TMRS Internal Audit Process

Internal Audit Department

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Internal Audit Process

**Planning**
In the planning phase, the audit staff reviews any past audit work, looks over literature on the area being reviewed, and makes a preliminary review of the unit budgets, actual revenues and expenses.

**Fieldwork**
The fieldwork phase is typically the lengthiest part of the audit, the audit staff gathers information about the auditee's operations, gains an understanding of the units functions, and identifies both strengths and weaknesses.

**Follow-Up**
Based on timeframes in the action plan, a follow-up is performed to ensure that the required measures have indeed been implemented.

**Reporting**
All fieldwork results are compiled, presented and discussed with the client. The client must provide action plans with timeframes that address all recommendations. A final summary report then goes to Senior Management and the Audit Committee for review.
01: Planning Phase

- **Notice**
  - Send written *engagement notice* to Board and Senior Management of audit start

- **Client Meeting**
  - Hold *Entrance Conference*, the initial meeting with applicable TMRS personnel about conduct of the audit

- **Research**
  - Gain an understanding of the audit topic by researching laws and policies/procedures, reviewing previous audit reports and documents, and conducting preliminary interviews

- **Risk Assessment**
  - Conduct engagement-level *risk assessment* to identify objectives, scope, and methodology

- **Audit Program**
  - Develop *audit procedures* for accomplishing audit objectives and document in an audit program
Planning: Terms and Definitions

- **OBJECTIVES** – what the audit is intended to accomplish or the question the auditor seeks to answer

- **SCOPE** – boundary of the audit, including subject matter, period of time reviewed, and locations to be included

- **METHODOLOGY** – nature and extent of audit procedures for gathering and analyzing evidence to address objectives

- **AUDIT PROCEDURES** – specific steps and tests auditors perform to address the objectives
02: Fieldwork Phase

- **Data Request**
  - Request *data and information*

- **Audit Procedures**
  - Perform *audit procedures* from audit program
  - Obtain *client feedback* on findings and recommendations
  - Review additional client information and *update findings* and recommendations

- **Conclusions**
  - Develop *findings* and preliminary recommendations
WORKING PAPERS OR AUDIT DOCUMENTATION – records all audit evidence and supports audit work done to demonstrate work was performed in accordance with relevant auditing standards.

- **Observation** – physical inspection, walk-throughs
- **Inquiry** – interviews with auditee and related parties
- **Verification** – establish the accuracy, reliability, or validity of something (e.g., count, compare, confirm, examine, reconcile, recompute, trace)
- **Analysis** – qualitative and quantitative calculations, tests, and surveys
FINDING – the results of the evaluation of the collected audit evidence against audit criteria. A finding may indicate strengths and deficiencies in internal controls; compliance or noncompliance with laws, regulations, or contracts;

Elements of a finding:

Criteria – What should be.
Condition – What is.
Cause – Why the condition differs from criteria.
Effect – The consequence or opportunity foregone of difference between condition and criteria.
Recommendation – Actions to remedy the cause.
03: Reporting Phase

- **Preliminary Draft Report**: Auditor drafts a report that is accurate, objective, clear, concise, constructive, complete, and timely.
- **Supervisory Review**: Experienced auditor reviews the draft report and key supporting documentation.
- **Management Review**: Management has a period of time to review the draft report and provide feedback and management response.
- **Client Meeting**: Hold Exit Conference to obtain client feedback on the draft audit report and answer questions about implementing recommendations.
- **Report Draft**: Compile management’s response and incorporate any other suggestions into updated report draft.
03: Reporting Phase

- **Audit Committee Feedback**
  - Present draft audit report to *Internal Audit Committee* for review and comment

- **Finalize Audit Report**
  - Incorporate Committee feedback and finalize audit report

- **Board Presentation**
  - Present audit results to *Board*

- **Report Distribution**
  - Distribute final audit report
**MANAGEMENT RESPONSE** – written response to audit findings. The response should indicate:

- Whether management agrees with finding and agrees to implement recommendation
- A brief description of the corrective action plan
- The person responsible for implementing the action plan
- Timeframe for completing the action plan

**NON-REPORTABLE COMMENT OR NON SIGNIFICANT DEFICIENCIES** – issues generally minor in nature or scope communicated only to management
Reporting Phase

Report Content

- Audit report title
- Objectives, scope, and methodology
- Background
- Recognition
- Engagement rating, conclusions, and observations (also referred to as findings)
  - Perspective in terms of nature and extent of the issues
  - Limitations on reliability or validity of evidence
- Management’s response (corrective action, activity owner, target date for completion)
- Statement about compliance with auditing standards
- Distribution list
04: Follow-up Phase

- Log Prior Audits
  - Log findings, recommendations, and corrective action plans into Corrective Action Reporting System (CARS)

- Management Update
  - Request status updates on corrective action plans from Senior Management

- Follow-up Work
  - Verify management assertions for high/moderate priority level findings

- Report Results
  - Report on status of implementing prior-year recommendations to Senior Management and the Board, including management’s acceptance of risk
    - **Closed**: Fully Implemented, Alternative Action Taken, Do Not Intend to Implement, No Longer Applicable
    - **Active**: Partially Implemented, Not Implemented
Follow-up: Terms and Definitions

- MANAGEMENT ASSERTION – claims made by members of management regarding certain aspects of business

- COMMUNICATING THE ACCEPTANCE OF RISK – if the auditor becomes aware that management has accepted a level of risk that is unacceptable to the organization, the risk must be communicated to the Board.

Highly significant risks that the auditor may judge goes beyond TMRS’ tolerance level include:

- Those that may harm TMRS’ reputation
- Those that could harm people
- Those that would result in significant fines, limitations on business conduct, or other financial/contractual penalties
- Material misstatements
- Fraud or other illegal acts
- Significant impediments to achieving strategic objectives