



Policy 3.8: Internal Audit Policy

Volume: 1: Legal

Managing Office: Business and Finance

Effective Date: July 1, 2025

I. Purpose

AAMU has implemented this policy to establish the framework for conducting internal audits to ensure the effectiveness of internal controls, risk management, and governance processes.

II. Definitions

For the purposes of this Policy:

- A. **Audit:** A formal examination of an individual's or organization's accounting records, financial situation, or compliance with some other set of standards.
- B. **Confidential Information:** Includes records or other private information (including electronic or email) of students, faculty, or staff that are protected by law or University policy.
- C. **Internal Audit:** An audit performed by an organization's personnel to ensure that internal procedures, operations, and accounting practices are in proper order.
- D. **Risk Management:** The procedures or systems used to minimize accidental losses.

III. Scope

This policy encompasses all departments, functions and operations of AAMU. Internal Audits may cover financial, operational, compliance, and other areas deemed necessary. The Internal Audit function operates independently of management and reports to the President of the University. Internal Audit shall have unrestricted access to all records, personnel, physical properties relevant to the audit.

Policy

- A. The Internal Auditor shall be Independent of the activities audited to maintain objectivity and impartiality.
- B. The Internal Auditor shall not engage in any operational responsibilities that could impair their independence
- C. The Internal Auditor will be required to sign a confidentiality agreement in accordance with § 7.5 of the Staff Handbook.
- D. An annual Audit Plan will be developed and submitted for approval by the President of the University.
- E. Audits will be performed in accordance with professional standards.
- F. Audit findings will be documented in reports and communicated to relevant stakeholders.
- G. Management is responsible for timely resolution of audit findings.
- H. The policy shall be reviewed annually and updated as necessary to remain aligned with best practices and organizational changes.

IV. Responsibilities

The AAMU Internal Auditor will:

- 1. Assess the adequacy and effectiveness of internal controls;
- 2. Evaluate compliance with laws, regulation, and internal policies
- 3. Review the reliability and integrity of financial and operational information;
- 4. Recommend improvements for efficiency and effectiveness
- 5. Ensure all information obtained during the audits remains confidential and used solely for audit purposes unless disclosure is required by law.

V. Compliance

Failure to comply with this Policy and/or regulations promulgated hereunder will be deemed a violation of University Policy and subject to disciplinary action in accordance with the disciplinary guidelines as outlined in the Faculty or Staff Handbook, whichever one is applicable to the individual.

VI. Revision History

- June 2025 Policy Developed (Board Approved as Policy)

VII. Authority:

VIII. Responsible Office: Office of Business and Finance

IX. Related Documents: None

X. References: