



**University at Buffalo**  
*The State University of New York*

Office of the President

**CHARTER**  
University at Buffalo  
**INTERNAL AUDIT DEPARTMENT**

This Charter identifies the purpose, authority, and responsibilities of the Internal Audit Department at the State University of New York at Buffalo [University at Buffalo].

**PURPOSE**

The Internal Audit Department conducts independent reviews of University operations and procedures and reports observations and recommendations to University management. The objective of the Internal Audit Department is to assist members of University management in the effective discharge of their responsibilities, promoting effective control at reasonable costs.

All internal auditing activities are conducted in compliance with the Standards for the Professional Practice of Internal Auditing, and the Code of Ethics promulgated by The Institute of Internal Auditors, Inc.

**AUTHORITY**

The Internal Audit Department reports to the President of the University at Buffalo and is overseen administratively by the Vice President for University Services. This reporting relationship ensures the Department's independence, promotes comprehensive audit coverage and assures adequate consideration of audit recommendations. The Internal Audit Department also has direct access to the State University of New York Office of the University Auditor.

Internal Audit Department personnel, in the performance of audits and with stringent accountabilities of safekeeping and confidentiality, will be granted unlimited access to all University at Buffalo records, property, and employees.

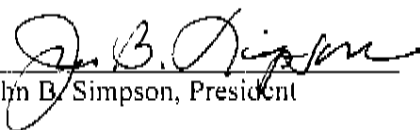
Internal auditing is a staff function that has no direct authority over activities that its personnel review. Objectivity is essential to the audit staff in the proper fulfillment of their duties. Performance of line responsibilities by internal auditors may compromise their objectivity.

**RESPONSIBILITIES**

The Internal Audit Department is responsible for assessing the various functions and control systems of the University and for advising management concerning their condition. The fulfillment of these responsibilities is not confined to but includes the following activities:

- Develop and execute a comprehensive audit program for the evaluation of the management controls provided over all University at Buffalo activities.
- Coordinate audit planning and scheduling activities with University at Buffalo administration; the Office of the University Auditor; Federal, State and other external agencies; and independent public accounting firms.
- Evaluate the adequacy and effectiveness of the University's system of internal control and the quality of performance in carrying out assigned responsibilities.
- Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Review operations or programs to determine if results are consistent with established objectives and goals and if the operations or programs are being carried out as planned.
- Evaluate compliance with University plans, policies, and procedures and with appropriate governmental laws and regulations.
- Appraise the adequacy of controls for safeguarding University assets and, when appropriate, verify the existence of such assets.
- Appraise the economy and efficiency with which University resources are employed.
- Perform financial reviews as a member of the fraud investigation team, compiling financial evidence and reporting on the adequacy of the internal controls governing the processes reviewed.
- Perform special reviews requested by the President and other senior University managers; including providing limited audit coverage to related University entities.
- Authorize the publication of reports on the results of audit examinations, including recommendations for improvement.
- Evaluate actions taken to correct reported deficient conditions, and continue to review until adequately resolved.

Approved this 24 day of August, 2004

  
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John B. Simpson, President