Mission

To assist University units in effectively discharging their duties while ensuring proper control over University assets.

Fiscal Misconduct Hotline

Michigan State University has developed Fiscal Misconduct Guidelines and a telephone hotline to help maintain adherence to ethical business practices. The goal of these guidelines and service is to provide direction for recognizing and reporting known or suspected fiscal misconduct for Michigan State University.

Telephone

Hotline Number

1-800-763-0764

How to reach us

Internal Audit Department
Michigan State University
309 Olds Hall
East Lansing, MI 48824

Phone: (517) 355-5030
Fax: (517) 432-1997

Visit our website for more information on our department, our services, and useful links to MSU policies and procedures.

www.msu.edu/~intaudit
The Internal Audit Department (Internal Audit) shall provide University administrators, directors, and their staff with an independent and objective evaluation of the effectiveness, efficiency, and application of the accounting, financial, and other internal controls necessary to accomplish University objectives in compliance with University policies and procedures, regulatory requirements, and sound business practices. Internal Audit staff are trained professionals with degrees in accounting, computer science or related fields.

### Responsibilities

1. Determine if internal control systems are correctly functioning and that assets are properly safeguarded.

2. Recommend ways to strengthen internal control structures and operating procedures.

3. Review systems to ensure compliance with laws and university policies. Note: Internal Audit does not write policies for the organization.

4. Review the reliability and integrity of financial and operating information.

5. Review the means to identify, measure, classify, and report this information.

6. Conduct investigative audits arising from allegations of fiscal misconduct or conflicts of interest.

7. Review specific operations at the request of the Audit Committee, the President or other managers.

### What are internal controls?

- An integrated system to protect an entity’s resources and assess risk.

- A system of checks and balances.

- An established way to prevent and detect intentional and unintentional errors.

- Controls can be preventive or detective.

- Common types of internal controls include:
  - Requiring passwords to access functions.
  - Locking the office when the entire staff leaves.
  - Separating the jobs of collecting money and reconciling fund ledgers.
  - Procurement card statement approval by supervisor.

- **Who is responsible for internal controls? Everyone in the organization!**