1.1 Office of Auditing and Consulting Services

The Office of Auditing and Consulting Services (OACS) provides independent, objective assurance and consulting services designed to add value and improve UTEP's operations. The office helps the institution accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, operational, and governance processes.

The scope of work of OACS is to determine whether UTEP's network of risk management, control, and processes, as designed and represented by management:

- is adequate and functioning in a manner to help ensure that risks are appropriately identified and managed;
- reports significant financial, managerial, and operating information that is accurate, reliable, and timely;
- works to ensure employees' actions are in compliance with policies, standards, procedures, and applicable laws and regulations;
- ensures resources are acquired economically, used efficiently, and adequately protected;
- establishes campus-wide standards and guidelines so that objectives are achieved; and
- promotes quality and continuous improvement in the institution's control process.

Opportunities for improving management control may be identified within OACS's scope of work. These opportunities will be communicated to the appropriate management.

1.2 Accountability

The Chief Audit Executive, Auditing and Consulting Services, in the discharge of his/her duties, shall be accountable to the President and Internal Audit Committee to:

- provide assessments on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work;
- report significant issues related to the processes for controlling the activities of the organization and its affiliates, including potential improvements to those processes;
periodically provide information on the status and results of OACS's annual work plan and the sufficiency of department resources; and
coordinate UTEP's interaction with the State Auditor's Office and other external audit entities.

1.3 Independence

To provide for the independence of the internal auditing activity, the OACS Chief Audit Executive reports directly to the UTEP President and must be free of all operational and management responsibilities that would impair his or her ability to review independently all aspects of the institution per the Texas Internal Auditing Act (Texas Government Code, Chapter 2102,). The Chief Audit Executive also has an indirect reporting relationship to the University of Texas System (UT System) Chief Audit Executive, who has responsibility for oversight of the internal auditing activity for the UT System as well as the reporting responsibility for all components to the Board of Regents.

1.4 Responsibility

OACS has responsibility to:

a. develop a flexible annual work plan using an appropriate risk-based methodology, including any risk or control concerns identified by management, and submit that plan to the UTEP President, Internal Audit Committee, and the Board of Regents for review and approval, as well as periodic updates;

b. implement the annual work plan as approved, including as appropriate any special projects requested by executive management of the institution, UT System officials, or the Board of Regents;

c. have and maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the audit charter and the Texas Internal Auditing Act;

d. issue periodic reports to the President and Internal Audit Committee summarizing results of audit activities;

e. assist in the investigation of significant issues within the institution and notify appropriate members of executive management of the results;

f. consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the institution;

g. conduct quality assurance reviews in accordance with the International Standards for the Professional Practice of Internal Auditing and the authoritative guidelines of the International Professional Practice Framework (IPPF) issued by the Institute of Internal Auditors.
h. in accordance with generally accepted government auditing standards (GAGAS), take part in an external peer review at least once every three years;

i. provide consulting and advisory services as appropriate;

j. guide the institution on control self-assessment by assisting managers with risk self-assessment and conducting self-audits;

k. provide information to the UT System Chief Audit Executive as required or requested to fulfill the System-wide audit oversight and reporting responsibilities;

l. file internal audit reports and related responses or action plan with the UT System Audit Office, budget division of the Governor’s Office, State Auditor, Sunset Advisory Committee and Legislative Budget Board; and

m. prepare the annual report required by the Texas Internal Auditing Act and submit the report to the UTEP President, UT System Audit Office, budget division of the Governor's Office, State Auditor, Sunset Advisory Committee and Legislative Budget Board.

1.5 Authority

OACS staff are authorized to:

a. have full, free, and unrestricted access to all functions, activities, records, property, information systems, and personnel;

b. allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives; and

c. obtain the necessary assistance of personnel in units where they perform audits, as well as other specialized services from within or outside the institution.

1.6 Standards of Audit Practice

The activities of OACS will meet or exceed the International Standards for the Professional Practice of Internal Auditing and the authoritative guidelines of the International Professional Practice Framework (IPPF) issued by the Institute of Internal Auditors. OACS will also abide by generally accepted government auditing standards, the Texas Internal Auditing Act, and U. T. Systemwide Policies (UTS Policies).