<div align="center">SECTION E-3</div>

<div align="center">**ADMINISTRATIVE REPORTS**</div>

Internal Audit Management uses the following reports to monitor the progress of audit activity: the Job Status Report, the Audit Plan Status, the Project Schedule, the Staff Schedule, the RSTAT report, and the Project Status Report.

Job Status Report
The Job Status Report contains information relating to the status of projects that have been assigned to staff and where work is currently being performed. Job Status Report provides an estimated date for reporting to the Board of Regents and a description of the project status such as "fieldwork in progress" or "report in progress". In addition to the project status, the report indicates the staff assigned to the project. The report is updated weekly, or as needed.

Audit Plan Status Report
The Audit Plan Status report contains information relating to the status of scheduled and carryforward audits for the current fiscal year. The report is updated periodically and included in the Board of Regents Briefing Booklet.

Project Schedule
The Project Schedule contains scheduling information relating to scheduled and carryforward audits for the current fiscal year. The report indicates the timing of the audits over a 13 month period. The schedule also indicates staff assigned to the projects. The Project Schedule is updated monthly, or as needed.

Staff Schedule
The Staff Schedule contains resource allocation/staffing information on projects for the upcoming 4 weeks, including leave and training. The schedule lists all scheduled and carryforward audits for the current fiscal year and special projects.   Projects are categorized as assigned or unassigned/uninitiated. Also, the schedule has a section for audit reports committed to the next Audit and Compliance Committee meeting. The schedule is updated weekly.

RSTAT Report
The RSTAT report is an annual report that contains information relating to audits where an audit report was issued during the fiscal year.   The RSTAT tracks project milestones, including entrance and exit conferences, completion of fieldwork, report distribution dates, quality assurance, and filing.   The report also contains information regarding reporting turnaround times.   The RSTAT report is updated throughout the year.

Project Status Report
The Project Status Report tracks the weekly progress of an audit. The phase of the audit, current actual hours worked during the week, total actual hours, budget hours are recorded on the report.

Also, a comparison of actual hours to budgeted hours is included on the report. The Project Status Report is updated weekly and submitted to the Director for review.