



Office of the City Auditor Policies and Procedures

Number: 3.1.6**Title:** Identification of Possible Illegal Acts

Original Date:**Revision Date:****Approved By:**

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I. Policy

Auditors should be alert during an audit to situations or transactions that could be indicative of possible illegal acts and communicate the observation to appropriate individuals within OCA.

II. Purpose

This policy documents to whom auditors should report suspected illegal acts.

III. Definitions

Illegal acts - Violations of laws and regulations. Illegal acts are discussed in more detail in chapters 4 and 6 of the Yellow Book.

IV. Procedures/Responsibilities

- A. Audit staff should immediately report suspected illegal acts to the AIC and ACA or DCA responsible for the project.
- B. The AIC and ACA or DCA will assess how to proceed. The City Auditor's Integrity Unit is available to provide advice and assistance.
- C. The AIC and ACA or DCA will then report to the City Auditor steps being taken to ensure compliance with standards.