

# **OBM Office of Internal Audit Charter**

**December 2008**

## MISSION AND SCOPE OF WORK

The OBM Office of Internal Audit (OIA) was established for the purpose of providing state agency management (See Appendix A) and the State Audit Committee with a systematic, disciplined approach to evaluate agency information, internal controls and governance processes. As a trusted advisor, the Office of Internal Audit will provide independent, objective assurance and consulting activities designed to add value by improving agencies' operations and business processes. State agency management and the State Audit Committee will be presented with analyses, recommendations, and counsel to enhance transparency and accountability for the state's citizenry.

The scope of work of OIA is to determine whether the state agency network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employees' actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in agency control processes.
- Significant legislative or regulatory issues impacting the agencies' fiscal operations are recognized and addressed appropriately.
- Adequate controls are incorporated within new systems and processes.

## AUTHORITY

OIA is created by legislation enacted in section 126.45 of the Ohio Revised Code. Internal Audit has the operational independence in the conduct of their duties and has the authority to initiate, carry out and report on any action considered necessary. The OIA is authorized to:

- Have unrestricted access to all functions, records, systems, property, and personnel.
- Have full and free access to the State Audit Committee.
- Allocate its resources, set frequencies, select audits, determine scopes of work, and apply the techniques required to accomplish audit objectives.
- Obtain the necessary assistance of personnel in the state agencies where they perform audits, as well as other specialized services from within or outside the organization.

The Chief Audit Executive and staff are not authorized to:

- Perform any operational duties for the agencies or its affiliates.
- Initiate or approve accounting transactions external to the OIA.
- Direct the activities of any State employee not employed by OIA, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.
- Engage in any activities that Internal Audit would normally be expected to review or appraise, such as implementing policies and procedures for agency use.

## AUDIT PRACTICE PROFESSIONAL STANDARDS AND FRAMEWORKS

The OIA shall conduct internal audits in a professional, impartial and unbiased manner. Audit staff shall avoid all conflicts of interest and behave in an ethical manner in accordance with the *Ethics Policy* as outlined by the Office of Budget and Management. Audit staff will perform all audit work with due professional care and in accordance with the *International Standards for the Professional Practice of Internal Auditing* of The Institute of Internal Auditors (IIA).

OIA shall embrace state, national and international standards, guidelines, and frameworks in the financial, risk, business process and information technology (IT) areas in order to provide accurate, and relevant

feedback on best practices as it conducts its assurance and consulting activities. In particular, OIA shall embrace several frameworks including, but not limited to:

- Committee of Sponsoring Organization's (COSO)
- Control Objectives For Information and Related Technology (COBIT)
- Information Technology Infrastructure Library (ITIL)
- VAL IT Framework (Val IT)
- Project Management Body of Knowledge (PMBOK)

## **ACCOUNTABILITY**

The Chief Audit Executive ("CAE"), in the discharge of his/her duties shall perform the following:

- Submit an annual risk-based audit plan to the State Audit Committee for review and comment before the beginning of each fiscal year.
- Issue preliminary and/or final reports of significant issues related to the processes for controlling the activities of agencies, including potential improvements to processes, and provide information concerning such issues to the State Audit Committee.
- Periodically provide information on the status and results of the annual audit plan and the sufficiency of OIA resources to the OBM Director and the State Audit Committee.
- Coordinate with other control and monitoring functions (Auditor of State, State Highway Patrol, Attorney General, Inspector General, and external audits that include financial, regulatory, and SAS 70 audits).
- Report immediately any suspected fraud or illegal activity discovered by OIA during the conduct of an internal audit to the State Audit Committee, the OBM director, the director of the state agency in which the fraud or illegal activity is suspected to have occurred, and the Auditor of State. Since the State Audit Committee meets periodically, the CAE may need to contact the Committee Chair to timely discharge this responsibility.
- Report on other significant issues that materialize outside of planned audit initiatives.

## **INDEPENDENCE**

To provide for the independence of the OIA, its personnel shall report to the CAE, who reports administratively to the OBM Director and in an advisory capacity to the State Audit Committee in a manner outlined in the above section on Accountability. It will include as part of its reports to the State Audit Committee a regular report on internal audit personnel.

The Governor shall review and approve the appointment, replacement, reassignment or dismissal of the CAE. Further, the State Audit Committee shall review and concur with the OIA's annual audit plan and budget. This organizational structure is designed to allow OIA to be independent and effectively accomplish its purpose.

## **RESPONSIBILITY**

The CAE and staff have responsibility to:

- Develop a flexible annual audit plan using an appropriate risk-based methodology, including the risk for fraud, waste, or abuse of public money within an agency or division; the length of time since a process was last subject to an internal audit; the size of a process, and the amount of time and resources necessary to audit it; and any risks or control concerns identified by management.
- Submit that plan to the State Audit Committee for review and comment as well as periodic updates.
- Implement the annual audit plan, including as appropriate any special tasks or projects requested by management and the State Audit Committee.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications, or contract for similar resources, to meet the requirements of the audit plan submitted to the audit committee.
- Issue periodic reports to the State Audit Committee and management summarizing results of audit activities.

- Keep the OBM Director and the State Audit Committee informed of emerging trends and successful practices in internal auditing.
- Ensure that appropriate quality controls are in place and that reviews are conducted in accordance with accepted internal auditing standards and undergo a peer review at least every five years by independent, external reviewers.
- Establish and maintain follow-up systems to determine whether effective action has been taken, following the Internal Auditor's recommendations, within a reasonable time, and periodically report on situations where adequate, timely corrective action has not been implemented.

## REPORTING

The CAE shall report in the following manner:

- After the conclusion of an internal audit, submit a preliminary report of the internal audit's findings and recommendations to the OBM Director, the State Audit Committee and to the director of the state agency involved. The state agency shall be provided an opportunity to respond within thirty days after receipt of the preliminary report. Responses received within that thirty-day period shall be included in the final report of the internal audit's findings and recommendations. The final report shall be issued within thirty days after the termination of the thirty-day response period.
- OIA may participate in consulting engagements in accordance with the Institute of Internal Auditors' professional standards. These engagements will often not result in an internal audit report; however, the State Audit Committee will receive an executive summary of our status and results.
- Copies of the final report shall be submitted to the State Audit Committee, the Governor, and the director of the state agency involved.
- The final reports will be made available for public inspection in a timely manner, in accordance with Revised Code Section 126.48.
- Present, on an annual basis, a report to the State Audit Committee, regarding management's implementation of recommendations made by OIA.
- Present, on an annual basis, a summary report to the State Audit Committee of audit activities including: orientation and scope of such activities; schedule of work undertaken; and progress on implementation of prioritized recommendations contained in audit reports.
- Prepare an annual report and submit the report to the Governor, the president of the senate, the speaker of the House of Representatives, and the Auditor of State. The Office of Budget and Management shall make the report available to the public by posting it on the office's web site before the first of July of each year.

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OBM Director

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Date

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State Audit Committee Chairperson

\_\_\_\_\_  
Date

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Chief Audit Executive

\_\_\_\_\_  
Date

**APPROVED 12/2/08**

**William Shkurti, Chair, State Audit Committee**  
**J. Pari Sabety, Director, Office of Budget and Management**  
**Joe Bell, Chief Audit Executive, Office of Internal Audit**

## **APPENDIX A: Administrative departments included in HB 166**

- 1) The Office of Budget and Management
- 2) The Department of Commerce
- 3) The Department of Administrative Services
- 4) The Department of Transportation
- 5) The Department of Agriculture
- 6) The Department of Natural Resources
- 7) The Department of Health
- 8) The Department of Job and Family Services
- 9) The Department of Public Safety
- 10) The Department of Mental Health
- 11) The Department of Mental Retardation and Developmental Disabilities
- 12) The Department of Insurance
- 13) The Department of Youth Services
- 14) The Department of Development
- 15) The Department of Rehabilitation and Correction
- 16) The Environmental Protection Agency
- 17) The Department of Aging
- 18) The Department of Alcohol and Drug Addiction Services
- 19) The Department of Taxation
- 20) The Bureau of Workers' Compensation
- 21) The Department of Veterans' Services