

(c) Conduct, supervise, or coordinate other activities carried out or financed by the University for the purpose of promoting economy and efficiency in the administration of, or prevention and detection of fraud and abuse in its programs and operations;

(d) Investigate allegations of fraud, waste, abuse and other wrongdoing;

(e) Receive complaints and coordinate all activities of the University and Direct Support Organizations as required by the Whistle-blower's Act pursuant to Sections 112.3187-112.31895, Florida Statutes;

(f) Keep the University President, management and the Audit and Compliance Committee informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by

the University, recommend corrective actions concerning fraud, abuses, and deficiencies, and report on the progress made in implementing corrective actions;

(g) Ensure effective coordination and cooperation between the Florida Auditor General, federal auditors, and other governmental bodies and external auditors with a view toward avoiding duplication;

(h) Review, as appropriate, rules relating to the programs and operations of the University and make recommendations concerning their impact;

(i) Monitor implementation of audit recommendations issued by OIG and the Florida Auditor General. The Audit and Compliance Committee will be provided with timely reports on the status of corrective actions taken to address the recommendations; and,


(j) Provide the President and Audit and Compliance Committee with an annual report by September 30<sup>th</sup>, summarizing OIG activities for the previous fiscal year.

In the performance of these services, OIG will ensure that an appropriate balance is maintained between audit, investigative, and other activities. Detailed operational procedures for the Office of Inspector General have been established for the effective and efficient administration of the internal audit activity.

***Quality Assurance and Improvement Program***

OIG will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the office's conformance with the Institute of Internal Auditor's professional standards and whether internal auditors apply the Institute's Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement.

The Inspector General (Chief Audit Executive) will communicate to senior management and the BOT on the Internal Audit activities, quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years.

  
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Inspector General (Chief Audit Executive)

12/06/2021  
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Date

  
\_\_\_\_\_  
President

11/19/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chair, Audit & Compliance Committee

12/6/2021  
\_\_\_\_\_  
Date

  
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Chair, Board of Trustees

11/23/21  
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Date