

Legislative Audit | Frequently Asked Questions

Why Are We Audited?

- Towson University is a state-supported institution and is subject to audit by the Office of Legislative Audits (OLA). OLA is a part of the General Assembly.
- The OLA audits all state agencies, including University System of Maryland institutions, on a 3-4 year cycle, as directed by statute. OLA operates under the authority of the State Government Article, Sections 2-1217 through 2-1227 of the Annotated Code of Maryland.
- Towson University may also be audited by USM internal auditors, federal or state agency auditors, and external accounting firms.

What Should We Do When An Audit Begins?

- **Each department must notify Management Advisory and Compliance Services (MACS) via e-mail to Vasu Bhatt (vbhatt@towson.edu) when the auditors begin working in their area. Please include Vasu Bhatt in all email correspondence with auditors.**
- Be Positive! Auditor's objectives are not always to find issues. They can also find areas for improvement in our operations, which could prevent us from experiencing loss of funds, noncompliance, and inefficiencies.
- Be a good representative of the university.
 - If we express a positive attitude and work ethic, the auditors will have more respect for our operations.
 - Do not complain about the university, your departments, your job or your supervisor to the auditors. This will only raise auditors' suspicions of improper operations.
- The auditors will follow-up on the status of prior audit exceptions. You should have already implemented corrective actions if your department was part of a prior audit exception. Contact MACS if you are not sure.
- The auditors may audit functions, programs, and departments that have not been included in previous visits. Be aware that you may be audited, and please be as cooperative as possible.
- Keep records of what you provide to the auditors in a list format, including the document name and the date you provided it.
- If you do not know what documents the auditors are requesting or do not understand what they are asking, ask for clarification.
- Do not delay the submission of documents requested by auditors.
 - This will raise red flags which, in turn, could lead to negative comments.
 - If you have work obligations that will delay your submission of the documents, let the auditors know by giving them a date of submission, and then honor that date.

- Use the university's File Delivery Service (FDS) for transmitting sensitive and confidential information. You can access the FDS at <https://fds.towson.edu/>.
- **Keep MACS apprised of any findings communicated to you by the auditors. Towson University is committed to taking a proactive approach in addressing audit exceptions. The sooner we are aware of them, the better.**
- The auditors will hold an exit conference with the campus when the audit is completed to discuss findings. Departments with audit exceptions will be invited to attend.
- Contact MACS with any questions you may have regarding the audit requests.
- Relax – consider the audit as an opportunity to strengthen operations, rather than criticism of you, your department, or Towson University.

OLA Audit Team & Audit Process

- There will be two audit teams, Fiscal and Information Systems (IS).
 - Fiscal Audit Team
 - Manager: Robert Wells
 - Full-time at TU approximately for six months beginning January 11, 2023
 - Senior Auditor: Amanda Jones
 - 2 Staff Auditors: John Wachter & Paul McGrew
 - 2 Staff Auditors in training starting in February 2023
 - IS Audit Team
 - MACS has yet to hear from the audit manager. Usually, the team consists of an audit manager and two staff auditors.
- **Audit Process**
 - Onsite audit planning
 - Entrance meeting with TU management personnel
 - Field work
 - Issue discussion notes to TU and USM (for any reported audit exceptions)
 - Request TU responses
 - Exit meeting with TU management personnel
 - Issue final audit report to TU for responses
 - Distribute final report to the Joint Audit Committee & USM and publish on the OLA website
 - Once finalized, share results with the campus community