Administrative Auditing

“Case: Tools for Administrative Audit”

Audit Objectives”



|  |  |
| --- | --- |
| **Group: F53A Date October 16th to 18th** | **Profra. Rosa María López Larios** |

**OBJECTIVE**: Apply the knowledge related to the American Institute of Management and its proposals to perform an administrative audit.

**INSTRUCTIONS**

Print the following exercise. Match the columns on the left with its correspondent meaning on the right column.

|  |  |
| --- | --- |
| 1. Board of Directors
 | Guarantee continuous operations in the organism |
| 1. Managers evaluation
 | Proper management of resources, long term policies, depreciation methods |
| 1. Production efficiency
 | Quality and price. Consumers loyalty |
| 1. Distribution
 | Balance between business needs and shareholders requests |
| 1. Financial policies
 | Know their integrity, ability and dynamism |

Write in the parenthesis the number that corresponds according to the left column

|  |  |  |
| --- | --- | --- |
| 1. The American Institute of Management issued
 | Religious, education, hospital, profit and non-profit purposes | ( ) |
| 1. The starting points of the method are
 | Profit entities and non-profit entities | ( ) |
| 1. The American Institute of Management considers a method to evaluate
 | Minimum 7,500 points and maximum 10,000 points  | ( ) |
| 1. The types of enterprises to be audited are classified into
 | Organizational structure, functions, growth, financial policies, operating efficiency, administrative assessment | ( ) |
| 1. The American Institute of Management uses a scale of
 | The Manual of Excellence Managements | ( ) |

Answer the following questions:

1.- What do you think about the method determined by the American Institute of Management?

2.- What is your opinion regarding the questionnaires prepared by the Institute?

3.- Give your conclusions about the scales determined by the American Institute to measure the performance of an orgation