

# **NCURATV 2009 Satellite Broadcast Workshop Series**

## **Audits and the Audit Process**

**Wednesday, April 8, 2009**

**10:00 am – 2:30 pm (Central Time)**

### **Moderator**

David Mayo, Director of Sponsored Research, California Institute of Technology

### **Panel**

Denise Clark, Assistant Vice President for Research Administration and Advancement, University of Maryland, College Park

Thomas Cooley, Chief Financial Officer and Director, Office of Budget, Finance and Award Management, National Science Foundation

Lillie Ryans-Culclager, Director, Engineering Research Administration, School of Engineering, Stanford University

<b>Time EST</b>	<b>Segment Time</b>	<b>Main Topic</b>	<b>Key Issues</b>	
10:00	00:05	Welcome - Kathleen Larmett		
10:05	00:25	Overview	<ul style="list-style-type: none"><li>• Why there are audits?<ul style="list-style-type: none"><li>o Terms and Concepts</li></ul></li><li>• Types of Audits</li><li>• Types of Investigations</li><li>• Different Roles and Responsibilities</li></ul>	
10:30	00:45	Audit Process	<ul style="list-style-type: none"><li>• Audit Process<ul style="list-style-type: none"><li>o Audit Letter</li><li>o Entrance Conference</li><li>o Fieldwork</li><li>o Draft Audit Report</li><li>o Exit Conference</li><li>o Final Audit Report</li><li>o Corrective Action Plan/Compliance Plan</li><li>o Follow-up</li></ul></li></ul>	

11:15	1:00	Break for Lunch (On your Own) <b>NCURA Upcoming Events</b>		
12:15	00:05	Welcome Back		Kathleen Larmett
12:20	00:35	Conduct of the Audit	<ul style="list-style-type: none"> <li>• Conduct of the Audit <ul style="list-style-type: none"> <li>o Sample Selection and Testing</li> <li>o Documenting Communications</li> <li>o Interviews</li> <li>o Questioned Costs</li> </ul> </li> </ul>	
12:55	00:25	Preparing for an Audit – Be Proactive	<ul style="list-style-type: none"> <li>• Monitor External Resources <ul style="list-style-type: none"> <li>o Changes to Federal Regulations</li> <li>o OIG Audit Sites</li> </ul> </li> <li>• Review Internal Processes <ul style="list-style-type: none"> <li>o Internal Controls Support External Requirements</li> <li>o Previous Audits</li> </ul> </li> <li>• Perform Risk Assessment</li> <li>• Records Retention and Disposition</li> <li>• Ongoing Education</li> <li>• Communication Plan</li> </ul>	
1:20	00:10	Break <b>NCURA Upcoming Events</b>		
1:30	00:05	Welcome Back		Kathleen Larmett
1:55	00:25	Special Concerns	<ul style="list-style-type: none"> <li>• Offices of Inspectors General</li> </ul>	

			<ul style="list-style-type: none"> <li>• Being “Exceptional”</li> <li>• Whistle Blowers</li> <li>• Self Disclosing</li> </ul>	
2:20	00:25	Summary and Conclusions		
2:25	00:05	Broadcast Wrap-up	Kathleen Larmett	
2:30		End		