




 **Report Writing**

NIGC


WHAT DID THEY SAY ?

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 **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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 **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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Detailed Scope Example

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 Example


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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ELEMENTS OF FINDING EXERCISE


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 **Reporting Phase**


Exit Meeting:

- Schedule the meeting
- Who should attend
- Determine how you want to receive management response

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 **Schedule**

When should you send the draft report?



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 **WHO SHOULD ATTEND?**



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Draft Report



Make sure your work papers are in order to support the findings



Work Papers Exercise




Criteria:

(v) For manual payment of a voucher of \$500 or more, require a supervisory employee to verify the validity of the voucher prior to payment.

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Work Papers Exercise



Finding/ Exception:

Based on review of four days of bingo paperwork, we found that 10 manual payouts of over \$500 are not being authorized by a supervisory employee.

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Exit Meeting



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The slide features a green header with a white wave logo on the left and the text "Exit Meeting" in white. Below the header, there are three overlapping speech bubbles in purple, orange, and blue. To the right is a white speech bubble with the text "Please discuss" in green. In the bottom left, the text "Have your say" is written in a stylized font, with "Have" in white on a blue background, "your" in white on a purple background, and "say" in white on a blue background.

Exit Meeting

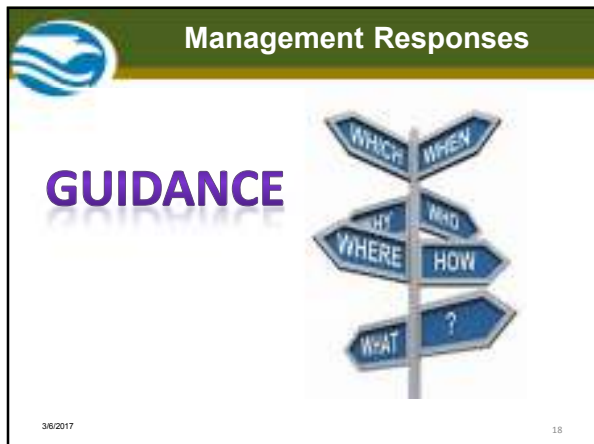


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The slide features a green header with a white wave logo on the left and the text "Exit Meeting" in white. Below the header is a cartoon illustration of six people of various ethnicities sitting around a table in a meeting.

Management Responses

GUIDANCE



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The slide features a green header with a white wave logo on the left and the text "Management Responses" in white. Below the header, the word "GUIDANCE" is written in large, bold, purple letters. To the right is a signpost with several directional signs pointing in different directions, labeled with the words "WHICH", "WHEN", "WHO", "WHERE", "HOW", and "WHAT".

 **Management Response**

#RESPONSETIME



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 **Final Report**

Remove findings???



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 **Final Report**

Insert management responses into report and distribute final report



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Follow-Up Audit

It is time for Internal Audit to follow-up with management to ascertain what improvements have been made.




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Follow-Up Audit

How is a follow-up audit performed?

- Original finding(s)
- Conduct test procedures
- Determine if corrective action was taken




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Follow-Up Audit

How do we test for a follow-up audit?




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 **Follow-Up Audit Report**

Include:

- Original criteria
- Original finding
- Follow-up finding
- Recommendations (if Applicable)

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 **Follow-Up Audit**

**REPORT
WRITING
EXERCISE**


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 **Wrap-Up**

**Place everything into
the permanent file**




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 **Summary**

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

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 **Questions**



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