



POLICY TITLE: Weekly Reporting of Audit and Compliance Project Hours

Responsible Department: Audit and Compliance

Creation Date: 12/05

Review Date: 01/17, 01/18, 01/19, 01/20

Revision Date: 05/14

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PUBLISHED (Released): 2020/01/10

SUMMARY & PURPOSE:

To define the recording and reporting of hours spent working towards completion of the annual Audit and Compliance Plan.

POLICY:

All Audit and Compliance Department staff that participates in completion of the specific projects listed on the annual Audit and Compliance Plan will record the actual number of hours worked on each project.

SCOPE/APPLICABILITY:

Audit and Compliance Department.

PROCEDURES TO ENSURE COMPLIANCE:

The Audit and Compliance Department has an annual work plan which establishes the required areas of audit for the Department. The plan is developed each fiscal year and is approved by the Audit and Compliance Committee. Included in the plan is an estimate of the number of hours needed to complete each of the assigned projects. In addition to specific projects, hours are allocated to various other activities, such as meetings, development of policies and procedures, external audit assistance and outsource management, to name a few examples. The allocation of hours in the plan assists management in determining the staffing needs of the Department and provides a benchmark to the staff against which the progress of an audit can be measured.

All Audit and Compliance Department staff that participates in completion of the specific projects identified in the Audit and Compliance work plan will complete, on a weekly basis, the Audit and Compliance Project Hours Report. The report will be forwarded to the department's administrative assistant no later than the end of business each Wednesday. The administrative assistant will prepare a summary report of all staff hours for review by department management. The summary report will be available by the end of business each Friday.

The format of the Audit and Compliance Project Hours Report is based upon the items for which time is allocated in the annual Audit and Compliance work plan. During the development of the annual work plan, hours are assigned to each project based upon management's determination of the hours that will be needed to complete a project. The hours assigned in the plan are determined using the professional judgment of management. It is important that the actual hours spent on a project are reported. This will assist in evaluating the hours assigned in future work plans and will allow management to adjust staffing needs to ensure completion of the plan. Management should periodically review the reports of their staff to assess the accuracy of the reporting, the progress of the various audits, and the performance of the individual and the adequacy of department resources. Discrepancies in the reporting of any staff member should be discussed with that individual.

SUPPORTING/REFERENCE DOCUMENTATION:

- International Standards for the Professional Practice of Internal Auditing (Standards)
- United States Federal Sentencing Guidelines
- Office of the Inspector General Compliance Program Guidance for Hospitals
- Office of the Inspector General Supplemental Compliance Program Guidance for Hospitals

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- BHSF Administrative Policy: 801 Department Responsibilities and Charter Policy – Audit and Compliance
- BHSF Departmental Policy: 74730-833 Allocation of Staff Resources Policy – Audit and Compliance

ENFORCEMENT & SANCTIONS:

Enforcement of this policy is the responsibility of the Audit and Compliance Department.