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 six months beginning June 25, 2019
    - Senior Auditor: Julia King
    - 2 Staff Auditors: Walter L. Horan IV & Toni Kinsler
    - 2 Staff Auditors in training: Stacy Streett & Paul McGrew

- 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