



Winston-Salem State University / University of North Carolina School of the Arts
Office of Internal Audit & Institutional Compliance

601 S. Martin Luther King Jr. Drive
Winston-Salem, North Carolina 27110
phone 336.750.2065 | fax 336.750-8891
www.wssu.edu | www.uncsa.edu

TO: Patricia Norris, Police Chief

FROM: Shannon Henry, Chief Audit Officer and Executive Director of Institutional Compliance

DATE: February 5, 2014

SUBJECT: **Clery Act Compliance**

Internal Audit is conducting an audit to evaluate the University's compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Selection of this audit is based upon a comprehensive plan to assess the internal control environment across all divisions of Winston-Salem State University. The objectives of the audit are as follows:

- Evaluate the adequacy of the procedures used for gathering and reporting Clery crime statistics;
- Ensure compliance with relevant government regulations.

We expect the fieldwork to begin on March 3, 2014. It is our aim to issue a draft report within one month of the conclusion of audit fieldwork. The purpose of the draft report is to obtain your agreement with the findings and recommendations. Once we are in agreement, we will issue a final copy of the report.

We will require assistance directly from you and your staff during the course of our work, including providing the necessary information to complete our procedures as well as answering relevant questions or providing explanations to issues encountered during our testing. We appreciate your commitment to providing the necessary information so that we may adhere to the above timeline.

We will be contacting you shortly to schedule a meeting to discuss our objectives and begin coordinating the advance preparation and audit sampling activities. In advance of this meeting, we would appreciate obtaining the following items, in electronic format if possible, by February 21, 2014:

- University Policies and Procedures Governing Clery Act Reporting
- List of Regulations Governing Clery Act
- List of Major Processes/Activities
- Internal Control Documentation (recent surveys or questionnaires)
- Current Organizational Chart
- Latest Reports of Crime Statistics

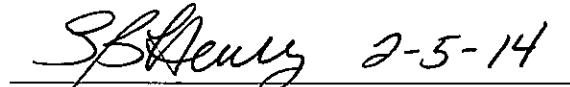
The following individuals will be involved in this audit:

- Stacy Sneed, Audit Manager
- Santonius Isom, Auditor
- Carla Reaves, Auditor

We will distribute the copies of our final report to Donald J. Reaves, Ph.D., Chancellor; Dr. Brenda Allen, Provost and Vice Chancellor for Academic Affairs; and the Audit Committee of Winston-Salem State University.

Please indicate your agreement with the terms set forth by signing as indicated below. If you have any particular areas of concern that you would like us to consider we will be happy to meet and discuss. Please direct all inquiries to Shannon Henry at 750-2020.


Patricia Norris, Police Chief / Date


Shannon Henry, Chief Audit Officer and
Executive Director of Institutional
Compliance / Date

Cc: Donald J. Reaves, PH.D., Chancellor
Dr. Brenda Allen, Provost and Vice Chancellor for Academic Affairs