President’s Message

The 2014-2015 year for the Spokane chapter of the IIA will begin September 1, 2014. The ultimate goal of the chapter for the upcoming year is to provide quality CPE training opportunities to our members that also meet the training needs of other local audit shops and companies. In order to accomplish this goal, I invite all members and non-members alike to communicate training topics that you feel will help enhance your audit career, and those which will add the most value to your respective organizations. Please reach out to me, or any chapter officer, with suggestions for training topics or formats.

Through your input we hope to identify pertinent training topics, and ideally, those which attract auditors across the various industries represented in our chapter. Therefore, my message as the new incoming President of the Spokane Chapter of the IIA is a call to action. Let’s make this the best year yet for the Spokane Chapter – one that provides good quality, cost-effective training to expand our knowledge of the profession and help promote positive changes at each of the companies we work for. I look forward to hearing from you and seeing you at an upcoming training event.

Sincerely,

David Larry Gifford Jr.
IIA Spokane Chapter President

In The News

IIA Seeks Input on Proposed Changes to Global Internal Audit Framework
http://www.accountingweb.com/

The Institute of Internal Auditors (IIA) is calling on its more than 180,000 members worldwide to provide feedback on recommended enhancements to the global standard setter’s International Professional Practices Framework (IPPF). The deadline for responses is November 3.
Upcoming Training Opportunities

Chapter Luncheons

Auditing with Excel: Intro to Macros
September 24, 2014 – Global Credit Union Auditorium
11:30 AM – 1:00 PM
Stephen Hunt
Staff Auditor, AmericanWest Bank

Sub Intro_to_Macros()
'vePlease join us this month for our _
  _final installment of "Auditing _
  _with Excel: Intro to Macros"!

Dim learnEasyMacros!
Dim bringYourLaptop!
Dim writeYourOwnVBA_Code!

MsgBox "Sign up on our Eventbrite site!"
End Sub

This one-hour session will focus on an introduction to Excel macros and Visual Basic for Applications (VBA) coding. Macros and VBA-coded spreadsheets can help save time on audit projects.

Efficiency in Excel helps set an auditor apart from the pack. Speaker Stephen Hunt will share how Excel has helped in his day-to-day audit work at AmericanWest Bank.

Attendees will come away from the training with a greater understanding of what a macro is, the risks of using macros and VBA in audit spreadsheets, the ability to record and review a macro, and basic knowledge of VBA code and where to go to learn more.

CLICK HERE to Sign up on our Eventbrite Site!

About the Presenter:

Stephen Hunt is a Staff Auditor at AmericanWest Bank, and is a graduate of Eastern Washington University (EWU) with a Bachelor of Arts in Management Information Systems and Business Management.

Stephen has taught two previous Excel courses for the Spokane IIA Chapter, Auditing with Excel I and Auditing with Excel II. Stephen currently serves as the Newsletter Editor for the Spokane chapter of the Institute of Internal Auditors (IIA).

**Stay tuned for details on additional upcoming trainings to follow soon.**
IIA Members-Only Webinars

Visit the IIA Members-Only Webinars web site for more information and to register for these \textit{FREE} training events:

- Changes to Internal Audit in Tribal Gaming Operations (09/09/2014)
- Fraud and Embezzlement: Lessons from the Trenches (09/16/2014)
- Guidance Webinar: What’s on the Horizon with the IPPF, and How it May Affect You (09/24/2014)
- Show Them the Way: Using Employee Career Paths to Build, Improve, and Retain Your Internal Audit Team (09/25/2014)
- Internal Audit – the World’s Greatest Profession (10/02/2014)
- The Intersection of the Audit and Risk Committees (11/06/2014)
- Master Data: Best Practices and New Challenges for Internal Auditors (11/18/2014)
- Transforming Your Audit Department With Technology (11/18/2014)
- Creativity and Innovation in Internal Audit (12/16/2014)

\footnote{Requires current IIA membership}
# Schedule of Events

## Spokane Chapter - Institute of Internal Auditors

### 2014 – 2015 Chapter Year

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tr>
<td>Tuesday, 23rd</td>
<td>Date TBD</td>
<td>Date TBD</td>
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<tr>
<td>Excel: Basic Macros</td>
<td>TBD Luncheon</td>
<td>TBD Luncheon</td>
<td>Holiday Luncheon</td>
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<td>1 CPE</td>
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<th>May</th>
<th>June</th>
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<tr>
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<tr>
<td>Conference</td>
<td>Date</td>
<td>Location</td>
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<td>------------------------------------------------</td>
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<tr>
<td>Northeastern Regional Conference</td>
<td>September 7–10, 2014</td>
<td>Brooklyn, NY, USA</td>
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<tr>
<td>2014 IT Audit &amp; Controls Conference</td>
<td>September 30–October 2, 2014</td>
<td>San Diego, CA, USA</td>
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<td>Canadian National Conference</td>
<td>October 5–8, 2014</td>
<td>Ottawa, ON, Canada</td>
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<td>All Star Conference</td>
<td>October 28–30, 2014</td>
<td>Las Vegas, NV, USA</td>
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<td>2015 General Audit Management Conference</td>
<td>March 9–11, 2015</td>
<td>ARIA / Las Vegas, NV</td>
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<tr>
<td>2015 Gaming Conference</td>
<td>April 8–10, 2015</td>
<td>The Mirage / Las Vegas, NV</td>
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<tr>
<td>2015 International Conference</td>
<td>July 5–8, 2015</td>
<td>Vancouver Convention Centre / Vancouver, BC, Canada</td>
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<tr>
<td>2015 Governance, Risk, and Control Conference an IIA and ISACA collaboration</td>
<td>August 17–19, 2015</td>
<td>Arizona Biltmore / Phoenix, AZ</td>
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<tr>
<td>2015 Southern Regional Conference</td>
<td>November 8–11, 2015</td>
<td>New Orleans, LA</td>
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Chapter Announcements

CAP Report Status

What is CAP? Chapter Achievement Points (CAP) are credits earned by the Chapter throughout the year.

The CAP program is designed to recognize activities that promote the strategic objectives of the IIA. This program provides minimum standards of performance, emphasizes the basic mission of the Chapter, encourages Chapters to perform that mission, and provides Chapters with a means to evaluate their success in accomplishing that mission.

A chapter must earn minimum CAP points annually in each of three service categories:

1. **Service to Members** – CPEs for members, social meetings, and the number of certification certificates presented.

2. **Service to Profession** – Miscellaneous services to the profession, CPEs for nonmembers, and hosting a conference.

3. **Chapter Administration** – Reporting, newsletters and leadership conference participation.

Please help us achieve **GOLD** status again this year by doing the following:

- Submit questions for IIA Certification Exams
- Notify our Chapter President, David Gifford, if you make a presentation for any organization on an audit-related subject. In addition to CPE credit for you, the Chapter also receives CAP points.

<table>
<thead>
<tr>
<th>CAP Levels</th>
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<tr>
<td>Bronze</td>
<td>685 Points</td>
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<tr>
<td>Silver</td>
<td>1060 Points</td>
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<tr>
<td>Gold</td>
<td>1560 Points</td>
</tr>
<tr>
<td>Platinum</td>
<td>10 years of <strong>Gold</strong></td>
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We achieved **GOLD** Chapter status for our 2013-2014 chapter year!!

**Job Postings**

Please contact [Stephen Hunt](mailto:stephen.hunt@iai.org) if you would like to post a job opening on the newsletter and website.
Member Spotlight

The IIA Spokane Chapter will be spotlighting various chapter members each month to find out why the member chose their profession, what they do for fun (besides audit), and what has made them successful.

Member: Marie Rice
Position: No title, currently
Company: Ambassadors Group, Gonzaga University, Whitworth University, Sláine PS
Certifications: CFE, CIA
Education: MS from Utica College in Economic Crime; BA from EWU in Accountancy

Q: How did you become an internal auditor?
I transitioned from public accounting having had prior corporate accounting and compliance experience

Q: What do you enjoy the most in your current position?
Variety - I wear many hats and each day brings new challenges and opportunities

Q: What are some of the challenges you face in your current position?
Limited ability for collaboration as a one-person legal/audit/compliance/risk function.

Q: If you were not an auditor, what would you be doing?
Teaching! The students I work as an adjunct with are amazing and always reinvigorate my passion for compliance and ethics!

Q: Any special skills or experiences you are proud of as an internal auditor?
The ability to operate at any level within the organization, aligning strategic goals with minute operational details. I can see the big and small picture impacts of decisions and communicate the risks/rewards to each relevant organizational level. I believe my tenure as a forensic accountant/fraud examiner also honed my professional skepticism.

Q: What are your passions or hobbies outside of internal audit?
Family, teaching, and studying.

Q: Any word of advice to fellow internal auditors?
Get certified! Audit colleagues and business professionals alike recognize the effort it takes to become and remain certified; it is a sign of a life-time learner, which makes for a great auditor!
Member: Vanessa Scarpelli  
Position: Internal Auditor  
Company: Umpqua Bank  
Certifications: 2/3 tests completed towards the CIA certification-last test scheduled for November  
Education: I obtained my Bachelor’s in Accounting at Eastern Washington University with a minor in Economics in 2011

Q: How did you become an internal auditor?  
I became an internal auditor by happenstance, in school my teachers had always stressed joining a ‘big four’ company in order to get experience and pass the CPA. It was not until I left school did I know how many other career opportunities were available for accounting degrees. Internal auditing was one of the career fields I was not aware was an option to me, and as soon as I read the requirements for the position at what was then Sterling Bank I applied right away.

Q: What do you enjoy the most in your current position?  
What I enjoy most is helping the departments in developing ways to ensure they are adhering to regulations, if we find an area that is lacking in development due to the manager being unaware of the regulation or unaware that they have a gap in their process, I like to help them find the best/most efficient way for them to comply with the regulation with the least impact on the staff and/or customer.

Q: What are some of the challenges you face in your current position?  
Challenges include departments feeling audit-lag, as we are an extremely regulated industry the departments are routinely being audited by one group or another, and it is a challenge when the department feels they have already supplied the same information so many times to more than one group/person, etc. to imprint the importance of the information and of the internal audit process.

Q: If you were not an auditor, what would you be doing?  
My future goals include leaning towards the fraud area for my career. If I wasn’t an internal auditor I would like to be in a department assisting in fraud investigations.

Q: Any special skills or experiences you are proud of as an internal auditor?  
I guess I would say that I am proud of how much I have learned in the 2 + years I have been working in the financial sector. Starting to work for a bank, there were many things new to me such as financial terminology, acronyms, regulations, etc. that were all new to me. I have learned so much that I didn’t know before beginning to work at a bank and try to transfer that knowledge into helping the departments and the bank be as efficient and effective at complying with regulations as possible.

Q: What are your passions or hobbies outside of internal audit?  
Outside of work I am a very outdoorsy person, I like to hike, rock climb, kayak, mountain bike on occasion and generally just like to be active. Being as active as possible helps to balance out the sedentary career field that we are in, and drives my motivation to get as much work done as possible while at work so I can be fully off-work at the end of the day and on weekends.
Q: Any word of advice to fellow internal auditors?

I would say find something that you love about the position and keep that in the forefront of your thoughts as much as possible. It is too easy to succumb to negative and monotonous thoughts when performing testing for hours on end, and it is helpful to keep the reason on a post-it or other type of paper why you are there and what you like about the job. That can help to keep you motivated and squash the boredom. Also never stop having fun at work, some of my co-workers I have had the pleasure to work with have taught me the joys of practical jokes at work……although not always professional and you have to make sure you know your audience, having fun at work with your co-workers is a must. It helps with so many positive aspects of the job, morale, teamwork, optimism, helps break up the monotony during the day, etc. I have pictures of cubicles that have been gift-wrapped, saran wrapped, aluminum-foiled, stuffed with balloons and that’s not all! They say that we spend more time with our co-workers over the year then we do with our own family, let’s make that time more enjoyable by having fun as much as possible!

Member: Stephen Hodges  
Position: Director of Internal Audit  
Company: Expeditors International of WA, INC  
Certifications: Chartered Accountant (UK)  
Education: BA Accounting & Finance, University of Central England, 1986

Q: How did you become an internal auditor?

I was asked by the CFO if I would like to set up an internal audit department after SOX was passed. I said “no”, but a week later he said that what he meant was that he would like me to set up internal audit, so that was it.

Q: What do you enjoy the most in your current position?

Visiting various offices and meeting colleagues.

Q: What are some of the challenges you face in your current position?

Resources for additional requests made on the department.

Q: If you were not an auditor, what would you be doing?

Previously I had other finance roles in the company such as regional controller, and treasury.

Q: Any special skills or experiences you are proud of as an internal auditor?

Analysis.

Q: What are your passions or hobbies outside of internal audit?

History, especially European history.

Q: Any word of advice to fellow internal auditors?

Be independent!
Certification Corner

Earning your certification is like having a key to the vast world of opportunities the profession of internal auditing offers placed in the palm of your hand. It can open doors you did not even know existed, as the three or four letters that now follow your name will make one powerful statement about the expertise you bring to the table.

Certifications Offered by the IIA

Certified Internal Auditor (CIA)
The CIA is the only globally accepted designation for internal auditors and the standard by which individuals demonstrate their professionalism in internal auditing. Moreover, earning the CIA designation is more than just proof of what you know and what you’ve achieved — it’s the best way for auditing professionals to communicate to the world that they are prepared to meet today’s challenges. Earning the CIA designation is a valuable accomplishment and a professional advantage for auditors at all stages of their careers, including chief audit executives, audit managers, audit staff, and risk management staff, as well as students enrolled in an accounting or other business or financial degree program.

Certified Financial Services Auditor® (CFSA®)
The CFSA is a valued specialty certification for audit professionals working in banking institutions, thrift/savings and loan organizations, credit unions, insurance companies, security and commodity services, holding and investment companies, credit agencies, financial services regulatory agencies, and other financial services organizations. If your goal is to continue to grow as a financial services audit professional and demonstrate the breadth of your financial services knowledge, the CFSA designation is for you.

Certification in Control Self-Assessment® (CCSA®)
The CCSA is a recognized professional designation for CSA practitioners at any CSA experience level who are responsible for driving organizational change. Understanding key concepts like risk and control models enables CSA practitioners from all backgrounds to master the techniques that are vital to helping companies achieve their objectives. Just as important, earning the CCSA is a great way to help you achieve your objectives as you seek to move forward in your career.

Certification in Risk Management Assurance® (CRMA®)
The CRMA is a mark of professional distinction for internal audit practitioners. Earning the CRMA will assist you in demonstrating your ability to provide assurance on core business processes in risk management and governance, educate management and the audit committee on risk and risk management concepts, focus on strategic organizational risks, and add value for your organization.
The IIA’s CIA Learning System®

Prepare to pass the CIA exam with the experts! The IIA’s CIA Learning System was created by a team of CIA-certified industry experts to be the most relevant, comprehensive, and effective CIA review program available.

This interactive self-study program combines reading materials with online study tools to teach and reinforce the entire global CIA exam syllabus in a flexible, on-demand format. Looking for more structure, guidance and motivation? Facilitator-led courses are also available around the globe in traditional classroom, online and virtual formats.

Prepare to pass the CIA exam and arm yourself with critical tools and knowledge to excel in your internal audit career. Get started today!

Six Steps to Certification

1. Decide Which Certification is Right for You
   The IIA’s Certified Internal Auditor® (CIA®) certification is the only globally accepted designation for internal auditors. The IIA also offers four specialty certifications.

2. Determine Your Eligibility and Skill Level
   Each of The IIA certification programs has unique and specific education eligibility requirements that a candidate must meet to take the exam. In addition, you may want to assess your skill level by taking a practice test using the sample questions on the website. Although your score on a practice test will not necessarily indicate what your score would be on a certification exam, a practice test may assess your readiness and let you know in what areas you need improvement.

3. Register for the Exam
   The IIA’s certification exams are now offered year-round through computer-based testing at more than 500 locations worldwide.

   Apply and Register Online

4. Prepare for the Exam
   You determine the method(s) in which you need to prepare for the exam. A variety of independent third-party providers offer exam review courses. In addition, consider joining one of the exam-related social media groups to connect with others preparing for the exam. Each exam has its own LinkedIn group and there is a Facebook page dedicated to preparing for the CIA exam.

5. Take the Exam
   With the transition to computer-based testing, The IIA’s certification exams are administered through the worldwide network of Pearson VUE Testing Centers. The Pearson VUE network enables candidates to take exams at over 500 sites. The Certification Candidate Handbook provides more information on the testing experience.

6. Receive Your Certificate
   Once you pass the exam and meet all other program requirements, you will be eligible to receive your certificate. To order your certificate, you must log into your candidate record in CCMS and complete the certificate order form. The certificate will be shipped directly to you using a standard postal service method at no charge. Expedited shipping is also available at an additional cost.
Sometimes it’s good to get back to the basics of something we do every day. In this section of the newsletter we will review some of the basic skills and practices that internal auditors use on a daily basis.

This month’s article is a preview from an article written by Ann Butera, president of The Whole Person Project, Inc. To access the complete article, click here.

Managing the Risks in Audit Projects: Ten Project Management Techniques for In-Charge Auditors

The audit team lead is not only responsible for the audit’s technical aspects, but is responsible for completing the audit on time and within budget. Essentially, the team lead’s role is to use the people and time assigned to the project in the most meaningful way to accomplish sufficient work within a defined audit scope.

The following are 10 techniques, which will help the team deliver valuable results on time and within budget.

1. Keep the information needs of a senior management audience in mind at all times, including the planning phase and when preparing the audit report.
2. Schedule all key dates at the beginning of the audit.
3. Convene kick-off meetings with the audit team, not just the auditee.
4. Avoid unproductive meetings.
5. Pick up the phone and talk to people instead of sending a series of emails…especially when the person is nearby.
6. Anticipate the circumstances that will require more time and plan accordingly.
7. Evaluate interim audit results and assess the impact on the audit schedule and deliverable dates.
8. Address the real reasons for procrastination.
9. Organize files in order to spend minimal time searching for information.
10. Hone the ability to estimate, which is admittedly more art than science.
   a. Set the objective with care.
   b. Identify the major activities.
   c. Highlight the critical dependencies.
   d. Document assumptions. If the estimate includes having two auditors, make sure this is clearly expressed in the audit planning documentation.
   e. Determine the required time for each of the major activities.
   f. Track and use historic records to understand how much time certain activities required in the past.

Since project management is a skill that improves with practice, each audit is an opportunity to increase proficiency. Using just one or two of these techniques consistently during each project will help deliver results on time and within budget.
### 2014 – 2015 IIA Spokane Chapter Officers

*Spokane IIA Chapter Officers elected for the 2014-2015 Chapter Year:*

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<thead>
<tr>
<th>Title</th>
<th>Officer</th>
<th>Organization</th>
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<tr>
<td>Chapter President</td>
<td>David Gifford</td>
<td>AmericanWest Bank</td>
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<tr>
<td>VP Membership &amp; Programs</td>
<td>Melanie Shanks</td>
<td>Spokane Teacher’s Credit Union</td>
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<tr>
<td>VP Communications</td>
<td>Stephen Hunt</td>
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<tr>
<td>Treasurer</td>
<td>OPEN</td>
<td>OPEN</td>
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<tr>
<td>Secretary</td>
<td>Vanessa Scarpelli</td>
<td>Umpqua Bank</td>
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### 2014 – 2015 IIA Spokane Chapter Board of Governors

*Spokane IIA Chapter Board of Governors for the 2014-2015 Chapter Year:*

<table>
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<tbody>
<tr>
<td>Penny Brown</td>
<td>AmericanWest Bank</td>
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<tr>
<td>Debra Peterson</td>
<td>Washington Trust Bank</td>
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<tr>
<td>Cathy Cook</td>
<td>Washington Trust Bank</td>
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If you do not wish to receive future emails from the IIA Spokane Chapter click here to opt-out.