



The Spreadsheet

Volume 3, Issue 4

November 2011



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Contact The IIA Central Ohio Chapter

Do you have an article or other information you would like to have published in *THE SPREAD-SHEET*? Submissions may be sent to the editor by the first Friday of the month for inclusion in that month's newsletter.

Contact Ruth E. Nouanesengy at: newsletteriia@gmail.com with comments or suggestions.

“Writing Effective Audit Reports” 2-Day Seminar Presented by Raven Catlin

Date: December 13–14, 2011
Time: 8:30 am – 4:45 pm
Location: The Confluence Restaurant, 679 West Spring Street, Columbus, Ohio
CPE: 16 hours
Cost: \$400 members; \$450 non-members
For more information and to register, click [here](#). Registration deadline is December 7, 2011

COURSE OVERVIEW

Internal Audit reports are often viewed as a necessary evil to both auditors and management alike. Imagine business management actually requesting an audit report because they see the report as a welcomed tool that assists them with meeting their business objectives. This course will teach you techniques to complete the audit reporting process timely and to make the reports show the value that Internal Auditors provide to an organization.

WHO SHOULD ATTEND

Auditors who need to learn techniques to write clear, concise, effective and meaningful audit reports.

ATTENDEES WILL (NASBA Learning Objectives)

- Learn to communicate audit issues effectively
- Learn the elements of an audit issue
- Learn to sell audit observations to management
- Learn key principles to effective writing
- Learn techniques to deliver meaningful reports timely

COURSE OUTLINE

Day 1:

- Audit reporting standards
- Understanding and writing for your audience
- Key components and organization of the audit report
- Techniques for integrating the report writing process throughout the audit
- Writing an executive summary

Day 2:

- Writing audit observations (attendees should bring examples of their concerns to class)
- Writing concisely
- Establishing the right tone (if you don't your message will get lost)
- Increasing readability and clarity
- Selling audit observations to client management
- Evaluating management action plans and responses
- Exploring best practices and trends in audit reporting



Raven Catlin, CIA, CFSA, CPA

Raven (Henderson) Catlin, CPA, CIA, CFSA is an internationally recognized expert, speaker, and consultant in Risk Management and Internal Auditing. She has over 14 years of internal audit experience and 10 years of seminar instruction and facilitation. Raven teaches individuals and groups how to accomplish goals they only dreamed possible. Through her seminars and presentations, you will gain valuable skills, motivation, and belief systems to achieve success.

Raven is a graduate of Virginia Commonwealth University. Before starting Raven Global Training in 2006, Raven was a Consultant for Jefferson Wells and a Senior Manager at Protiviti. She held internal audit positions with Freddie Mac, Bank of America (formerly NationsBank), and Philip Morris. Raven is an active member of the IIA, including serving as District Representative, President, Broad Member, and chairperson positions for the Northern Virginia and Charlotte chapters since 1998. Raven is a contributing author to IIA's CIA Learning System and has been published in Internal Auditor.

Currently based out of the Washington DC area, Raven enjoys travelling, movie-watching, and spending time with her family. Go to http://ravenglobaltraining.com/about_us for a full bio.

December Chapter Luncheon Presentation

“Communicating Bad News”

By Raven Catlin

Please, join us Tuesday, December 13, 2011 at the Confluence restaurant for our monthly luncheon.

Time: 11:30 am – 1:00 pm

Location: The Confluence, 679 West Spring Street, Columbus, Ohio

CPE: 1 hours

Cost: \$25 members; \$35 non-members

For more information and to register, click [here](#). Registration deadline is December 7, 2011



Summary:

Communicating Bad News is never fun, whether it is telling someone they didn't get the job, aren't getting a raise, or underperformed compared to expectations. During this interactive lunch session, you will gain tips to effectively communicate bad news, including audit findings.

Save the Date for Upcoming Chapter Events

- ◆ January 2012
 - ◆ 10th, Tuesday - Data Analysis
 - ◆ ACL Beginner and advanced—date TBD
- ◆ February 2012
 - ◆ 9th, Thursday - Joint meeting with ISACA
 - ◆ Topic: “Coping with Disaster—Lessons Learned”
 - ◆ Location: J. Liu Restaurant, Worthington, Ohio
- ◆ March 2012
 - ◆ 13th, Tuesday—Monthly Luncheon, Topic To Be Announced
 - ◆ New Auditor Training and Lead/Manager Training—dates TBD



- ◆ April 2012
 - ◆ 10th, Tuesday - Presentation by Mary Taylor, State of Ohio
- ◆ May 2012
 - ◆ 8th, Tuesday - Dodd Frank

Welcome New Chapter Members

Carol Perkins, Columbus City Schools

Dave Morlan, Alliance Data

Danielle Whittington, Cardinal Health Inc

Morgan Allen, Cardinal Health Inc

Laura Myers, Cardinal Health Inc

Connie Manno, Safe Auto Insurance Company

Jim McNabb, Safe Auto Insurance Company

Kristi Hurley, Citizens National Bank

Robert Large, Honda North America

Sabour Arshad, Nationwide Specialty Health

Carrie Kingery, Cooper Tire & Rubber Company

Jordan Adams, Nationwide Insurance

Jayme Urbanski, Pilkington North America

Leslie Prichard, Mission Essential Personnel

Beth Rauschenberger, Nationwide Insurance

Charles Armstrong, Alliance Data



The IIA Central Ohio Chapter Job Posting Information

The Central Ohio Chapter of The IIA offers a job posting section on our website. The cost is \$100 and it can be paid via a check or a PayPal. The cost includes the posting of the employer's ad on the website and a publication of the job summary in the Newsletter.

Please, contact Chapter Treasurer, Molly Riddle at RIDDLEM8@nationwide.com to make the payment and submit the add to: newsletteria@gmail.com.

Current Job Postings

Audit Consultant– Nationwide:

JOB SUMMARY: Provides input into the Internal Audit Plan and understands the key strategic initiatives of the Company. Manages individual assignments/audits from beginning to end including assignments/audits planning, execution and reporting. Promotes the personal development of staff through the Audit assignments/audits process. Provides business units with value-added advice to identify and mitigate risks.

Audit Analyst– Nationwide:

JOB SUMMARY: Analyzes and implements internal and information systems audit programs throughout the company or business segments to evaluate the soundness, adequacy, compliance, cost effectiveness, and risk of operational, financial, information management, data processing controls, systems, policies and procedures to ensure the integrity of management information systems, financial controls, and records.

Audit Manager—Mission Essential Personnel:

JOB SUMMARY: Mission Essential Personnel is currently accepting applications for an Internal Audit Manager in Columbus, OH. Individual will be primarily responsible for the coordination, supervision and execution of financial, operational, IT and compliance audits, in addition to ad-hoc special projects. This position is expected to contribute to the building and management of a world class audit department providing value-added services to the company.

Senior Auditor—Huntington Bancshares, Inc.:

JOB SUMMARY: Internal Audit is seeking a highly motivated individual for a Senior Auditor position. The Senior Auditor will be exposed to various businesses and functions within the organization and in-charge the planning, execution and reporting of audit engagements.

Congratulations to our newest Certified Internal Auditors!

- **Michael Dudgeon**
- **Benjamin Foster**
- **Melinda Jones**
- **Peter Rodgers**



Not Certified?

Distinguish yourself from your peers by becoming a CIA. Join the more than 100,000 auditing professionals who proudly wear the red ribbon of success.

Contact Clay McCord at (claymccordiia@yahoo.com) if you are interested in participating in a CIA review course here in Columbus.



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Professionalism Defined



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Congratulations to Central Ohio's newest **CFSA & CCSA**



• **Cristina Saavedra Velez**



• **Thomas Kovach**



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Congratulations to Central Ohio's newest **CGAP**



• **Allison Druckenmiller**



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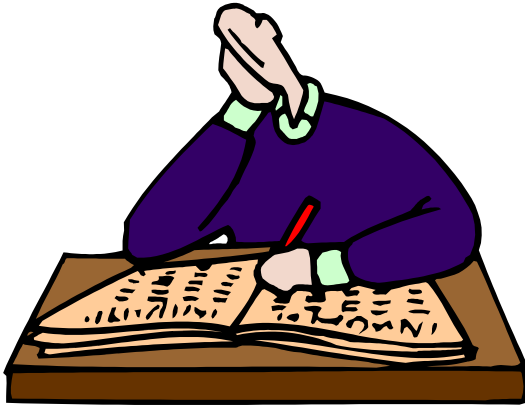


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Employment Wanted

Are you an employer looking to fill a position? Here is the place you should look first! We are providing listings of individuals who are seeking employment opportunities including contact information and a brief summary of qualification and/or experience.

- Name: Steve Zwelling
- Certifications/Education: CIA, CPA, CISA, CDP; BS (Accounting) - The Ohio State University
- Contact Information: 614-595-5346; stevezwelling@hotmail.com
- Experience/Qualifications: Internal operations auditor who enjoys doing the detail. Excellent communications skills—written and verbal. Problem solver.



Make Sure You're Receiving Central Ohio Chapter Updates

Many of us are inundated with unnecessary emails, so the “opt-out” or “unsubscribe” buttons have become popular. However, if you're not receiving newsletters and updates from the Central Ohio Chapter of The IIA, it could be because you opted out of IIA communications, which includes national and local communications. To make sure you're receiving information about local events and opportunities, follow the simple instructions below. The IIA continues to refine communication practices to ensure that you only receive relevant messages.

1. Log in to The IIA's website at www.theiia.org with your member number and password.
2. At the top of the screen, select 'Update Your Profile.'
3. Under 'Profile Information' click 'Edit.'
4. Scroll down to 'contact preferences' and make sure to check 'yes' for the item 'May The IIA and your local affiliate contact you by e-mail?'

refresh the rest of your profile information, and remember, you can opt out of solicitations and related party offers while continuing to receive official IIA and chapter communications. Anyone having trouble viewing or updating their profile and changing their settings can contact membership services at (407) 937-1111 or

Please take this opportunity to review and



For an easy access to the Chapter website, take a picture of the QR code on left with your phone.