



CHESTERFIELD COUNTY Internal Audit

AUDIT PROCESS OVERVIEW

1. Audit Plan – Auditor’s risk-based proposed annual audit plan is provided to the County Administrator, and School Superintendent, and the Audit and Finance Committees (AFCs) for review and input. The [proposed audit plan](#) is presented for approval by the AFCs.
2. Engagement Package – Announces start to auditee, sets entrance conference meeting and requests background information for planning the audit.
3. Entrance Conference – Meeting between auditor and auditee management and staff to discuss timing and process. Provides opportunity for input on planned objectives or any areas of concern to cover during the audit.
4. Audit Planning – Auditor gains understanding of areas to be audited through research, interviews, policy and procedure review, questionnaires, and observations.
5. Audit Program – Developed by auditor in planning to document audit objectives with steps and testing to be performed. The program is shared with management, with an opportunity to provide feedback to the audit team.
6. Fieldwork/Testing – The auditor performs audit program steps and evaluates results. Coordination is required with auditee to obtain supporting documentation and respond to questions.
7. Point Sheets – Audit results, including any significant findings, are documented on point sheets and reviewed with the auditee to agree on facts.
8. Exit Conference – After concluding fieldwork, meeting to discuss all point sheets and potential recommendations prior to the issuance of a draft report. Provides opportunity prior to drafting audit report to understand results, agree on facts, and evaluate if certain content (i.e. personnel records, system security, and facility security matters) should be marked as exempt from public disclosure under Virginia’s Freedom of Information Act (FOIA).
9. Draft Report – Summarizes work performed, internal control conclusion, any recommendations for corrective action, and planned report distribution. The draft provides department an additional opportunity to evaluate content and requests Management’s response for any recommendations. Management responses are included verbatim in the final report and must identify responsible person with an estimated implementation date. As needed, follow-up meetings can be held to evaluate audit results, recommendations and management responses.
10. Final Report – Final reports are provided to management and posted on Internal Audit’s [website](#). Certain content (as noted at item 8 above) may be exempt from public disclosure under FOIA. Departments will be notified when reports are included with periodic updates to the Audit and Finance Committee.
11. Customer Satisfaction Survey – Evaluation by Auditee helps us measure service level and identify future audit process improvements.
12. Follow-up – Internal Audit’s [annual follow up](#) on open audit recommendations, providing senior management a comprehensive snapshot for ongoing monitoring. Requests support for implemented recommendations and the status with estimated completion dates for remaining items.