

Internal Audit

Office or Department of Office of the President
Administrative Unit Assessment Prepared on:

7/9/2020 11:21:09 AM For which department or area are you reporting?	Prepared by rose.patti@mga.edu Internal Audit

Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goal (5 year range) for the department.

What is the mission statement for this department/area? Your mission should explain why the department/area exists and who it serves.	The mission of the Office of Internal Audit is to support Middle Georgia State University management in executing its governance, risk management and compliance responsibilities while helping to improve organizational and operational effectiveness and efficiency.
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What are the goals for this department? These should be the "big things" the department/area intends to accomplish within 5 years.	<ol style="list-style-type: none">1. To provide MGA management with timely information, advice and guidance that is objective, accurate, balanced and useful.2. To promote ethical conduct at MGA.
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Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next section you will be reporting on the objectives you set and whether or not you achieved them in FY20. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY21.

Objective 1

Objective 1: What was this department's first objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.	MGA management receives support in meeting their governance, risk management and compliance responsibilities by the office of internal audit accomplishing a minimum of 75% of the activities outlined in the near term and medium-term areas of the rolling audit plan for FY 2019-2020.
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Objective 1: Detail how your department

The overall completion of planned activities was 57%, indicating the Office of Internal Audit did not meet this objective. The measure of success of 75% of planned activities completed remains a goal for the Office of Internal Audit. Continued completion of activities outlined in the rolling

Objective 2

Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

Objective 3

Objective 4

<p>Objective 4: What was this department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>MGA faculty, staff and students receive resolution to reports to the Ethics and Compliance Reporting Hotline by resolution of a minimum of 75% of all hotline cases within 60 days of report.</p>
<p>Objective 4: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</p>	<p>Review of hotline case list report which include "days open" field</p>
<p>Objective 4: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</p>	<p>Minimum of 75% of all hotline cases resolved within 60 days of report</p>
<p>Objective 4: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</p>	<p>93% of cases were resolved within 60 days of report</p>
<p>Objective 4: Did your department meet this objective?</p>	<p>The department exceeded this objective.</p>
<p>Objective 4: What did your department learn from working toward this objective? What changes will you make based on this effort next year?</p>	<p>During FY 2019-2020, 13 of 14 hotline cases were resolved within 60 days of report. There was one case that was resolved 93 days due to ongoing investigation of the matter reported. Topics reported included inappropriate behavior, environment, health and safety concerns, unfair employment practices, harassment, threats and physical violence and gifts, bribes and kickbacks. Hotline report investigation is generally assigned to a department director or Dean of an academic school for investigation. The Office of Internal Audit is then tasked with the coordination of hotline reports to ensure investigation (if necessary) and reports are followed up in a timely manner. The Office of Internal Audit also investigates any reports of fraud, waste and abuse.</p> <p>The average days open during FY 2019-2020 for the 14 hotline reports was 17 days, thus indicating most reports were closed well within the 60 days of report. This objective remains a priority of the Office of Internal Audit in order to provide timely investigation of hotline reports.</p>

Future Plans

<p>Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives, please use the format shown in these examples. 1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<ol style="list-style-type: none">1. The Office of Internal Audit will provide governance, risk management and compliance support to management by accomplishing a minimum of 75% of the audit activities planned on the rolling audit plan for FY 2021.2. The Office of Internal Audit will provide corrective action assurance to management by updates of a minimum of 75% of audit findings during FY 2021.3. The Office of Internal Audit will provide resolution of hotline reports to MGA faculty, staff and students by a resolution of a minimum of 75% of all hotline cases within 60 days of report.
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