Administrative Auditing

“Methods for Administrative Audit”

Audit Objectives”



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| **Group: F53A** **CLASS 27 AND 28 HOMEWORK 04/10/2017** | **Prof. Rosa María López Larios** |

**OBJECTIVE**

Continue with the knowledge of different methods to perform an administrative audit. Regarding the method established by the American Institute of Management, examine the scale issued and review the type of questions proposed by the organism.

**INSTRUCTIONS**

The following information continues with the topic to be analyzed in class. Review it and you have to answer why do you think that each question highlighted is relevant for the auditor. Example: Number 2. Can you decide in your daily activity? Answer: It is important that the auditor identify if the position involves making decisions and the type of decisions made. Prepare this activity according to the specifications for homework given in class.

**DEVELOPMENT**

**AMERICAN INSTITUTE OF MANAGEMENT METHOD (continue)**

Continuing with the proposals of the American Institute of Management to perform an administrative audit, there are specific questions that they consider important, in this case we are going to review the questionnaire for the performance of executives:

Example of questionnaire to be applied to executives.
**A) SKILLS.**1. Do you know your work?
**2. Can you decide in your daily activity?**3. Does your work involve intellectual capacity?
4. Are you interested in the competence of the subordinates?
**5. Do you select your tasks in terms of importance? And how?
6. Do you undertake right decisions under conditions of urgency?**7. How do you feel in your job?
8. Do you anticipate the needs?
**9. Do you spend enough time determining policies?**10. Does your job involve competency to interpret statistics, indexes and accounting procedures?
**11. Do you have to delegate? How do you do it?
12. Do you have loyal subordinates?**13. You know the capabilities of your subordinates?
**14. Do you inform your subordinates on goals, accomplishments and changes in structure?**15. Do you promote the participation of subordinates?
16. Do you use the services of specialists?

**B) INTEGRITY**1. Does it contribute with original thoughts?
**2. Do you accept the authority of your superiors?**3. Do you have confidence in them?
4. Do you have enough dedication to your work?
5. Do you include in your plans the company?
6. Are you respected in the community?
**7. Do you spend enough time to civic activities?**8. Do you have reasonable credit?
**9. Do you accept constructive criticism from your friends and associates?
10. Do you tolerates other religions, races and customs?
11. You admit the possibility of being wrong?
12. Do you control your emotions?**13. Do you provide credit where it is due, and in due time?
**14. Do you it promote subordinates without considerations of friendship or relationship?**15. Do you work enough without supervision?

**C) INITIATIVE AND DYNAMISM**
1. Do you study the different alternatives to problems?
2. Does it work without losing peace?
**3. Do you finish your work on time?**4. Is it seen?
**5. Have you continued studying?**6. Are you interested in other activities of the business: sales, production, finance, etc..?
7. Are you ready for the top position?
**8. Have you taken on more responsibilities?
9. Have you prepared a substitute?
10. Do you keep yourself in good health?**11. Do you maintain contact with your business through publications and associations?
**12. Do you have long-term goals?**13. Are you prepared with enough facts and figures?
14. Do you avoid unnecessary work or unimportant details?
15. Do you undertake any new procedures when considered appropriate?
**16. Do you have the desire to succeed?**17. Do you perform new tasks with enthusiasm?