



**University of West Georgia
Institutional Internal Audit Charter**

Purpose of Internal Audit

The purpose of the Department of Internal Audit is to provide independent and objective assurance and advisory services to the University of West Georgia (UWG) in order to add value and improve operations while promoting accountability and transparency to maintain public trust. The Department of Internal Audit helps the institution accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, compliance, and internal control processes.

Internal Audit Mandate

The Department of Internal Audit provides internal audit services to the institution as defined by the requirements of BOR Policy Manual§ 7.9.2 - Internal Audits. The scope of these services is further described by USG Business Procedures Manual§ 16.1 - Internal Audit Functions Across the USG,§ 16.3 -Types of Internal Audit, Ethics and Compliance Engagements, and§ 16.4 Internal Audit/Engagement Process.

Role of the Internal Audit Function

Internal Audit reports directly to the President of the University (the "President"), and the USG's Chief Audit Officer ("BOR CAO"), as required by Board of Regents ("BOR") Policy Manual, 7.9.2. The senior staff member of Internal Audit will serve as the Institutional Chief Auditor ("ICA") as it pertains to system-wide meetings and communications. Internal Audit does not report to any other division or unit of the University.

Responsibilities

1. The ICA is responsible for developing an institution-wide rolling audit plan using appropriate risk-based methodology, including input from senior management and the BOR CAO. The President will review and approve the audit plan before it is submitted to the BOR CAO for approval by the BOR Committee on Internal Audit, Risk, and Compliance. Any modifications to the audit plan will be communicated to the BOR CAO for approval.



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2. The ICA is responsible for performing and/or providing functional coordination and guidance for the following institution-wide audit activities:
 - a) Implement the annual audit plan, as approved, including and as appropriate, any specials tasks or projects requested by the appropriate levels of management and approved by the President and BOR CAO.
 - b) As applicable, recruit, train, and maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the objectives of this charter. To the extent that additional or expert/specialized skills are needed to supplement the work, such activities may be co-sourced or out-sourced as necessary.
 - c) Evaluate and assess significant new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
 - d) Analyze operational issues impacting enterprise-wide processes and organizational areas.
 - e) Conduct follow-up reviews on previously reported recommendations.
 - f) Issue periodic reports to the President and BOR CAO summarizing results of audit activities.
 - g) Pursuant to USG Business Procedures Manual 16.6.5, report all issues of malfeasance to the BOR CAO.
 - h) Keep the President informed of emerging trends regarding risk management, internal controls, and successful practices in internal auditing.
 - i) Investigate reported occurrences of fraud, waste, and abuse and recommend controls to both prevent and detect such occurrences.
 - j) Coordinate enterprise risk management (ERM) activities while expressly avoiding making management decisions to include setting the risk appetite, implementing risk responses, taking accountability for risk management, etc.

Authorization

To the extent permitted by law, the Department of Internal Audit has full access to all activities, records, properties, and personnel within the institution to include cooperative organizations created to serve the institutions. The Department of Internal Audit is authorized to review and appraise all operations, policies, plans, and procedures. Documents and other materials provided to the Department of Internal Audit will be handled in the same prudent manner as handled by those employees normally accountable for them.



Independence and Objectivity

The ICA will ensure the internal audit function remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of engagement selection, scope, procedures, frequency, timing, and communication. If the ICA determines that objectivity may be impaired in fact or appearance, the details of the impairment will be disclosed to the President and the BOR CAO.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, they will not implement internal controls, develop procedures, prepare records, or engage in any other activity that may impair internal auditor's judgment.

Internal auditors must disclose any impairment of independence or objectivity, in fact or appearance, to the ICA and ultimately to the BOR CAO. Internal auditors will exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined and will not be unduly influenced by their own interests or by others in forming judgments.

Definition of Audit Engagement Scope

The Department of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the organization's system of governance, risk management, compliance, internal control and the quality of performance in carrying out assigned responsibilities. The scope will vary by area and may include:

1. Review the effectiveness of governance processes to include the:
 - a) Promotion of ethical behavior within the organization;
 - b) Efficiency of organizational performance management and accountability;
 - c) Communication of risk and control information to appropriate areas of the organization; and,
 - d) Coordination of activities and information among external and internal auditors and management.
2. Review the effectiveness of risk management processes to include the:
 - a) Alignment of organizational objectives in support of the USG and institutional missions;
 - b) Identification and assessment of significant risks;
 - c) Alignment of risk responses with the institution's risk appetite; and,
 - d) Capturing and communication of relevant risk information across the institution so as to enable staff and management to carry out their responsibilities.
3. Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.



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4. Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and whether the System is in compliance.
5. Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.
6. Review and appraise the economy and efficiency with which resources are employed.
7. Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
8. Review the status of Information Technology policies and procedures, verifying that required hardware, software and process controls have been implemented and that the controls are functioning properly.
9. Conduct special audits at the request of the CAO or President.
10. Analyze and review public private ventures associated with the institution and its cooperative organizations.
11. Provide advisory services at the request of institution management and with the CAO's approval consistent with the IIA standards governing advisory engagements. Advisory engagements undertaken should have the potential to contribute to the improvement of governance, risk management, compliance, and/or internal controls within the institution.

The internal audit function shall issue reports on the results of completed reviews, discuss these reports with appropriate levels of management, and share them with the BOR CAO before distributing them as final reports to the BOR CAO, President, and other levels of management as deemed appropriate.

Required Actions by Management

The institutional areas receiving an internal audit report from the Department of Internal Audit will respond within 30 days. This response will indicate agreement or disagreement, proposed actions, and the dates for completion for each specific finding and recommendation. If a recommendation is not accepted, the reason should be given. A final written report will be prepared and issued by the Department of Internal Audit.



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Quality Assurance and Improvement Program

The Department of Internal Audit will participate in a quality assurance and improvement program (QAIP) created by the BOR CAO that covers all aspects of the internal audit process. The program will include an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the Standards and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement.

The Department of Internal Audit will participate in quality assurance external assessments with the USG OIAEC conducted at least every five years as required by Global Internal Audit Standards. The ICA will report to the President on the results of the review.

Approved by:

Dr. Michael Johnson
President, University of West Georgia

14 Aug 2025
Date

Ms. Jenna Wiese
Vice Chancellor for Internal Audit, Ethics & Compliance
Chief Audit Officer
University System of Georgia

8/14/2025
Date

Myron Richards
Director of Internal Audit, University of West Georgia

August 11, 2025
Date