1. Schedule the audit with the CEC
   a. Distribute the Internal Control Questionnaire (ICQ) and transactions selected for the audit.
2. Pre-Audit Preparation
   a. Create an audit program based on selections and other QuickBooks Online information.
3. Audit fieldwork
4. Audit Report drafted
5. Audit Report submitted to UGA Internal Auditing
   a. If not approved, then UGA IA conducts a follow up audit.
6. Audit Report is distributed to the CEC and their DED.
7. CECs complete the Management Response portion and return to Tim Gray
8. Report is finalized and distributed to the CEC, DED, Greg Price, Sadie Brown, and Bill Cheesborough.