To express its appreciation for excellence in the field of internal auditing, the Council of Internal Auditing is accepting nominations for the North Carolina Internal Audit Award of Excellence to honor a State internal auditor or a group of internal auditors who have made extraordinary contributions that support excellence in internal auditing. During the State Controller’s Financial Conference, in December, the winning candidate will be presented with a commentative plaque and receive $500.00 which is donated by the North Carolina Local Chapters of the Institute of Internal Auditors.

To be considered for the 2023 Award, you should describe extraordinary efforts in the areas of dedication, contribution, and innovation in the field of internal auditing for the individual or audit group you are nominating. The list below of typical duties are expected. To be considered for this award an individual or audit group needs to have contributed in ways that are above and beyond these expected duties.

* Conduct risk assessment and develop a risk based annual audit plan
* Evaluate the design & effectiveness of compliance functions
* Evaluate new and existing programs internal control system
* Audit/review operational areas for stewardship of resources & compliance with established policies & procedures
* Review internal administrative & accounting controls to safeguard resources & ensure compliance with laws & regulations
* Participate in manual & automated system design as an advisor on internal controls
* Investigate occurrences of fraud, embezzlement, theft, waste and recommend controls to prevent or detect such occurrences
* Follow-up on significant findings from previous audit
* Coordinate activities of external auditors
* Special audits/reviews requested by management

**Information must be submitted to the Office of State Budget and Management – Audit Section via email at** **internalauditinfo@osbm.nc.gov****, subject line “North Carolina Internal Audit Award of Excellence”, no later than October 1, 2023.**

**Part I: Submitter and nominee Information**

1. **Submitter information**
	1. Your Name and Title
	2. Your State Agency
	3. Your Phone Number
	4. Your Email Address
2. **Nominee(s) Information**
	1. Nominee(s) Name and Title
	2. Nominee(s) State Agency
	3. Nominee(s) Phone Number
	4. Nominee(s) Email Address

**PART II: ACCOMPLISHMENTS**

**Part II should describe activities that are above and beyond the typical duties of an internal auditor.** You can review the individual’s job description or the Internal Audit Charter to fully understand the responsibilities of your nominee.

1. **Dedication**

In 3 to 5 sentences please describe or give examples of how the nominee **goes beyond the normal** **requirements** of an internal auditor’s job duties and responsibilities which supports the nominee’s devotion and/or passion to their career as an internal auditor. Some areas that can be addressed are: 1) obtaining professional certifications; 2) serving as a subject matter expert in a multi-agency or internal workgroup/task force; 3) mentoring or assisting junior internal auditors; 3) assisting peers; 4) devoting more than 40 per week to their career; etc.

1. **Contribution**

In 3 to 5 sentences please describe or give examples of how the nominee promotes, encourages or furthers the profession of internal auditing. Some areas include: 1) serving as an officer, committee or board member, or volunteering with the National or Local Chapter of the Institute of Internal Auditors; 2) promoting the profession of internal auditing by performing speaking engagements for students, agencies staff, or at conferences and training events; and 3) publishing books, articles, research papers or test questions; etc.

1. **Innovation**

In 3 to 5 sentences please describe or give examples of how the nominee reengineered, implemented new methods, or utilized new devices to improve processes or achieve better results within their internal audit function or across the State. Some areas include: 1) utilizing computer assisted audit tools to improve audit administration, data extraction and analytics, or continuous auditing; 2) establishing new methods to reduce audit cycle time or tracking management’s corrective action; 3) utilizing an intern or guest auditor program to increase resources; etc.