

Business Services
Process for Responding to Internal Audits
January 2009

1. Senior staff member of the audited area receives a draft audit report from Internal Audit prior to the exit conference.
2. VPBS receives published (final) audit from Internal Audit.
3. VPBS sends memo assigning audit response to the appropriate unit.
4. Responsible unit responds to VPBS within 45 calendar days from the receipt of the audit. The recommended response should be reviewed with Internal Audit prior to submitting to the VPBS to obtain Internal Audit's concurrence for closure. If more time is needed for response to more complex audits, additional time may be requested and a specific due date agreed upon in advance.
5. VPBS receives audit response, reviews, and if in agreement, recommends closure to the EVPT.