

OLD DOMINION UNIVERSITY

University Policy



Policy #3004

POLICY ON UNIVERSITY AUDIT RESPONSE PROCEDURES

Responsible Oversight Executive: Vice President for Administration and Finance

Date of Current Revision or Creation: October 1, 2020

A. PURPOSE

The purpose of this policy is to establish the University's process for responding to internal and external audits.

F. PROCEDURES

Once a department has been presented with the audit findings and recommendations in draft format, the department head or designated individual shall draft responses to the recommendations. The responses should clearly communicate, to all readers of the report, agreement or disagreement with the issues identified, planned courses of action, responsibility for those courses of action and a timeline for completion. Responses should be as concise as possible, and directly relate to the issues and recommendations identified in the report and planned corrective actions. In order to promote uniformity and clarity across different audit reports, the University Audit Department will ask that responses be in a standardized format, which can be found on the University [Audit Department's Website](#).

Responses should be written and returned within two weeks as prescribed by policy. The appropriate Vice President shall be notified should the responsible administrator not respond to the audit findings by the assigned deadline. The Vice President shall be responsible for ensuring that the response is submitted within five business days following notification from the Chief Audit Executive that the response was not received. The Vice President will be accountable to the President for ensuring that the response is submitted within the five-day period.

The Chief Audit Executive will review corrective actions that are proposed by the administrator

I. RELATED INFORMATION

[University Policy 3002 – Authority of the University Audit Department
Audit Response Procedures](#)

