

# **What to Expect When the Internal Auditors Arrive**

NU-RES Learn More

April 21, 2022



**Northeastern University**  
**Audit and Advisory Services**

# Agenda

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# Internal Audit

Our mission is to strengthen the internal control environment at Northeastern University with an **independent** and **objective** approach, and to assist management in the successful accomplishment of their objectives while promoting **good business conduct** and upholding **high ethical standards**.

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**Integrity**



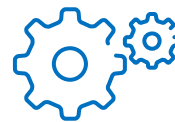
**Objectivity**



**Confidence & Trust**



**Quality**



**Innovation**



# Who We Are

## Audit & Risk Committee



**Tom Nedell, SVP Finance and Treasurer**



**Tricia Wood, Vice President**  
MBA; CISA, CRISC, CIA



**Isabel Ah Kee, Director**  
MSIT; CISA, CFE, CRMA



**Susan Hacker, Audit Manager**  
MBA; CPA, CIA



**Natasha Terrell, Senior Auditor**  
Candidate for Master's in Applied Data Analytics



**John Fanis, Senior IT Auditor**  
MSA; CISA and CISSP in process



**Diane Saraceni, Audit Operations Coordinator**  
Candidate for Master's in Higher Education Administration

# What We Do

## Audit Services

- Prepare and execute the board-approved annual audit plan:
  - Audits
  - Control Assessment Reviews
- For each engagement, evaluate the control environment to ensure risks are appropriately mitigated:
  - Design of controls
  - Operating effectiveness of controls
- Identify control gaps and process improvement opportunities

## Advisory Services

- Perform ad hoc reviews:
  - Processes
  - Systems
- Sources:
  - Requested by management
  - Internal data analysis
  - Originated from a hotline report
- Recommend remediation for a wide range of business risks and issues

# Risk Assessment



**Impact:** Refers to the extent to which a risk event might affect the enterprise.

**Likelihood:** Represents the possibility that a given event will occur.

# Audit Process

## Planning

- Risk Assessment
  - Discovery Meetings
  - Data Analysis
- Finalization of Scope
- Kick-off Meeting

## Fieldwork

- Interviews
- Walkthrough and Process Flow Mapping
- Detailed Testing
  - Sampling
  - Documentation Review

## Reporting

- Draft Report
- Closing Meeting
- Management Responses
- Final Report

## Follow-Up

- Monitoring Issue Remediation

# Post-Award Management



# Resources

## NU-RES Website

Policies  
and  
Guidelines

Lifecycle  
Management

Resources  
& Tools

RACI

Financial  
Monitoring

# Best Practices



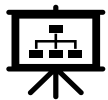
Timely review of expenses (e.g., salaries)



Level of coordination with Principal Investigators (PIs)



Level of detail for budget-to-actual reports

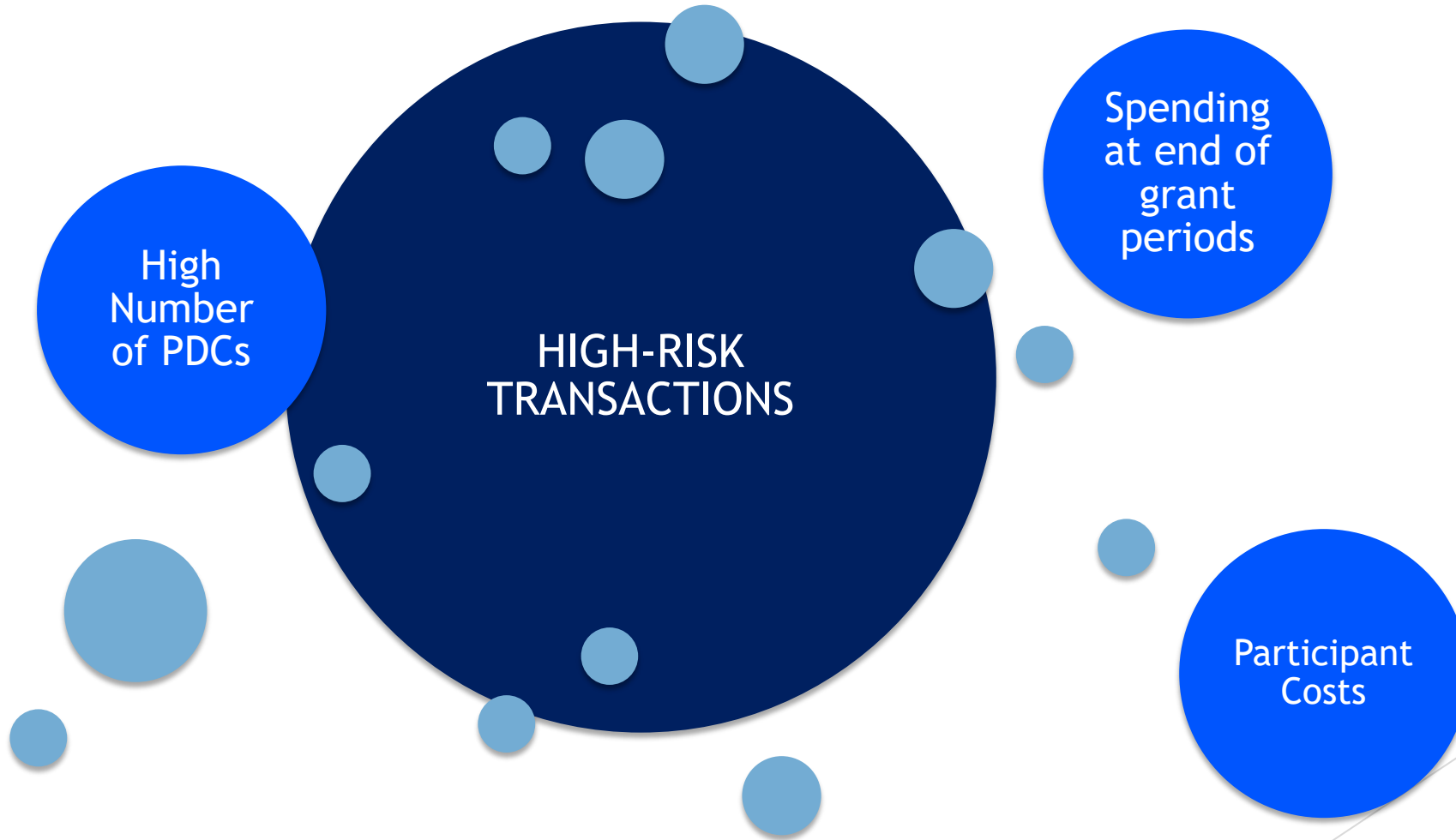


Clearly defined responsibilities (e.g., close-out checklists)



Workflow for grant transactions (e.g., journal vouchers)

# Potential Audit Flags



# P2P Best Practices



Utilize Requisitions and Purchase Orders if spend will be >\$5K with vendor



For Travel & Expense in Concur, document at the expense level instead of at the report level



Utilize myMarketplace for no-worry sales tax compliance



Check with the experts and consider requesting training



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**Audit and Advisory Services**