President’s Letter

Fellow NCFIIA Chapter Members,

Stay up-to-date on how the internal audit profession is growing and evolving by visiting the new The IIA Research Foundation CBOK Resource Center. CBOK is the Global Internal Audit Common Body of Knowledge—the world’s largest and most comprehensive ongoing study of the internal audit profession.

As an ongoing project with years’ worth of data, CBOK regularly provides new resources for internal audit professionals. The new CBOK Resource Center provides IIA members with a single point of access for:

- An overview of what CBOK is all about.
- Answers to “Frequently Asked Questions” about CBOK.
- Free reports for IIA members (including four new releases in 2014)

With the Global Internal Audit Practitioner Survey opening in February 2015 and an expanded global stakeholder study to follow, now is the time to get familiar with The IIA RF CBOK Resource Center.

If you complete the CBOK survey you can also help our Chapter earn Chapter Achievement Points. Remember to do the survey by March 27th before it closes.

Please don't miss out on another amazing FraudFest conference! The event runs from March 18-19th. Please see inside this issue for conference details. Hope to see you at the conference!

Lily Reinhart
NCFIIA President
Upcoming Events

March 18-19, 2015 Spring Conference—FraudFest

Topics:

Wednesday:
- Phil Hurd, Georgia Institute of Technology, will present a full day session on Procurement Fraud

Thursday:
- Mary McLaughlin, Florida Department of Law Enforcement, will discuss identity theft.
- Shannon Regil, FBI, will raise our awareness of economic espionage threats and trade secret thefts.

Location: Paramount Plaza Hotel, 2900 SW 13th St., Gainesville, FL
Time: 8:00am-4:45pm
Cost: $200 members, $230 non-members (early registration rate)
Fee goes up to $230 members and $260 non-members after March 1, 2015

May Roundtable Meeting

Topic: Attorney-Client Privilege
Speakers: John Byrd, CIA, CGAP, Senior Internal Auditor, Shands HealthCare
          Tonya Carrigan, Internal Auditor, Shands HealthCare
Cost: FREE

June 18, 2015 Quarterly Meeting

Topic: Communications
Speaker: Art Adkins, Gainesville Police Department
Time: 3:00pm-5:00pm
Cost: $25 members, $35 non-members

Register for meetings at http://www.theiia.org/NorthCentralFL
During the December 4, 2014 training session we learned or were reminded by Scott Blades, Assistant Director at UF Training and Organizational Development the importance of implementing the various stages of the writing process.

The writing process includes:
- Prewriting
- Drafting and revising
- Proofreading and editing
- Peer reviewing
- Publishing

The prewriting process may be an area some of us overlook. This is the stage where the audience is identified, purpose statements are developed, and content is generated. There are various ways develop the content:

- Brainstorming—generate lots of ideas and build upon those ideas.
- Freewriting - a person writes continuously for a set period of time without regard to spelling, grammar, or topic.
- Numbered Sentences Technique - list each piece of important information to identify all pieces to be communicated
- Outline Technique - helps identify and prioritize all needed information

With all the tips that attendees gathered from the training it should help them overcome any writer blocks they may encounter in the future!
January Roundtable Meeting: Excel Excellence

John Edmands, from the University of Florida Purchasing Card (PCard) Office, shared his techniques on using Excel to analyze the huge amounts of data his staff process regularly. The biggest takeaway from this training was to automate the analysis functions as much as you can!

The IIA’s CIA Learning System

Prepare to pass the 3-Part Certified Internal Auditor (CIA) exam with The Institute of Internal Auditors' CIA Learning System. This interactive CIA review program combines printed books, e-books, and online testing tools to provide comprehensive and flexible training to CIA candidates worldwide. Online and classroom-based facilitator-led classes are also available.

For more information, visit https://na.theiia.org/training/Pages/CIA-Learning-System.aspx
I hope everyone enjoyed this issue of the NCFIIA Chapter Newsletter, *Audit Tales*. If anyone has suggestions or would like to submit an article for the next issue, please let me know. Feel free to e-mail newsletter article contributions to me at lreinhrt@ufl.edu. Please visit the Chapter website at www.theiia.org/NorthCentralFL which is updated often. I hope to see everyone at the next meeting.

*Lily Reinhart, Editor*