



## Audit Information Sheet

### Why are we audited?

- As part of the University System of Maryland (USM), a State-supported system, UMB is subject to audit by the Office of Legislative Audits (OLA).
- The OLA audits all State agencies, including USM institutions, on a 2 – 3 year cycle, as directed by statute.
- UMB is also audited periodically by USM Internal Auditors, Federal or State agency auditors, and external CPA firms.

### What Should We Do When An Audit Begins?

- The campus community will be notified via e-mail when the audit begins.
- 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 Management Advisory Services (MAS) if you are not sure.
- The auditors may choose audit functions, programs, and departments that they have not looked at in previous visits. Be aware that you may be audited and please be as cooperative as possible.
- Each Department Administrator should notify MAS via e-mail to [DL-MASAuditNotification@umaryland.edu](mailto:DL-MASAuditNotification@umaryland.edu) when the auditors begin working in your area.
- Meet with the auditors working in your area to let them know you are interested in the audit. Request that any findings related to your area be discussed with you to ensure the following:
  - They have not missed something that may be important to the process being reviewed.
  - They speak to the most knowledgeable employees.
  - You have the chance to offer input they may not have considered.
  - You are aware of the exceptions in your area.
- Keep MAS apprised of any findings communicated to you by the auditors. UMB is committed to taking a proactive approach to 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 their findings. Departments with audit exceptions may be asked to have a representative attend.
- Contact MAS with any questions you may have regarding the audit.
- Relax – consider the audit an opportunity to strengthen operations rather than criticism of you, your department, or UMB.