

## CATHOLIC CHARITIES OF LONG ISLAND

### POLICIES AND PROCEDURES

**Effective Date: April 8, 2010**

**Revision Dates: September 1, 2020**

<b>Title:</b>	Internal Audit Protocols
<b>Policy:</b>	<p>Internal Audits are conducted at Catholic Charities for the purpose of improving the effectiveness and efficiency of operations and insuring compliance with various regulatory authorities and Agency policies.</p> <p>The objectives of this policy and procedure are the following:</p> <ul style="list-style-type: none"><li>• To ensure effective internal audits,</li><li>• To detail the internal audit steps to be taken,</li><li>• To outline the responsibility of those involved in the process.</li><li>• To increase awareness of what internal audits entail.</li><li>• To elicit the cooperation of all personnel involved.</li></ul>

#### PRE AUDIT

1. The Internal Auditor will note the source of assignment and date assigned on the "Open Internal Audit Assignment List". Internal audits may take the form of operational or financial reviews, fraud investigations, investigations into alleged noncompliance, HIPAA or Red Flag violations, etc.

a. The Chief Executive Officer and Internal Auditor must be notified as soon as possible of inspections, reviews, audits, etc. so the internal auditor can attend the initial and exit interviews.

b. Issues should be brought to the Internal Auditor as soon as any suspicion arises. Early notification will avoid duplication of efforts and ensure relevant facts are properly documented. It is better to ask if you are not sure whether something is an internal audit matter.

2. Internal Audits involving a potential wrong doing by an employee shall be brought to the attention of the Human Resources Director. The Human Resources Director or designee may be involved in the investigation. The extent of such involvement will be discussed and agreed upon in advance with the Internal Auditor to prevent duplicate investigations. The Human Resources Director or designee may also participate in and observe any interviews conducted with employees in order to protect the rights of the employee and to discourage and prevent false accusations against the Internal Auditor or any employee.

3. The Internal Auditor will list the internal audit steps to be taken in the internal audit report. These steps are subject to modifications in response to audit findings.

4. The Internal Auditor will arrange a start date with the related Directors, whenever advance notification is not expected to affect the results of the internal audit. To be effective, some internal audits may be done on a surprise basis to ensure procedures are being followed at all times.

5. The Internal Auditor will discuss purpose, audit steps to be taken, and documentation required with Director of Program/Department.

### **DURING INTERNAL AUDIT**

1. All employees are required to cooperate fully in an internal audit. Questions must be answered to the best of the employee's information and belief with honesty and completeness.

2. Internal audits should be conducted with respect to all employees and service recipients and in a manner that is as minimally disruptive to the Program/Department as possible.

3. Data is collected to support findings.

### **POST INTERNAL AUDIT**

1. The Internal Auditor writes a preliminary internal audit report that includes the purpose of internal audit, audit steps taken, findings and recommendations. The preliminary internal audit report should be issued to the Director as soon as possible.

2. Within three weeks of receiving the preliminary internal audit report, the Director shall issue a written response to the report findings and/or recommendations which will be incorporated into the internal audit report.

3. Within two weeks of receiving management's response, a final report will be issued to the Chief Executive Officer. Copies will go to the Chief Financial Officer (as the Internal Auditors supervisor), the Chief Officer and Director who oversee the program/department, and the Human Resources Director if involved in the internal audit.

4. Directors are to ensure that recommendations are implemented.

**Related Policies:** "Internal Auditor" and "Compliance Protocols for Investigation, Review and Implementing Corrective Action, Including Discipline"