Internal Audit Department
Carolyn D. Saint, Chief Audit Executive
Gerald Cannon, Director of IT Audits
JJ Sullivan, Director of Health System Audits
Phil Stavropoulos, Director of University Audits
Susan Kirby, Audit Manager
Linda Freeman, Senior Auditor
Thomas Gorski, Senior Auditor
Michael Do, Senior IT Auditor
Kathy Kimball, Senior IT Auditor
Dan Reid, Senior Auditor Specialist
Amalia (Molly) Castle, Senior Auditor
Christine Kennedy, Staff Auditor
Jane Beckert, Office Manager

Department of Internal Audit

Mailing Address
P. O. Box 400190
Charlottesville, VA 22904-4190

Street Address
Carruthers Hall
1001 N. Emmet Street
Charlottesville, VA 22901

Phone: 434-924-4110
Fax: 434-924-4114
audit@virginia.edu
www.virginia.edu/audit
Mission Statement

The mission of the University of Virginia Internal Audit Department is to provide Institutional management with sufficient information to determine whether operations are functioning efficiently, effectively and in accordance with management’s intent.

Services We Provide to the Organization

Operational Audits review the uses of resources available to the area. We then evaluate, in cooperation with management, whether these resources are used in the most efficient and effective ways to meet the area’s mission and objectives.

Systems Development Projects evaluate systems under development and existing systems for: input, output, processing controls, data security, physical security, backup plans, recovery plans, and network audits operational effectiveness.

Compliance Audits are performed to determine the degree of adherence to law, policies and procedures of the University, the State, the Federal government, and other regulatory agencies such as the NCAA.

Financial Audits will address issues of accounting and reporting of financial transactions. The purpose of this type of audit is to verify that the financial activity of an area is accurately reflected in various financial reports.

Investigative Audits are audits initiated as a result of waste and abuse hotline calls and reports of fraud to the Internal Audit Department, the Department of the State Internal Auditor or the University Police Department.

Call us if you need assistance in any of these areas.

Standard Audit Process

I. PLANNING PHASE
A. Send Entrance Conference Memo.
B. Hold Entrance Conference with Customer.
C. Perform Planning Work to Gain Understanding of Operations.
D. Develop Audit Program.

II. FIELDWORK PHASE
A. Perform Analysis Through Observations, Interviews and Data Analysis.
B. Develop Conclusions based on Analysis.
C. Discuss Conclusions with Client.

III. REPORTING PHASE
A. Develop Draft Report and Send to Client.
B. Discuss Draft Report with Client (Exit Conference).
C. Issue Report in Final to Responsible Vice President.
D. Receive Response from Vice President.
E. Report on Work to Board of Visitors.