

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Audits by External Auditors

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1. PURPOSE

This PS describes procedures to be followed when undergoing audits by external auditors.

2. POLICY/PROCEDURES

2.1 External audit, for the purpose of this policy, will be defined as follows:

2.1.1 Audits conducted by the State Auditor's Office (SAO);

2.1.2 Audits by external agencies resulting from receipt of or participation in federal, state, and private grants, programs, or research projects by the University of Houston - Downtown (UHD);

2.1.3 Audits headed by the Department of Health and Human Services; and

2.1.4 Audits performed by independent outside contractors.

2.2 The Vice President for Administration and the Director of Internal Auditing will serve as liaisons for any external auditors.

2.2.1 Departments must notify the Vice President for Administration upon notification of an upcoming audit or when needing to secure the services of external auditors.

2.2.2 The Vice President for Administration must be notified of all entrance and exit conferences scheduled by external auditors.

2.2.3 The Vice President for Administration shall notify the Director of Internal Auditing of any auditing activity by external auditors.

2.3 External auditors shall notify the Vice President for Administration and the Director of Internal Auditing of the audit findings.

2.4 Management responses to the external auditors' report will be forwarded by the Vice Chancellor for Administration and Finance to the external auditors.

2.5 The Vice President for Administration will be responsible for preparing the Special-Purpose Financial Presentations and arranging for the SAO to review these documents during the accreditation audit SAO conducts every ten years.

2.6 The Vice President for Administration will engage the services of independent outside auditors, subject to the contract policies of the Board of Regents, the University of Houston System and UHD.

2.7 The Vice President of Administration and the Director of Internal Auditing must be provided with final copies of the audited financial reports and related management letters.

These will be submitted as agenda items for the Board of Regents Finance and Audit Committee meetings.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

President

Date