

Name of Policy Policy for dissemination of an internal audit report.			
Policy Number: 3364-40-20		Effective date: May 11, 2020	
Approving Officer: Board of Trustees		Original effective date: November 16, 2009	
Responsible Agent Executive Director of Internal Audit and Chief Compliance Officer			
Scope All campuses of The University of Toledo			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

All reports prepared by The University of Toledo Internal Audit department will be discussed with appropriate local and senior management, prior to final release. This policy covers all reports issued by the department, under the oversight of the Internal Audit.

(B) Procedures

- (1) The Internal Audit Department Policy Manual provides specific guidance pertaining to its approach to reporting the results of internal audits.
- (2)

management responses) and will be asked to provide feedback in 5 business days.

- (7) Should management responses not be received by the process owner or the executive leader in charge of the area audited within this 15-business-day period, Internal Audit reserves the right to issue the report in final form without management responses.
- (8) To ensure the integrity of the report distribution process, all final reports will be signed and issued by the Executive Director of Internal Audit and Chief Compliance Officer (Executive Director), or his designee.
- (9) To further ensure the integrity of the audit reporting process, the Executive Director reserves the right to distribute certain high-impact audit reports to the Finance and Audit Committee of the Board of Trustees. The Executive Director will consult with the University President and the Executive Vice President, Finance and Administration, prior to doing so.