Section 3: Procedure

IA Procedure 3.4 - AUDIT FOLLOW UP

Responsible Officer: Director of Internal Audit
Responsible Unit: Internal Audit Department
Effective Date: July 1, 1996
Last Revised on: November 20, 2008

Procedure Summary

Periodically, the Internal Audit (IA) Department will review the status of items in past audit reports to determine if management has addressed the risks those issues created. Follow-up reviews can be done on an audit-by-audit basis or as a single project in which the status of all open (uncorrected) issues is evaluated.

Procedure Steps

1. At the start of a follow-up review, IA will contact manager(s) of unit(s) with open audit comments. The manager will be provided with a summary of each outstanding comment. The manager should respond to this request with information about what has been done to resolve a previously reported issue.
2. IA staff will review the information provided and determine if any additional work, such as reviewing documents or testing transactions, to determine if previously reported issue has been resolved. IA will discuss with management the results of any additional work done.
3. For each audit issue that is not fully resolved, management will be required to provide information about what additional steps will be taken to correct the issue and a new date for completing action to resolve the issue.
4. When follow-up work for each previous audit report is complete, IA will provide management with information that summarizes the status of any open items from that report. These reports will also be routed to senior management for their review.
5. At the end of each follow-up review, a report will be issued in accordance with Internal Audit Procedure 3.2, Audit Reports and Management's Responses. This report will express an opinion about whether sufficient action has been taken to correct previously reported audit issues. The report will also provide a summary of the status of any open items including action already taken to resolve the issue any additional corrective action planned.
Contacts

Questions and concerns can be submitted using the Internal Audit Staff Directory.

Revision History

<table>
<thead>
<tr>
<th>Prior Revisions:</th>
<th>The policies in the Internal Audit Department Policies and Procedures Manual supersede any IA policies, procedures, appendices and information previously included in the University Business Manual, a publication of UNC Chapel Hill's Division of Finance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 01, 1996</td>
<td></td>
</tr>
<tr>
<td>June 08, 2004</td>
<td></td>
</tr>
<tr>
<td>November 20, 2008</td>
<td>Update wording</td>
</tr>
</tbody>
</table>