| 3.7 | INTERNAL AUDIT PROCEDURES |
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| **Applies to:** Management Committee, Staff | **Version: 1** |
| **Specific responsibility:** Management Committee, HECIS Co-Ordinator | **Date approved: 5.8.14** |
| | **Next review date: Aug 20** |

| **Policy context:** This policy relates to | |
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| Standards or other external requirements | |
| Legislation or other requirements | |
| Contractual obligations | |

## POLICY STATEMENT

HECIS will conduct internal audits to ensure that the organisation's policies and procedures are being implemented effectively, review risk management and identify areas for process improvement. Staff will work collaboratively with the auditor to ensure the best possible outcomes for the organisation.

## PROCEDURES

### Oversight and management

The Management Committee will:

- determine an audit program for the year, identifying operational areas to be audited and any specific focus of the audit
- appoint an auditor from within the Management Committee, the HECIS Co-Ordinator, or externally to the organisation (as required).
- determine the scope and objectives of the audit
- determine how the audit will be conducted and managed, including setting a timeframe and reporting points
- receive and address the audit report.

### Conduct of the audit

The auditor will:

- review any previous audit report and follow up report
- hold an initial meeting with the Management Committee
- discuss the scope and objectives of the audit with HECIS staff
- gather information on current processes and existing controls
- identify any risks and conduct a preliminary evaluation of the adequacy of the controls
- identify any areas of concern
- review selected processes in detail and test the internal controls
- meet with HECIS Staff for scheduled progress meetings (if required) and to discuss findings

**Audit report**

The auditor will present a report to the Management Committee which summarises findings and provides recommendations for improvements.

The report will:

- identify the major risks within the audited area,
- provide an analysis of identified risks in terms of their likelihood and consequences
- provide an assessment of the adequacy of existing controls
- recommend action to be taken
- identify any residual risks to be reported.

**Implementation**

The Management Committee will:

- develop a timetable for implementing any changes to processes
- monitor the completion of tasks
- provide a follow up report The Management Committee on progress and completion of tasks.

**DOCUMENTATION**

| **Documents related to this policy** | |
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| Related policies | |
| Forms, record keeping or other organisational documents | |

| **Reviewing and approving this policy** | | |
|---|---|---|
| **Frequency** | **Person responsible** | **Approval** |
| Annually | HECIS Co-Ordinator | Management Committee |

| **Policy review and version tracking** | | | |
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| **Review** | **Date Approved** | **Approved by** | **Next Review Due** |
| 1 | 12.8.15 | HECIS Co-Ordinator | Aug 2016 |
| 2 | 28.7.16 | HECIS CoOrdinator | Aug 2017 |
| 3 | 14.8.17 | HECIS CoOrdinator | Aug 2018 |
| 4 | 31.8.18 | HECIS CoOrdinator | Aug 2019 |
| 5 | 20.8.19 | HECIS CoOrdinator | Aug 2020 |