



External Quality Control Review

of the
Lake County Florida Clerk of the
Circuit Court and Comptroller

Conducted in accordance with guidelines of the
**Association of Local Government
Auditors**

for the period January 1, 2022 to December 31, 2022



Association of Local Government Auditors

July 10, 2023

Terri W. Freeman
Inspector General
Lake County Florida Clerk of the Circuit Court and Comptroller
550 W. Main Street
Tavares, Florida 32778

Dear Ms. Freeman,

We have completed a peer review of the Lake County Florida Clerk of the Circuit Court and Comptroller for the period January 1, 2022 through December 31, 2022. In conducting our review, we followed the standards and guidelines contained in the *Peer Review Guide for Assessing Conformance with International Standards for the Professional Practice of Internal Auditing* by the Association of Local Government Auditors (ALGA).

We reviewed the internal quality control system of your audit organization and conducted tests in order to determine if your internal quality control system operated to provide reasonable assurance of conformance with the *International Standards for the Professional Practice of Internal Auditing (the Standards)* issued by the Institute of Internal Auditors as part of their *Professional Practices Framework*. Due to variances in individual performance and judgment, conformance does not imply adherence to standards in every case, but does imply adherence in most situations.

Based on the results of our review, it is our opinion that the Lake County Florida Clerk of the Circuit Court and Comptroller internal quality control system was suitably designed and operating effectively to provide reasonable assurance of conformance with *the Standards* for assurance and consulting engagements during the period January 1, 2022 through December 31, 2022.

Kimberly L. Houston
Management Audit Services
Los Angeles County Metropolitan
Transportation Authority, California

Alpa Vyas
Internal Audit Department
Orange County Public
Schools, Florida

Form 8: Review of Quality Control System

Revision Date: 8/5/2022

The peer review team uses this form to evaluate whether the audit organization's system of internal quality control is suitably designed to reasonably assure conformance with applicable standards contained in the *International Standards for the Professional Practice of Internal Auditing (Standards)* issued by the Institute of Internal Auditors.

For each standard, the review team should indicate on the form whether the organization "Generally Conforms" (GC), "Partially Conforms" (PC), or "Does Not Conform" (DNC) to the specific standard during the period under review.

Conformance ratings used by the peer review team include:

"Generally Conforms" means the peer review team has concluded the following:

- For individual standards, the internal audit activity conforms to the requirements of the standard (e.g., 1000, 1010, 2000, 2010, etc.) or the elements of the Code of Ethics (both Principles and Rules of Conduct) in all material respects.
- For the sections (Attribute and Performance) and major categories (e.g., 1000, 1100, 2000, 2100, etc.), the internal audit activity achieves general conformity with a majority of the individual standards and/or the elements of the Code of Ethics and at least partial conformity to others, within the section/category.
- For the internal audit activity overall, there may be opportunities for improvement, but these should not represent situations where the internal audit activity has not implemented the *Standards* or the Code of Ethics, has not applied them effectively, or has not achieved their stated objectives.

"Partially Conforms" means the peer review team has concluded the following:

- For individual standards, the internal audit activity is making good faith efforts to conform to the requirements of the standard (e.g., 1000, 1010, 2000, 2010, etc.) or the elements of the Code of Ethics (both Principles and Rules of Conduct) but falls short of achieving some major objectives.
- For the sections (Attribute and Performance) and major categories (e.g., 1000, 1100, 2000, 2100, etc.), the internal audit activity partially achieves conformance with a majority of the individual standards within the section/category and/or elements of the Code of Ethics.
- For the internal audit activity overall, there will be significant opportunities for improvement in effectively applying the *Standards* or Code of Ethics and/or achieving their objectives. Some deficiencies may be beyond the control of the internal audit activity and may result in recommendations to senior management or the board of the organization.

"Does Not Conform" means the peer review team has concluded the following:

- For individual standards, the internal audit activity is not aware of, is not making good faith efforts to conform to, or is failing to achieve many/all of the objectives of the standard (e.g., 1000, 1010, 2000, 2010, etc.) and/or elements of the Code of Ethics (both Principles and Rules of Conduct).
- For the sections (Attribute and Performance) and major categories (e.g., 1000, 1100, 2000, 2100, etc.), the internal audit activity does not achieve conformance with a majority of the individual standards within the section/category and/or elements of the Code of Ethics.
- For the internal audit activity overall, there will be deficiencies that will usually have a significantly negative impact on the internal audit activity's effectiveness and its potential to

add value to the organization. These may also represent significant opportunities for improvement, including actions by senior management or the board.

There may be some items in this form that are not applicable to the audit organization. In such cases, the review team should indicate that the item is "N/A".

The column on the far right of the form should be used by the review team to provide explanatory information or comments such as references to policies and procedures or other governing documents, descriptions of test work, the reason why a particular item does not apply to the audit organization, existing compensating controls, etc.

Those items marked "partially conforms" or "does not conform" on this form should be recorded on the *Summary of Exceptions* form. The team will then review the exceptions to identify potential weaknesses in the organization's internal quality control system and to assess the organization's overall level of conformance with IIA Standards.

Audit Organization Under Review:	Clerk of the Circuit Clerk and Comptroller Lake County Florida
Name of Reviewer(s) Completing Form:	Kimberley Houston and Alpa Vyas
Date Form Completed:	6/6/2023 to 6/30/2023
Engagement Reviewed:	Department's Policies and Procedures and Charter

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
Purpose, Authority, and Responsibility					
1. Is the internal audit charter a formal document that defines the internal audit activity's purpose, authority, and responsibility? (1000)	X				Charter approved by the Clerk on 7/2/022
2. Is the internal audit charter consistent with the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework (the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the <i>Standards</i> , and the Definition of Internal Auditing)? (1000)	X				
3. Is the internal audit charter periodically reviewed by the CAE and presented to senior management and the board for approval with final approval of the internal audit charter residing with the board? (1000)	X				
4. Does the internal audit charter establish the position of the internal audit activity within the organization from a functional and administrative perspective? (1000)	X				
5. Does the internal audit charter specifically describe the nature of the functional reporting relationship of the CAE to the board? (1000)	X				
6. Does the internal audit charter authorize access to records, personnel, and physical properties relevant to the performance of engagements? (1000)	X				
7. Does the internal audit charter define the scope of internal audit activities? (1000)	X				
8. Is the nature of assurance services provided to the organization defined in the internal audit charter? (1000.A1)	X				
9. Is the nature of consulting services provided defined in the internal audit charter? (1000.C1)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
Recognizing Mandatory Guidance in the Internal Audit Charter					
10. Is the mandatory nature of the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the <i>Standards</i> , and the Definition of Internal Auditing recognized in the internal audit charter? (1010)	X				Charter approved by the Clerk on 7/2/022
11. Does the CAE discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board? (1010)	X				
Independence and Objectivity					
12. Is the internal audit activity free from conditions that threaten the ability of the internal audit activity to carry out its internal audit and responsibilities in an unbiased manner? (1100)	X				Charter - Authority
13. Does the CAE have direct and unrestricted access to senior management and the board? (1100)	X				
14. Are threats to independence managed at the individual auditor, engagement, functional, and organizational levels? (1100)	X				Charter – Authority Reporting to the Clerk Conflict of Interest
15. Do internal auditors not subordinate their judgment on audit matters to others? (1100)	X				
16. Are threats to objectivity managed at the individual auditor, engagement, functional, and organizational levels? (1100)	X				Charter - Independence and Objectivity
Organizational Independence					
17. Does the CAE report to a level in the organization that allows the internal audit activity to fulfill its responsibilities? (1110)	X				Charter - Authority
18. Does the CAE confirm to the board, at least annually, the organizational independence of the internal audit activity? (1110)	X				Charter – Authority And Reporting
19. Does the CAE report functionally to the board? (1110)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
20. Is functional reporting demonstrated by the board approving the internal audit charter? (1110)	X				Approved Charter
21. Is functional reporting demonstrated by the board approving the risk-based internal audit plan? (1110)	X				Approved Annual Audit Plan
22. Is functional reporting demonstrated by the board approving the internal audit budget and resource plan? (1110)	X				
23. Is functional reporting demonstrated by the board receiving communications from the CAE on the internal audit activity's performance relative to its plan and other matters? (1110)	X				Periodic meetings with the Clerk
24. Is functional reporting demonstrated by the board approving decisions regarding the appointment and removal of the CAE? (1110)	X				Charter Authority
25. Is functional reporting demonstrated by the board approving the remuneration of the CAE? (1110)	X				Charter Authority
26. Is functional reporting demonstrated by the board making appropriate inquiries of management and the CAE to determine whether there are inappropriate scope or resource limitations? (1110)	X				Charter Authority
27. Is the internal audit activity free from interference in determining the scope of internal auditing, performing work, and communicating results? (1110.A1)	X				Charter Independence and Objectivity
28. If interference has occurred, has the CAE disclosed such interference to the board and discussed the implications? (1110.A1)	X				Charter Independence and Objectivity
Direct Interactions with the Board					
29. Does the CAE communicate and interact directly with the board? (1111)	X				Periodic meetings with the Clerk
Chief Audit Executive Roles Beyond Internal Auditing					
30. Where the CAE has, or is expected to have, roles and/or responsibilities that fall outside of internal auditing, have safeguards been put in place to limit impairments to independence and objectivity? (1112)	X				Charter Independence and Objectivity
Individual Objectivity					

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
31. Do internal auditors have an impartial, unbiased attitude and avoid any conflict of interest? (1120)	X				Charter - Independence and Objectivity Conflict of Interest
Impairment to Independence or Objectivity					
32. Is impairment to independence or objectivity, in fact or in appearance, disclosed in detail to appropriate parties? (1130)	X				Charter - Independence and Objectivity Conflict of Interest
33. Do internal auditors refrain from assessing operations for which they had responsibility within the previous year? (1130.A1)	X				Charter - Independence and Objectivity
34. Are assurance engagements for functions over which the CAE has responsibility overseen by a party outside the internal audit activity? (1130.A2)	X				Reporting
35. Where the internal audit activity provides assurance services in areas where it had previously performed consulting services, does the nature of the consulting services not impair objectivity? (1130.A3)	X				Charter - Independence and Objectivity Consulting Procedures
36. Is individual objectivity managed when assigning resources to assurance engagements in areas where consulting services had been provided previously? (1130.A3)	X				
37. If internal auditors have potential impairments to independence or objectivity relating to proposed consulting services, is disclosure made to the engagement client prior to accepting the engagement? (1130.C2)	X				
Code of Ethics					
38. Does department policy establish the expectation that the internal audit staff will conform to the Code of Ethics requirements? (Code of Ethics)	X				Charter and Policies and Procedures
39. Is there evidence that the policy is communicated to and understood by the internal audit activity staff? (Code of Ethics)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
40. Do internal auditors apply and uphold the principles of integrity, objectivity, confidentiality, and competency? (Code of Ethics)	X				Charter, Conflict of Interest
Quality Assurance and Improvement Program					
41. Has the CAE developed and maintained a QAIP that covers all aspects of the internal audit activity? (1300)	X				QAIP Policies
Requirements of the Quality Assurance and Improvement Program	X				
42. Does the QAIP have both internal and external assessment components? (1310)	X				
Internal Assessments					
43. Is there is evidence of ongoing monitoring of the performance of the internal audit activity? (1311)	X				IG supervision and QAIP
44. Is there evidence of periodic self-assessments or assessments by other persons within the organization with sufficient knowledge of internal audit practices? (1311)	X				Self-Assessment 7/22/22
External Assessments					
45. Is there evidence that an external assessment has been conducted within the past five years? (1312)				X	IG has been at Circuit clerk for 5years
46. Is there evidence that the CAE has discussed with the board the form and frequency of the external assessment? (1312)				X	
47. Is there evidence that the CAE has discussed with the board the qualifications and independence of the external assessor or assessment team, including any potential conflict of interest? (1312)				X	
48. Does the independent assessor or assessment team not have actual or perceived conflicts of interest of the organization to which the internal audit activity belongs? Are they not a part of or under the control of the organization? (1312)				X	
Reporting on the Quality Assurance and Improvement Program					

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
49. Is there evidence that the CAE has communicated the results of the QAIP to senior management and the board? (1320)	X				For Internal assessments
50. Does disclosure include the scope and frequency of both the internal and external assessments? (1320)	X				For Internal assessments
51. Does disclosure include the qualifications and independence of the assessor(s) or assessment team, including potential conflicts of interest? (1320)				X	
52. Does disclosure include conclusions of assessors? (1320)				X	
53. Does disclosure include corrective action plans? (1320)				X	
54. Is there evidence that the CAE has communicated the results of ongoing monitoring annually to senior management and the board? Do results include the independent assessor's or assessment team's evaluation with respect to the degree of conformance? (1320)	X				QAIP procedures, Agenda Meetings
55. Is there evidence that the CAE has communicated the results of external assessments to senior management and the board upon completion? Do results include the independent assessor's or assessment team's evaluation with respect to the degree of conformance? (1320)				X	
Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"					
56. Is it indicated that the internal audit activity "conforms with the <i>Standards for the Professional Practice of Internal Auditing</i> " only if supported by the results of the QAIP? (1321)	X				
Disclosure of Nonconformance					

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
57. Is there evidence that when nonconformance with the Code of Ethics or the <i>Standards</i> impacts the overall scope or operation of the internal audit activity, the CAE has disclosed the nonconformance and the impact to senior management and the board? (1322)	X				
Proficiency and Due Professional Care					
58. Are engagements performed with proficiency and due professional care? (1200)	X				
Proficiency					
59. Do internal auditors possess the knowledge, skills, and other competencies needed to perform their individual responsibilities? (1210)	X				
60. Does the internal audit activity collectively possess or obtain the knowledge, skills, and other competencies needed to perform its responsibilities? (1210)	X				
61. Has the CAE obtained competent advice and assistance when the internal audit staff lacks the knowledge, skills, or other competencies needed to perform all or part of the engagement? (1210.A1)	X				
62. Do internal auditors have sufficient knowledge to evaluate the risk of fraud and the manner in which it is managed by the organization? (1210.A2)	X				
63. Do internal auditors have sufficient knowledge of key IT risks and controls and available technology-based audit techniques to perform their assigned work? (1210.A3)	X				
64. Does the CAE decline consulting engagements or obtain competent advice and assistance if the internal auditors lack the knowledge, skills, or other competencies needed to perform all or part of the engagement? (1210.C1)	X				
Due Professional Care					

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
65. Do internal auditors apply the care and skill expected of a reasonably prudent and competent internal auditor? (1220)	X				Policies and Procedures
66. Do internal auditors exercise due professional care by considering the extent of work needed to achieve the engagement's objectives? (1220.A1)	X				
67. Do internal auditors exercise due professional care by considering the relative complexity, materiality, or significance of matters to which assurance procedures are applied? (1220.A1)	X				Policies and Procedures, Risk and Fraud risk assessments
68. Do internal auditors exercise due professional care by considering the adequacy and effectiveness of governance, risk management, and control processes? (1220.A1)	X				Policies and Procedures
69. Do internal auditors exercise due professional care by considering the probability of significant errors, fraud, or noncompliance? (1220.A1)	X				
70. Do internal auditors exercise due professional care by considering the cost of assurance in relation to potential benefits? (1220.A1)	X				
71. Do internal auditors consider the use of technology-based audit and other data analysis techniques? (1220.A2)	X				
72. Are internal auditors alert to the significant risks that might affect objectives, operations, or resources? (1220.A3)	X				
73. Do internal auditors exercise due professional care during consulting engagements by considering the needs and expectations of clients, including the nature, timing, and communication of engagement results? (1220.C1)	X				Consulting Procedures
74. Do internal auditors exercise due professional care during consulting engagements by considering the relative complexity and extent of work needed to achieve the engagement's objectives? (1220.C1)	X				Consulting Procedures

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
75. Do internal auditors exercise due professional care during consulting engagements by considering the cost of the consulting engagement in relation to potential benefits? (1220.C1)	X				Policies and Procedures
Continuing Professional Development					
76. Do internal auditors enhance their knowledge, skills, and other competencies through continuing professional development? (1230)	X				Policies and Procedures
Managing the Internal Audit Activity					
77. Is effective management of the internal audit activity demonstrated by the internal audit activity achieving the purpose and responsibility included in the internal audit charter? (2000)	X				Charter - Mission and Responsibilities
78. Is effective management of the internal audit activity demonstrated by the internal audit activity conforming with the <i>Standards</i> ? (2000)	X				
79. Is effective management of the internal audit activity demonstrated by the internal audit activity's individual members conforming with the Code of Ethics and the <i>Standards</i> ? (2000)	X				
80. Is effective management of the internal audit activity demonstrated by the internal audit activity considering trends and emerging issues that could impact the organization? (2000)	X				
81. Does the internal audit activity: <ul style="list-style-type: none"> • consider strategies, objectives, and risks; • strive to offer ways to enhance governance, risk management, and control processes; and • objectively provide relevant assurance? (2000) 	X				Policies and Procedures, Charter
Planning					
82. Has the CAE established a risk-based plan to determine the priorities of the internal audit activity, consistent with the organization's goals? (2010)	X				Annual Risk Assessment

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
83. To develop the risk-based plan, does the CAE consult with senior management and the board and obtain an understanding of the organization's strategies, key business objectives, associated risks, and risk management processes? (2010)	X				Charter Policies and Procedures, Annual Audit Plan
84. Does the CAE review and adjust the plan as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls? (2010)	X				
85. Is the internal audit activity's plan of engagements based on a documented risk assessment undertaken at least annually and with consideration of input of senior management and the board? (2010.A1)	X				
86. Does the CAE identify and consider the expectations of senior management, the board, and other stakeholders for internal audit opinions and other conclusions? (2010.A2)	X				Policies and Procedures – Entrance meeting
87. Does the CAE consider accepting proposed consulting engagements based on the engagement's potential to improve management of risks, add value, and improve the organization's operations? (2010.C1)	X				Policies and Procedures, risk assessment, annual audit risk assessment and engagement risk assessment
88. Are accepted engagements included in the audit plan? (2010.C1)	X				
Communication and Approval					
89. Does the CAE communicate the internal audit activity's plans and resource requirements, including significant interim changes and the impact of resource limitations, to senior management and the board for review and approval? (2020)	X				
Resource Management					
90. Does the CAE ensure that internal audit resources are appropriate, sufficient, and effectively deployed to achieve the approved plan? (2030)	X				
Policies and Procedures					
91. Has the CAE established policies and procedures in a form to guide the internal audit activity? (2040)	X				Policies and procedures

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
Coordination and Reliance					
92. Does the CAE share information, coordinate activities, and consider relying upon the work of other internal and external providers of assurance and consulting services to ensure proper coverage and minimize duplication of efforts? (2050)	X				
93. If the CAE relies upon the work of other internal and external providers of assurance and consulting services, is a consistent process for the basis of reliance established? (2050)	X				
94. Does the CAE consider the competency, objectivity, and due professional care of the assurance and consulting service providers? (2050)	X				
95. Does the CAE have a clear understanding of the scope, objectives, and results of the work performed by other providers of assurance and consulting services? (2050)	X				
Reporting to Senior Management and the Board					
96. Does the CAE report periodically to senior management and the board on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan? (2060)	X				
97. Does the CAE report periodically to senior management and the board on the internal audit activity's conformance with the Code of Ethics and the <i>Standards</i> ? (2060)	X				
98. Does the CAE report significant risk and control issues, including fraud risks, governance issues, and other matters that require the attention of senior management and/or the board? (2060)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
External Service Provider and Organizational Responsibility for Internal Auditing					
99. When an external service provider serves as the internal audit activity, does the provider make the organization aware that the organization has the responsibility for maintaining an effective internal audit activity? (2070)				X	
Nature of Work					
100. Does the internal audit activity evaluate and contribute to the improvement of governance, risk management, and control processes using a systematic, disciplined, and risk-based approach? (2100)	X				Risk assessments, control based, Procedures annual
101. Are internal auditors proactive and do their evaluations offer new insights and consider future impact? (2100)	X				
Governance					
102. Does the internal audit activity assess and make appropriate recommendations to improve the organization's governance processes for making strategic and operational decisions? (2110)	X				
103. Does the internal audit activity assess and make appropriate recommendations to improve the organization's governance processes for overseeing risk management and control? (2110)	X				
104. Does the internal audit activity assess and make appropriate recommendations to improve the organization's governance processes for promoting appropriate ethics and values within the organization? (2110)	X				
105. Does the internal audit activity assess and make appropriate recommendations to improve the organization's governance processes for ensuring effective organizational performance management and accountability? (2110)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
106. Does the internal audit activity assess and make appropriate recommendations to improve the organization’s governance processes for communicating risk and control information for appropriate areas of the organization? (2110)	X				
107. Does the internal audit activity assess and make appropriate recommendations to improve the organization’s governance processes for coordinating the activities of, and communicating information among, the board, external and internal auditors, other assurance providers, and management? (2110)	X				
108. Does the internal audit activity evaluate the design, implementation, and effectiveness of the organization’s ethics-related objectives, programs, and activities? (2110.A1)	X				Policies and Procedures Manual
109. Does the internal audit activity assess whether IT governance of the organization supports the organization’s strategies and objectives? (2110.A2)	X				Policies and Procedures Manual – IT
Risk Management					
110. Does the internal audit activity evaluate the effectiveness and contribute to the improvement of risk management processes? (2120)	X				
111. Does the internal audit activity determine whether organizational objectives support and align with the organization’s mission? (2120)	X				
112. Does the internal audit activity determine whether significant risks are identified and assessed? (2120)	X				
113. Does the internal audit activity determine whether appropriate risk responses are selected that align risks with the organization’s risk appetite? (2120)	X				
114. Does the internal audit activity determine whether relevant risk information is captured and communicated in a timely manner across the organization, enabling staff, management, and the board to carry out their responsibilities? (2120)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
115. Are risk management processes monitored through ongoing management activities, separate evaluations, or both? (2120)	X				
116. Does the internal audit activity evaluate risk exposures relating to the organization's governance, operations, and information systems regarding: <ul style="list-style-type: none"> • Achievement of the organization's strategic objectives? • Reliability and integrity of financial and operational information? • Effectiveness and efficiency of operations and programs? • Safeguarding of assets? • Compliance with laws, regulations, policies, procedures, and contracts? (2120.A1) 	X				
117. Does the internal audit activity evaluate the potential for the occurrence of fraud and how the organization manages fraud risk? (2120.A2)	X				
118. During consulting engagements, do internal auditors address risk consistent with the engagement's objectives and are they alert to the existence of other significant risks? (2120.C1)	X				
119. Do internal auditors incorporate knowledge of risks gained from consulting engagements into their evaluation of the organization's risk management processes? (2120.C2)	X				Consulting procedures
120. When assisting management in establishing or improving risk management processes, do internal auditors refrain from assuming any management responsibility by actually managing risks? (2120.C3)	X				
Control					
121. Does the internal audit activity assist the organization in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement? (2130)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
122. Does the internal audit activity evaluate the adequacy and effectiveness of controls in responding to risks within the organization's governance, operations, and information systems regarding: <ul style="list-style-type: none"> • Achievement of the organization's strategic objectives? • Reliability and integrity of financial and operational information? • Effectiveness and efficiency of operations and programs? • Safeguarding of assets? • Compliance with laws, regulations, policies, procedures, and contracts? (2130.A1) 	X				
123. Do internal auditors incorporate knowledge of controls gained from consulting engagements into evaluation of the organization's control processes? (2130.C1)	X				Consulting Procedures
Overall Opinions					
124. When an overall opinion is issued, does it take into account the strategies, objectives, and risks of the organization and the expectations of senior management, the board, and other stakeholders? (2450)	X				
125. When an overall opinion is issued, is it supported by sufficient, reliable, relevant, and useful information? (2450)	X				
126. Does an overall opinion communication include the scope including the period to which the opinion pertains? (2450)	X				
127. Does an overall opinion communication include scope limitations? (2450)	X				
128. Does an overall opinion communication include consideration of all related projects and reliance on other assurance providers? (2450)	X				
129. Does an overall opinion communication include a summary of the information that supports the opinion? (2450)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
130. Does an overall opinion communication include the risk or control framework, or other criteria used as the basis for the overall opinion? (2450)	X				
131. Does an overall opinion communication include the overall opinion, judgment, or conclusions reached? (2450)	X				
132. Does an overall opinion communication include reasons for the unfavorable overall opinion, if applicable? (2450)	X				
Communicating the Acceptance of Risks					
133. When the CAE concludes that management has accepted a level of risk that may be unacceptable to the organization, does the CAE discuss the matter with senior management? If the CAE determines that the matter has not been resolved, does the CAE communicate the matter to the board? (2600)	X				
Engagement Planning					
134. Do internal auditors develop and document a plan for each engagement, including the engagement's objectives, scope, timing, and resource allocations? (2200)	X				QAIP
135. Does the plan for each engagement consider the organization's strategies, objectives, and risks relevant to the engagement? (2200)	X				
Planning Considerations					
136. When planning the engagement, do the internal auditors consider the strategies and objectives of the activity being reviewed and the means by which the activity controls its performance? (2201)	X				
137. When planning the engagement, do the internal auditors consider the significant risks to the activity's objectives, resources, and operations, and the means by which the potential impact of risk is kept to an acceptable level? (2201)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
138. When planning the engagement, do the internal auditors consider the adequacy and effectiveness of the activity's governance, risk management, and control processes compared to a relevant framework or model? (2201)	X				
139. When planning the engagement, do the internal auditors consider the opportunities for making significant improvements to the activity's governance, risk management, and control processes? (2201)	X				
140. When planning an engagement for parties outside the organization, do internal auditors establish a written understanding with them about objectives, scope, respective responsibilities, and other expectations, including restrictions on distribution of the results of the engagement and access to engagement records? (2201.A1)	X				Policies and Procedures
141. Do internal auditors establish an understanding with consulting engagement clients about objectives, scope, respective responsibilities, and other client expectations? For significant engagements, is this understanding documented? (2201.C1)	X				
Engagement Objectives					
142. Are objectives established for each engagement? (2210)	X				
143. Do internal auditors conduct a preliminary assessment of the risks relevant to the activity under review? Do engagement objectives reflect the results of this assessment? (2210.A1)	X				Risk Assessment
144. Do the internal auditors consider the probability of significant errors, fraud, noncompliance, and other exposures when developing the engagement objectives? (2210.A2)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
	GC	PC	DNC	N/A	
ATTRIBUTE STANDARDS					
145. Do the internal auditors ascertain the extent to which management and/or the board has established adequate criteria to determine whether objectives and goals have been accomplished? If adequate, do internal auditors use such criteria in their evaluation? If inadequate, do internal auditors identify appropriate evaluation criteria through discussion with management and/or the board? (2210.A3)	X				
146. Do consulting engagement objectives address governance, risk management, and control processes to the extent agreed upon with the client? (2210.C1)	X				Policies and Procedures
147. Are consulting engagement objectives consistent with the organization’s values, strategies, and objectives? (2210.C2)	X				
Engagement Scope					
148. Is the established scope sufficient to achieve the objectives of the engagement? (2220)	X				
149. Does the scope of the engagement include consideration of relevant systems, records, personnel, and physical properties, including those under the control of third parties? (2220.A1)	X				
150. If significant consulting opportunities arise during an assurance engagement, is a specific written understanding as to the objectives, scope, respective responsibilities, and other expectations reached and are the results of the consulting engagement communicated in accordance with consulting standards? (2220.A2)	X				
151. When performing a consulting engagement, do internal auditors ensure that the scope of the engagement is sufficient to address the agreed-upon objectives? If internal auditors develop reservations about the scope during the engagement, are these reservations discussed with the client to determine whether to continue with the engagement? (2220.C1)	X				

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ATTRIBUTE STANDARDS					
152. During consulting engagements, do internal auditors address controls consistent with the engagement's objectives and are they alert to significant control issues? (2220.C2)	X				
Engagement Resource Allocation					
153. Do internal auditors determine appropriate and sufficient resources to achieve engagement objectives based on an evaluation of the nature and complexity of each engagement, time constraints, and available resources? (2230)	X				
Engagement Work Program					
154. Do internal auditors develop and document work programs that achieve the engagement objectives? (2240)	X				
155. Do work programs include procedures for identifying, analyzing, evaluating, and documenting information during the engagement? (2240.A1)	X				
156. Is the work program approved prior to its implementation, and are any adjustments approved promptly? (2240.A1)	X				
157. Are work programs in evidence for consulting engagements? (2240.C1)	X				
Performing the Engagement					
158. Do internal auditors identify, analyze, evaluate, and document sufficient information to achieve the engagement's objectives? (2300)	X				
Identifying Information					
159. Do internal auditors identify information that is sufficient - factual, adequate, and convincing so that a prudent, informed person would reach the same conclusions as the internal auditor? (2310)	X				
160. Do internal auditors identify information that is reliable - the best attainable information using appropriate engagement techniques? (2310)	X				

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ATTRIBUTE STANDARDS					
161. Do internal auditors identify information that is relevant - supports engagement observations and recommendations and is consistent with the objectives for the engagement? (2310)	X				
162. Do internal auditors identify information that is useful - helps the organization meet its goals? (2310)	X				
Analysis and Evaluation					
163. Do internal auditors base conclusions and engagement results on appropriate analyses and evaluations? (2320)	X				
Documenting Information					
164. Do internal auditors document sufficient, reliable, relevant, and useful information to support the engagement results and conclusions? (2330)	X				
165. Does the CAE control access to engagement records? Does the CAE obtain the approval of senior management and/or legal counsel prior to releasing such records to external parties, as appropriate? (2330.A1)	X				
166. Has the CAE developed retention requirements for engagement records regardless of the medium in which each record is stored? Are these retention requirements consistent with the organization's guidelines and any pertinent regulatory or other requirements? (2330.A2)	X				Policies and Procedures
167. Has the CAE developed policies governing the custody and retention of consulting engagement records, as well as their release to internal and external parties? Are these policies consistent with the organization's guidelines and any pertinent regulatory or other requirements? (2330.C1)	X				
Engagement Supervision					
168. Are engagements properly supervised to ensure objectives are achieved, quality is assured, and staff is developed? (2340)	X				QAIP
169. Is appropriate evidence of supervision documented and retained? (2340)	X				

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ATTRIBUTE STANDARDS					
Communicating Results					
170. Do internal auditors communicate the results of engagements? (2400)	X				
Criteria for Communicating					
171. Do communications include the engagement's objectives, scope, and results? (2410)	X				
172. Does the final communication of engagement results include applicable conclusions, as well as applicable recommendations and/or action plans? (2410.A1)	X				
173. Where appropriate, is the internal auditor's opinion provided? Does the opinion take into account the expectations of senior management, the board, and other stakeholders, and is it supported by sufficient, reliable, relevant, and useful information? (2410.A1)	X				
174. Do internal auditors acknowledge satisfactory performance in engagement communications? (2410.A2)	X				
175. When releasing engagement results to parties outside the organization, does the communication include limitations on distribution and use of the results? (2410.A3)	X				
Quality of Communications					
176. Are communications accurate - free from errors and distortions, and faithful to the underlying facts? (2420)	X				
177. Are communications objective - fair, impartial, and unbiased, and the result of a fair-minded and balanced assessment of all relevant facts and circumstances? (2420)	X				
178. Are communications clear - easily understood, and logical, avoid unnecessary technical language, and provide all significant and relevant information? (2420)	X				
179. Are communications concise - to the point, and avoid unnecessary elaboration, superfluous detail, redundancy, and wordiness? (2420)	X				

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ATTRIBUTE STANDARDS					
180. Are communications constructive - helpful to the engagement client and the organization, and lead to improvements where needed? (2420)	X				
181. Are communications complete - lack nothing that is essential to the target audience, and include all significant and relevant information and observations to support recommendations and conclusions? (2420)	X				
182. Are communications timely - opportune and expedient, and depending on the significance of the issue, do they allow management to take appropriate corrective action? (2420)	X				
Errors and Omissions					
183. If a final communication contained a significant error or omission, has the CAE communicated corrected information to all parties who received the original communication? (2421)	X				
Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing"					
184. If it is Indicated that engagements are "conducted in conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> ", is it supported by the results of the quality assurance and improvement program? (2430)	X				
Engagement Disclosure of Nonconformance					
185. When nonconformance with the Code of Ethics or the <i>Standards</i> impacts a specific engagement, does communication of the results disclose the Principle(s) or Rule(s) of Conduct of the Code of Ethics or the <i>Standards</i> with which full conformance was not achieved? (2431)	X				
186. When nonconformance with the Code of Ethics or the <i>Standards</i> impacts a specific engagement, does communication of the results disclose the reason(s) for nonconformance? (2431)	X				

Section/Standard	Internal Controls Carried Out and Complied with Standards				Reviewer Comments
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ATTRIBUTE STANDARDS					
187. When nonconformance with the Code of Ethics or the <i>Standards</i> impacts a specific engagement, does communication of the results disclose the impact of nonconformance on the engagement and the communicated engagement results? (2431)	X				
Disseminating Results					
188. Does the CAE communicate results to the appropriate parties? (2440)	X				
189. Is the CAE responsible for reviewing and approving the final engagement communication before issuance, and for deciding to whom and how it will be disseminated? When the CAE delegates these duties, does the CAE retain overall responsibility? (2440)	X				
190. Does the CAE communicate the final results to parties who can ensure that the results are given due consideration? (2440.A1)	X				
191. If not otherwise mandated by legal, statutory, or regulatory requirements, prior to releasing assurance engagement results to parties outside the organization, did the CAE assess the potential risk to the organization? (2440.A2)	X				
192. If not otherwise mandated by legal, statutory, or regulatory requirements, prior to releasing assurance engagement results to parties outside the organization, did the CAE consult with senior management and/or legal counsel as appropriate? (2440.A2)	X				
193. If not otherwise mandated by legal, statutory, or regulatory requirements, prior to releasing assurance engagement results to parties outside the organization, did the CAE control dissemination by restricting the use of results? (2440.A2)	X				
194. Does the CAE communicate the final results of consulting engagements to clients? (2440.C1)	X				Consulting Procedures

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ATTRIBUTE STANDARDS					
195.If significant governance, risk management, or control issues are identified during a consulting engagement, are they communicated to senior management and the board? (2440.C2)	X				
Monitoring Progress					
196.Has the CAE established and maintained a system to monitor the disposition of results communicated to management? (2500)	X				
197.Has the CAE established a follow-up process to monitor and ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action? (2500.A1)	X				
198.Does the internal audit activity monitor the disposition of results of consulting engagements to the extent agreed upon with the client? (2500.C1)	X				