



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.

At the Smithsonian the OIG:

- Conducts and supervises audits and investigations relating to programs and operations
- Promotes economy, efficiency, and effectiveness
- Prevents and detects fraud, waste, and abuse
- 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

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

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

For information about the OIG investigative process, please refer to www.si.edu/OIG/OtherActivities.

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?

As agents for positive change, we strive to make continuous improvements in the Smithsonian's programs and operations through our audit recommendations.

The OIG publishes an annual Audit Plan that identifies high-risk areas for review based on input from stakeholders and our prior work. Once we initiate an audit, we conduct the review in compliance with generally accepted government auditing standards. An audit involves planning, field work, reporting, and follow-up.

PLANNING

Engagement Letter

The OIG announces the audit by issuing a letter to the responsible program managers. The letter explains the reason for the audit and details the objectives and scope. 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 are encouraged to provide audit-related concerns so auditors can consider their impact when planning their work.

FIELD WORK

Evaluation of Operations and Programs

Auditors gain an understanding of the operations, programs and related controls by interviewing staff and evaluating the organization's policies, procedures, as well as best practices criteria.

Testing

Auditors conduct detailed testing and perform analytical procedures to evaluate evidence against criteria. These results enable auditors to form conclusions regarding the efficiency and effectiveness of operations.

REPORTING

Discussion Draft

Auditors provide a discussion draft of the audit report that includes our proposed findings and recommendations to unit management. Auditees review the draft for factual content and insights.

Exit Conference

The OIG meets with auditees and management to discuss the details of the discussion draft report. Management is provided the opportunity to share their viewpoints and reactions to the recommendations.

Draft Report

Auditors provide a formal draft report to management that includes any changes made based on the exit conference. Management provides a written response.

Final Report

The final report incorporates management's written response as well as any OIG reply. The OIG provides the final report to Smithsonian management, the Board of Regents, and to relevant Congressional Committees. The OIG posts the report on the OIG's public website. The OIG also reports the results in a Semiannual Report to Congress.

FOLLOW UP

Recommendation Closure

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

OIG Audit Process

PLANNING

Engagement Letter
Entrance Conference

FIELD WORK

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 request management's feedback on our process, as well as solicit input for future audits.