

# Internal Audit: We're Here for You

## Internal Audit Department – Utah State Board of Education (USBE)








### Hotlines

Everyone has an interest in public education – parents, students, teachers, employees, taxpayers, and citizens. We all benefit as we gain knowledge and skills and apply them at home, at work, and in our communities.

The Utah State Board of Education is tasked with general control and supervision of public education – and that is a big job.

If you have a concern regarding public education – a program, function, account, internal control, compliance, fraud, waste, abuse, or unethical behavior – please contact the Internal Audit Department in one of the following ways:

-  1. **Online:** fill out the Report a Concern form at <https://www.schools.utah.gov/internalaudit/hotlineform>
-  2. **E-mail** us: [audit@schools.utah.gov](mailto:audit@schools.utah.gov)
-  3. **Call** our dedicated hotline: (801) 538-7813
-  4. **Mail** a concern:  
Utah State Board of Education  
Internal Audit Department  
Attention: Debbie Davis  
PO Box 144200  
Salt Lake City, Utah 84114-4200
-  5. **Visit** us:  
Utah State Board of Education  
Internal Audit Department  
250 East 500 South  
Salt Lake City, Utah



### Your Concern

We can review concerns more efficiently if you will provide as much information and documentation as possible. This may include:

- Your **name, e-mail,** and **phone number.** Requests or reports may be anonymous (to the extent allowed by law), but we request this information to be able to contact you with further questions that may arise as part of the investigation.
- A **detailed description** of the concern, including any laws, regulations, policies, etc., (if known) that are relevant and, if applicable, the source of the funds involved (e.g. federal, state, other).
- The **name** of the individual(s), program, funding, etc., involved.
- The **location** where the concern occurred.
- The **date** the concern occurred.
- **Additional information** such as: other witnesses, supporting documents, evidence, or if you've reported this to anyone else, etc.

After a preliminary analysis, we will identify the best individual, section, or entity to handle the concern. We will either include it for consideration in risk management and a potential audit OR we'll refer it to someone else for review – this will ensure each concern is addressed efficiently and effectively.

