



CHARTER: OFFICE OF INSPECTOR GENERAL AND DIRECTOR OF COMPLIANCE

1.0 Purpose

The purpose of this document is to serve as the Office of Inspector General and responsibilities for the Board of Governors (Board) office and the State University System of Florida (System).

A related, but separate charter governs the duties and responsibilities of the Board's Audit and Compliance Committee (AACC).

2.0 Authority

Article IX, Section 7, Florida Constitution, establishes a single state university system comprised of all public universities.

Section 20.155, Florida Statutes, (s. 20.155) provides that the Board of Governors shall have the authority to create, modify, or eliminate any component of the system. Together, these regulations aid university audit and compliance functions in fulfilling their missions in accordance with professional standards, Florida Statutes.

and regulations. The OIGC has a role in monitoring university compliance with these regulations and reporting on their effectiveness to the Board through the AACC.

OIGC staff, in collaboration with the appropriate university staff, will periodically review these regulations for consistency with applicable statutes, professional standards, and best practices.

3.0 Mission

The mission of the OIGC is to promote accountability, integrity, and efficiency by providing quality audits, investigations, compliance or management reviews, and technical assistance.

It is our priority to deliver value-added services marked by objectivity, timeliness, and sufficiency.

4.0 Organization

The inspector general shall serve as the chief audit executive (CAE) and the chief compliance officer (CCO) for the Board office. To provide for the independence of the OIGC, its personnel report to the inspector general, who in turn reports administratively to the chancellor and functionally to the Board through the AACC.

The inspector general is responsible for establishing and maintaining an internal audit function in accordance with the Standards of Work section of this document.

5.0 Standards of Work

All work in the OIGC is conducted in accordance with the Principles and Standards for Offices of Inspector General, published by the Association of Inspectors General.

5.1 Audit Engagements

Audit engagements shall be performed in accordance with the International Professional Practices Framework (Standards for the Professional Practice of Internal Auditing), published by the Institute of Internal Auditors, Inc. These standards require that auditors plan and perform audits to obtain sufficient and appropriate evidence that provides a reasonable basis for findings and conclusions pursuant to the audit objectives. Other professional auditing standards may be followed, as applicable to the audit engagement.

In accordance with the mandatory Core Principles for the International Professional Practices Framework, the inspector general and OIGC staff shall:

- a. Demonstrate integrity;
- b. Demonstrate competence and due professional care;
- c. Be objective and free from undue influence (independent);
- d. Align with the strategies, objectives, and risks of the organization;
- e. Be appropriately positioned and adequately resourced;

- f. Demonstrate quality and continuous improvement;
- g. Communicate effectively;
- h. Provide risk-based assurance;
- i. Be insightful, proactive, and future-focused; and
- j. Promote organizational improvement.

5.2 Investigative Assignments

Investigative assignments shall be performed in accordance with the Quality Standards for Investigations included in the Principles and Standards for Offices of Inspector General, published by the Association of Inspectors General.

5.3 Compliance Activities

The OIGC compliance function is governed by its compliance program and this charter. The compliance program was developed in accordance with the Federal Sentencing Guidelines and the elements for compliance programs.

5.4 Professional Competence

The International Professional Practices Framework (Standards for the Professional Practice of Internal Auditing), published by the Institute of Internal Auditors, Inc. and the Quality Standards for Offices of Inspector General from the Principles and Standards for Offices of Inspector General require that auditors and inspector general staff possess professional competence and maintain knowledge of operations and appropriate expertise in the subject matters being addressed. Therefore, the inspector general will periodically report on OIGC personnel, including their qualifications, certifications, training, and development.

6.0 Code of Ethics

All OIGC staff members shall abide by the Florida Code of Ethics for Public Officers and Employees as codified in sections 112.311-112.3261, Florida Statutes; the Board office Code of Ethics included in its Internal Operating Policies and Procedures Manual; the

8.0 Independence and Objectivity

The inspector general conducts his or her work free from actual or perceived impairments to independence. Professional standards provide that the OIGC activity must be independent, and OIGC staff must be objective in performing their work.

- a. The inspector general shall periodically review with the AACC the standards of independence used as benchmarks as described in the Standards of Work section of this document.
- b. The inspector general shall have sufficient independence and timely access to the chancellor, Board chair, AACC chair, and Board members to freely discuss policies, findings, recommendations, follow-up, potential issues (e.g., impairments to independence or conflicts of interest), and other matters.
- c. The inspector general serves as both the Board office's CAE and CCO. Having responsibilities outside of internal auditing gives rise to potential impairments to independence and objectivity that must be disclosed in accordance with professional auditing standards. These standards also require, that where the CAE has responsibilities that fall outside of internal auditing, safeguards must be in place to limit impairments to independence or objectivity.

9.0 OIGC's Board Office -related Responsibilities

The OIGC has three functional responsibilities: audit, investigations, and compliance.

9.1 OIGC Board Office -related General Responsibilities :

- a. Conduct, supervise, or coordinate activities carried out or financed by the Board office for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations;
- b. Keep the AACC chair and the chancellor timely informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the Board office; recommend corrective actions concerning fraud, abuses, and deficiencies; and report on progress made in implementing corrective actions;
- c. Ensure that an appropriate balance is maintained between audit, investigative, compliance, and other accountability activities;
- d. Follow-up on responses or corrective actions regarding audit, investigative, compliance, or other accountability activities;
- e. Prepare AACC agendas, materials, and meeting minutes as well as Board meeting reports;
- f. Inform the AACC chair and chancellor of resource and staffing needs; and
- g. Prepare an annual report, not later than September 30 of each year, summarizing

10.0 OIGC's System -related Responsibilities

With regard to the System, the OIGC has three functional responsibilities: audit, investigations, and compliance. The inspector general shall notify the Board

AACC chair, and the chancellor of the complaint. The matter will be handled in accordance with Board regulation 4.001(5)(a) and (b).

Upon receipt of any significant and credible allegation(s) of fraud, waste, mismanagement, misconduct, or other abuses made against a university's board of trustees chair, the OIGC shall separately inform the Board chair, the Board ~~and~~ Board

