



Smithsonian Institution

Office of the Inspector General

Understanding the OIG Audit Process

What is the OIG?

The Office of the Inspector General (OIG) is an independent oversight office at the Smithsonian that promotes effective governance and accountability. The OIG provides the Board of Regents, Congress, the Smithsonian and the public with independent and objective evaluations of the Institution.

The OIG:

- Conducts and supervises audits and investigations relating to Smithsonian programs and operations
- Promotes economy, efficiency, and effectiveness at the Institution
- Prevents and detects fraud, waste, and abuse at the Institution
- Reviews and makes recommendations regarding existing and proposed legislation and regulations relating to the Smithsonian
- Keeps the Regents and the Congress fully and currently informed of problems at the Institution

The OIG conducts whatever reviews and investigations the Inspector General deems appropriate. The OIG has access to any information available to the Institution.

The OIG keeps confidential the identity of complainants to the extent permitted by law.

No one may retaliate against an employee for complaining to the OIG and no one may prohibit or interfere with any OIG audits, reviews, or investigations.

Contact the OIG

ONLINE:
www.si.edu/oig

PHONE:
(202) 633-7050

FAX:
(202) 633-7079

MAIL (US Postal Service Only):
Office of the Inspector General
Smithsonian Institution
MRC 524
PO Box 37012
Washington, D.C. 20013-7012

OIG Confidential Hotlines

Contact the OIG to report any fraud, waste or abuse at the Smithsonian.

Complaints may be made anonymously and the OIG will keep the identity of the complainant confidential to the extent permitted by law.

PHONE:
(202) 252-0321

EMAIL:
OIGHotline2@oig.si.edu

WEB FORM:
www.si.edu/oig/form.asp

How Does the OIG Audit Process Work?

The OIG publishes an annual Audit Plan that identifies high-risk areas for review to provide assurance that the Institution's programs and operations are working efficiently and effectively.

Once we select an audit from the annual Audit Plan, we conduct the audit in compliance with generally accepted government auditing standards. An audit involves planning; field work; reporting; and follow up.

PLANNING

Announcement Letter

The OIG announces the audit and its objectives. To answer the objectives, auditors gather evidence and assess the evidence against criteria such as policies and best practices.

Entrance Conference

The OIG meets with key staff of the units included in the audit. Unit staff should identify audit-related concerns so auditors can properly plan their work.

FIELD WORK

Internal Control Evaluation

To evaluate if internal controls are properly designed, auditors interview staff to understand the unit's organization, policies, procedures, and activities.

Testing

Auditors perform validation and analytical procedures and based on the results, examine areas of concern more thoroughly. Auditors remain in close contact with auditees to obtain sufficient and appropriate evidence.

REPORTING

Discussion Draft

Auditors send a discussion draft of the audit report, including audit results and OIG recommendations, to unit management. Auditees review the draft for factual errors.

Exit Conference

The OIG meets with unit management to discuss the factual accuracy of and any concerns about the discussion draft. Management discusses whether they plan to concur with the audit recommendations in the final report.

Draft Report

Auditors send a formal draft report, including any changes made based on the exit conference, to unit management. Management provides a written response.

Final Report

The final report incorporates management's written response as well as the OIG's reply. The OIG sends the final report to Smithsonian management, relevant unit management, and the Board of Regents. The OIG posts the report on the OIG's public website, to the extent possible. The OIG also reports the results in a Semiannual Report to Congress that is posted on the OIG's website.

FOLLOW UP

Recommendation Closure

The OIG follows up to determine if management has completed the agreed-upon actions.

OIG Audit Process

PLANNING

Announcement Letter
Entrance Conference



FIELD WORK

Internal Control Evaluation
Testing



REPORTING

Discussion Draft
Exit Conference
Draft Report
Final Report



FOLLOW UP

Recommendation Closure

We strive to have a constructive working relationship with our auditees throughout the audit and to minimize any disruption to their daily routine. We welcome feedback throughout the process as well as ideas for future audits.