

Must-Have Documents in an Audit

Purpose of an Audit

The primary purpose of an audit by the Office of the Inspector General is to to *promote economy, efficiency, and effectiveness in the administration of programs and operations administered or financed by the Education Department*. During a review, auditors compare information reported with source records, including through documents that demonstrate achievement of project objectives. The review can focus on several objectives including:

- Assessments of program *effectiveness, economy, and efficiency*;
- *Internal control*, which includes the plans, policies, methods, and procedures adopted by management to meet its missions, goals, and objectives;
- *Compliance* with laws and regulations; or
- *Risk of fraud and abuse*

Documentation in an Audit

To complete a **GEAR UP audit review**, the grantee may be required to provide key *must-have documentation*, which could include the following:

- Policy & Procedures Manual
- Organizational Chart
- Job Descriptions
- Time & Effort Reports
- Contracts
- Grant Application
- Grant Award Notification
- Annual Work Plan
- Annual Performance Reports
- External Evaluations
- Inventory Lists—all property
- List of Services and Recipients
- Students by Cohort—grade level and school

For More Information about the *US Department of Education Office of the Inspector General (OIG)* and examples of audit reports, visit the website at: <http://www2.ed.gov/about/offices/list/oig/areports2014.html>