

POLICIES AND PROCEDURES INTERNAL AUDIT COMMITTEE THE UNIVERSITY OF TEXAS AT BROWNSVILLE

Purpose

The Internal Audit Committee will serve to ensure that:

- * the internal auditing activities of the Audit Office comply with the Audit Charter, appropriate Business Procedure Memoranda, the Institute of Internal Auditor's Standards for the Professional Practice of Internal Auditing, and the Texas Internal Auditing Act;
- * audit coverage for The University of Texas at Brownsville (UTB) adequately encompasses all aspects of UTB's operations and that the coverage is not inhibited or limited by any individual or department;
- * audit activities are responsive to executive management's needs and objectives;
- * executive management is aware of internal audit activities, results of audits, and progress towards implementation of audit recommendations.

Responsibilities

The Audit Committee will provide oversight to the internal audit function by:

Approving the internal audit charter - to ensure that the purpose, authority, responsibilities, and reporting relationship of the internal audit function is appropriate;

Assessing the performance of the Audit Office to ensure that audit objectives are met, whether reports are effective and timely, and whether audit activities adhered to the annual audit plan;

- * ensuring that the audit planning process (Risk Assessment Methodology) considers all aspects of UTB's operations and executive management's concerns;
- * review the audit scheduling to prioritize projects, approve the audit plan, expand audit scope where necessary, and ensure that sufficient resources exist to accomplish planned work;
- * reviewing audit reports prior to release - to ensure that recommendations are reasonable and that auditees' responses are appropriate under the circumstances.

Membership

The Audit Committee will be appointed by the President. Membership shall include the Vice Presidents for Administration and Planning, Academic Affairs, Student Affairs and Business Affairs. These members shall serve indefinite terms. The Audit Committee members shall appoint alternates to attend in their absence. The Chief Business Officer shall serve as the Committee Chairman.

**(POLICIES AND PROCEDURES INTERNAL AUDIT COMMITTEE
THE UNIVERSITY OF TEXAS AT BROWNSVILLE CONT'D)**

Meetings and Minutes

The Audit Committee shall establish regular meeting dates for the coming calendar year at the August meeting. The meeting agendas will include:

- * Review and approval of official minutes from the previous meeting.
- * Review and approval of all audit reports issued since the previous meeting, including a review of auditee responses. If the Audit Committee is not satisfied with auditee responses, it has the authority to request additional responses.
- * A review of the status report of all current audit activities.
- * A review of the status report regarding implementation of audit recommendations from the previous meetings' reports. If the Audit Committee is not satisfied with progress towards implementation, it has the authority to require written and/or verbal explanations regarding implementation progress.
- * A review of any proposed changes to the audit plan or to the scope of a particular audit.
- * Communication of any special requests for audits/reviews of any areas considered appropriate.

The Internal Auditor of The University of Texas at Brownsville shall attend these meetings. The Auditor will provide information relating to audit reports, current activities, implementation of recommendations, and proposed changes to Committee representatives members three business days prior to each meeting.

On an annual basis, the Internal Audit Committee shall review the annual and long range audit plan. It will also review the Risk Assessment Methodology used in developing the annual audit plan.

Minutes shall be recorded and maintained on file in the President's or Chairman's office.