

SECTION C-1.1

ASSIGNING THE AUDIT

Each year after the approval of the Annual Audit Plan, a staff meeting with the Director, Assistant Director, and all staff members is held to assign all audit projects to the auditors in charge. Changes in assignments are discussed at the weekly Internal Audit Management Meetings and are approved by the Director/Assistant Director. The assignments are documented in the Board of Regents Audit Plan Schedule.

Audit project numbers are assigned at the beginning of the fiscal year when the time keeping system is set up.