

Internal Audit: A to Z Approach Part 2

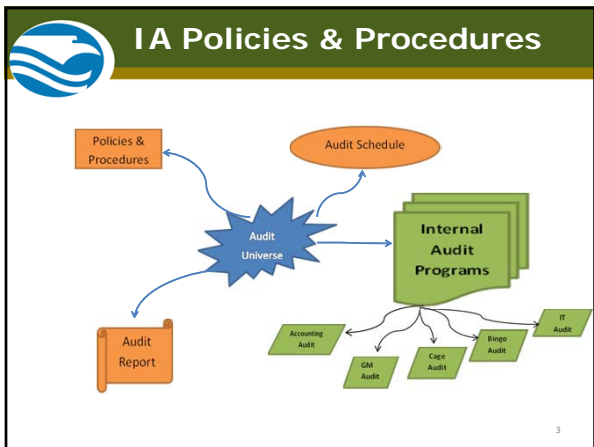
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Training Coordinator




Session Outline

- Internal Audit Polices & Procedures
- Audit Schedule
- Audit Program


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IA Policies & Procedures




- Duties and Responsibilities
- Operating Procedures
- Planning and Performance
- Fieldwork Phase
- Internal Audit Work papers
- Management of Audit
- Quality Assurance and improvement program
- Approvals
- Internal Audit Approach to Fraud
- Audit of Computerized Systems




What is an Audit Schedule?




FY 2017 Audit Schedule




Audit No.	Audit Area	Start Date	End Date	Total Hours	# of Weeks	# Employees
17Title	Audit Area	10/7/2016	11/7/2016	360	3	3
17KCA-1	Audit Area	10/7/2016	10/24/2016	160	2	2
17KCA-2	Audit Area	11/10/2016	11/28/2016	160	2	2
17KCA-3	Audit Area	12/1/2016	12/12/2016	160	2	2
17KCA-4	Audit Area	12/15/2016	1/2/2017	160	2	2
17KCA-5	Audit Area	1/5/2017	1/19/2017	160	2	2
17KCA-6	Audit Area	1/19/2017	1/23/2017	40	1	1
17KCA-7	Audit Area	1/19/2017	1/23/2017	40	1	1
17KCA-8	Audit Area	1/26/2017	2/13/2017	360	3	3
17KCA-9	Audit Area	2/16/2017	3/19/2017	480	4	3
17KCA-10	Audit Area	4/6/2017	4/16/2017	160	2	2
17Title	Audit Area	4/12/2017	4/30/2017	360	3	3
17KCA-11	Audit Area	4/12/2017	4/23/2017	720	2	5
17KCA-11	Audit Area	4/26/2017	5/14/2017	360	3	2
17KCA-12	Audit Area	5/17/2017	5/28/2017	160	2	2
17KCA-13	Audit Area	6/7/2017	6/18/2017	240	2	3
17KCA-14	Audit Area	6/21/2017	6/25/2017	80	1	2
17KCA-15	Audit Area	6/28/2017	7/9/2017	240	2	3
17KCA-16	Audit Area	7/12/2017	7/18/2017	40	1	1
17KCA-17	Audit Area	7/19/2017	8/13/2017	480	4	3
17KCA-18	Audit Area	7/19/2017	7/30/2017	160	2	2
17KCA-19	Audit Area	8/16/2017	8/20/2017	40	1	1
17KCA-20	Audit Area	8/23/2017	9/23/2017	360	3	3
17Title	Audit Area	9/13/2017	10/1/2017	360	3	3
Year End FY2017	Year End Observations	9/30/2017	10/1/2017	144	2	9
Budgeted Audit Hours				5964	55	



What does this mean?

2080
2080


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Exercise 1

	Budgeted Audit Hours			5,984
	Total Working Hours: 6 auditors x 40hr x 52 weeks		0	
Minus	Holidays: 13 days x 6 auditors x 8 hrs	0		
	Budgeted Training Hours: 6 auditors x 56 hrs	0		
	"Other" Hours: 6 auditors x 40 hrs	0		
	Estimated Leave Hours: 6 auditors (6 wks)	0	0	
	Total Available Hours			0
	Hours Remaining			0


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Answer


	Budgeted Audit Hours			5,984
	Total Working Hours: 6 auditors x 40hr x 52 weeks		12,480	
Minus	Holidays: 13 days x 6 auditors x 8 hrs	624		
	Budgeted Training Hours: 6 auditors x 56 hrs	336		
	"Other" Hours: 6 auditors x 40 hrs	240		
	Estimated Leave Hours: 6 auditors (6wks)	1,440	2,640	
	Total Available Hours			9,840
	Hours Remaining			3,856

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What could we do with 3856 hours?

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FY 2017 Audit Schedule

Audit No.	Audit Area	Start Date	End Date	Total Hours	# of Weeks	# Employees
17KCA-12	Audit Area	8/17/2017	8/28/2017	160	2	2
17KCA-13	Audit Area	8/7/2017	8/18/2017	240	2	3
17KCA-14	Audit Area	8/21/2017	8/28/2017	80	1	2
17KCA-15	Audit Area	8/28/2017	7/9/2017	240	2	3
17KCA-16	Audit Area	7/12/2017	7/18/2017	60	1	1
17KCA-17	Audit Area	7/18/2017	8/13/2017	480	4	3
17KCA-18	Audit Area	7/18/2017	7/30/2017	160	2	2
17KCA-19	Audit Area	8/18/2017	8/20/2017	40	1	1
17KCA-20	Audit Area	8/23/2017	8/23/2017	360	3	3
17Title	Audit Area	8/24/2017	10/1/2017	360	3	1
Year End Observations		8/29/2017	10/1/2017	144	2	2
Budgeted Audit Hours				5984	55	
Budgeted Audit Hours				9824		11



What is an Audit Program?

Audit Program

- Outlines detailed steps
- Maps audit steps
- Approval/Supervisor

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What is the Objective?

Detailed Example: *The purpose of this audit program is to conduct an internal control review of the Bingo Department, focusing on bingo card sales, statistical reports, bingo card inventory, cash controls, system software verification, logs, authorizations and signatures.*

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What is the Objective?

Broad Example: *Our objective was to perform such observations and testing to measure compliance with the Tribal Internal Control Standards (TICS) and the National Indian Gaming Commission (NIGC) Regulation 25 CFR Part 543 MICS for class II gaming.*

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What is the Scope?

It tells:

- When audit shall be conducted (start and end date)
- What/who are we going to audit
- Where the audit shall be done
- Audit period

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Detailed Scope

The internal audit department will audit the Bingo Department of the gaming operation. Internal Audit will begin the audit on March 6th, 2017 and end March 24th, 2017. Internal Audit will review process for all three shifts, perform inquires, observations, review and test relevant documents associated with the conduct of bingo for the period of February 1, 2016 – February 28, 2017.

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Broad Scope

The audit was conducted as a full scope review for processes in place from February 2016 through February 2017. Audit procedures included interviews with management and staff, observations of implementation of controls and examination of current source documentation utilized to comply with the aforementioned requirements.

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Exercise

Potential Hazards	Who is at Risk?	Existing Control Measures	What further action is necessary?	Action by whom?	Action by When?	Risk Rating

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- Audit Criteria**
- Examples:
- Federal Agency/NIGC MICS
 - State Compact
 - TGRA TICS
 - Gaming Operations SICS
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Procedures

Determine what procedures you will use to evaluate compliance:

- Inquiry
- Observation
- Test documents
- Questionnaire
- Examine Gaming Operation P & Ps
- Examine Gaming Operation Org chart
- Examine Gaming Operation job descriptions

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Create an Audit Program




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Audit steps




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 **Step One Example**

Review Permanent File:

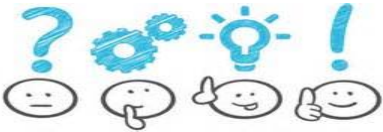
Review prior working papers, including policies/procedures, organizational charts, agreements, etc

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 **Step Two Example**

Establish Criteria:

Take the standard and turn it into a question and figure out the best way to test compliance with the standard.

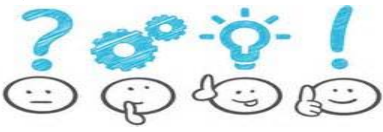


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 **Criteria**

How would we establish a test question?

(5) *Authorization and signatures.*
 (i) At least two agents must authorize, sign, and witness all manual prize payouts above \$1,200, or a lower threshold as authorized by management and approved by the TGRA.




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EXERCISE



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Summary


To summarize, to have a successful audit we need tools to help us achieve the objective. Such as:

- Internal Audit Polices & Procedures
- Audit Schedule
- Audit Program


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Questions & Answers



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 **Course Evaluation**

- Provide an honest assessment of your experience
- Written suggestions and comments are greatly appreciated and allow us to improve your experience



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Course Eval - Day 1: Internal Audit A to Z
When survey is active, respond at PollEv.com/nigc

Start the presentation to activate live content
If you see this message in presentation mode, install the add-in or get help at PollEv.com/app
0 surveys underway
