

# Office of Inspector General Charter

## Florida Housing Finance Corporation

**Authority and Purpose:** The Office of Inspector General was formally created by Section 20.055, Florida Statutes. The office provides a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency. The Inspector General supervises, coordinates, and provides direction for the investigative and internal audit sections. The Investigative Section receives complaints and conducts investigations and management reviews as necessary to detect, deter, prevent and eradicate fraud, waste, mismanagement, misconduct, and other abuses. The Internal Audit Section conducts audits and consulting projects of programs, operations and contracts for the purpose of promoting economy and efficiency administration, and for preventing and detecting fraud, waste and abuse. Internal Audit is also the liaison between external auditors and the Corporation.

**Professional Standards:** The work of the Office of Inspector General is conducted in accordance with the *Principles and Standards for Offices of Inspector General* as published by the Association of Inspectors General. In addition, audit engagements are performed in accordance with the *International Professional Practices Framework* (Definition of Internal Auditing, the Code of Ethics and the International Standards for the Professional Practice of Internal Auditing) as published by the Institute of Internal Auditors, Inc., and other professional auditing standards as applicable. Investigative assignments are performed in accordance with the Quality Standard for Investigations included in the *Principles and Standards for Offices of Inspector General*.

**Organization:** In accordance with Section 420.506(2), Florida Statute, the Inspector General shall functionally report to the Audit Committee and administratively report to the Executive Director.

**Responsibilities:** Certain, but not all, responsibilities of the Office of Inspector General are determined by the provisions of Section 20.055, and Sections 112.3187-112.31895, Florida Statutes. Pursuant to Statute, the Office of Inspector General is responsible for the following:

- Advise in the development of performance measures, standards, and procedures for the evaluation of state agency programs;
- Assess the reliability and validity of the information provided by the state agency on performance measures and standards, and make recommendations for improvement;
- Conduct, supervise, or coordinate other activities carried out or financed by that state agency for the purpose of promoting economy and efficiency in the administration of, or preventing and detecting fraud and abuse in, its programs and operations;

- Keep such agency head informed concerning fraud, abuses, and deficiencies relating to programs and operations administered or financed by the state agency, recommend corrective action concerning fraud, abuses, and deficiencies, and report on the progress made in implementing corrective action;
- Ensure effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication;
- Ensure that an appropriate balance is maintained between audit, investigative, and other accountability activities;
- Conduct financial, compliance, electronic data processing, and performance audits of the agency and prepare audit reports of his or her findings;
- In carrying out the investigative duties and responsibilities specified in this section, each inspector general shall initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government;
- Receive complaints and coordinate all activities of the agency as required by the Whistle-blower's Act pursuant to Sections 112.3187-112.31895, Florida Statutes;
- Report expeditiously to the Department of Law Enforcement or other law enforcement agencies, as appropriate, whenever the inspector general has reasonable grounds to believe there has been a violation of criminal law;
- Submit in a timely fashion final reports on investigations conducted by the inspector general to the agency head, except for whistle-blower's investigations, which shall be conducted and reported pursuant to Section 112.3189, Florida Statutes; and
- The Inspector General of the Florida Housing Finance Corporation shall, not later than 90 days after the end of each fiscal year, prepare an annual report summarizing the activities of the Office of Inspector General during the immediately preceding fiscal year.

As the Ethics Officer for the Corporation, it is also the duty and responsibility of the Inspector General to conduct, supervise, or coordinate activities carried out or financed by the Corporation for the purpose of promoting ethical behavior of the employees and contracted providers.

**Independence:** In accordance with Section 20.055(3)(d), Florida Statutes, the agency head shall not prevent or prohibit the Inspector General from initiating, carrying out, or completing any audit or investigation.

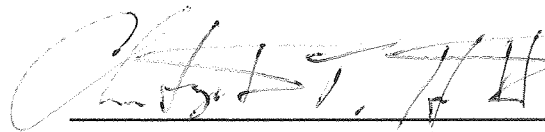
In accordance with Section 20.055(6)(d), Florida Statute, the Inspector General shall conduct investigations and other inquiries free of actual or perceived impairment to the independence of the

Inspector General or the Inspector General's office. This shall include freedom from any interference with investigations and timely access to records and other sources of information.

Members of the Office of Inspector General shall have no direct operational responsibility or authority over any of the activities they review.

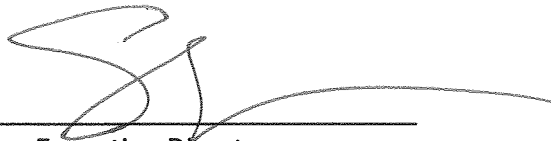
**Planning:** The Inspector General is responsible for developing long term and annual audit plans based on the results of annual risk assessments.

**Reporting:** Following the conclusion of each audit and investigation, a report on findings and, where applicable, recommendations will be issued and distributed as appropriate. Per Section 20.055(7) Florida Statutes, an annual report summarizing the activities of the office during the immediately preceding fiscal year will be also be issued.



Inspector General

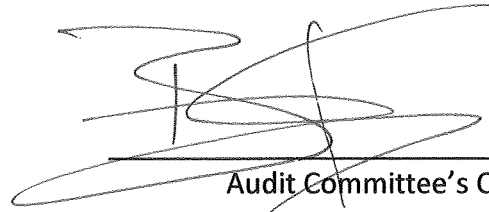
Approval:



Executive Director

2/3/14

Date



Audit Committee's Chair

1/30/14

Date