Resolution of Audit Findings

IC 5-11-5-1.5

- Corrective Action Plan for repeat findings
- Timeframe - Six months
- Legislative Audit Committee follow up

CAP Process

Finding Resolutions

Submission of CAP

Review Process

Acceptance
CAP - Start Now

- Review prior audit report
- **www.in.gov/sboa** (select audit report, then search by name)
- Resolve any issues

Creating an Effective CAP

1. State the Issue
2. List the Requirements not Followed
3. Unit Response
4. Identify the Root Cause of the Issue

WHAT HAPPENED?
WHAT SHOULD HAVE HAPPENED?
AGREE OR DISAGREE
WHY DID THIS HAPPEN?
Creating an Effective CAP

Steps to be taken
WHAT IS THE PLAN?

Implementation Timetable
WHEN WILL THE PLAN BE IN PLACE?

Summary
HOW WILL THIS CORRECT THE ISSUE?

Clearly State the Issue

► What happened?

► 1st section of Finding

► You may use your own words and add information
List the Requirements that were not Followed

- What should have happened?
- 2nd section of the finding
- Statute or Uniform Compliance Guideline

Unit Response

- Do you agree or disagree with the finding?
- You may simply state “I agree” or “I disagree”
- If you disagree, please elaborate
Identify the Root Cause of the Issue

Steps to be taken to correct the Issue

- Internal Control Procedures
  - Control Environment
  - Risk Assessment
  - Control Activities
  - Monitoring
- Information and Communication
Implementation Timetable

When will your policy be put into place?

Summary

How will these new procedures resolve the finding?
CAP Resources

- CAP Packet
- Discussion with Field Examiners
- Best Practices Documents
- Todd and Susan

Questions on Corrective Action Plans?
Resources

https://www.in.gov/sboa/

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