AUDIT NAME:

OBJECTIVE:
To evaluate the key controls supporting access security and change control over critical spreadsheets.

SCOPE:
Interview, observation, and limited detail testing (as deemed appropriate)

POPULATION / SAMPLE SIZE:
To be determined by auditor-in-charge

AUDIT PROCEDURES:
1. Determine if spreadsheets are used by the department to assist in the performance of key processes. If so, determine if the spreadsheets are critical in the process under review or if they are high risk in nature.

2. Determine if the department has proper spreadsheet controls in place. Interview personnel and review documents as necessary, with an emphasis on the higher risk spreadsheets, to determine if any of the below spreadsheet controls are being followed. Identify any exceptions to the process or any control weaknesses. Note: All controls listed below are not required controls. These should be considered as tools to assist with mitigating the risks associated with the reliance on spreadsheets.

A. **Inventory** – Management should consider having a documented inventory of spreadsheets in use with at least the following information for each: spreadsheet purpose, file name, authorized users, and whether it contains NPI. The spreadsheet inventory should be risk ranked based on magnitude and complexity, or categorized as high, medium, or low.

B. **Version Control** – Consideration should be given to having a process to ensure that only current and approved versions of spreadsheets are being used by creating standardized naming conventions and directory structures. Master files or “Templates” should be used when making changes to spreadsheets. A master list of formulas used in spreadsheet calculations and location of each formula should also be documented. Access to old versions should be restricted.

C. **Change Control** – Consideration should be given to having a formal process for requesting and making changes to spreadsheets. Changes to spreadsheets should be reviewed and approved in writing by appropriate management. A log of changes made to the spreadsheet should be documented.

D. **Validity of Inputs** – Consideration should be given to developing procedures to periodically validate (completeness and accuracy) of spreadsheets inputs and information.
SPREADSHEET CONTROLS
REPEATABLE INTERNAL AUDIT PROGRAM

Inputs need to be verified by a management review process to ensure that they are valid and supporting documentation exists.

E. **Centralized Servers** – Primary copies of spreadsheets should reside on centralized network servers. Primary spreadsheets should not be located on individual workstations or mobile storage devices. The department should limit access to directories where spreadsheets are located to only authorized users.

F. **Back-ups** – Spreadsheets should be stored on a credit union server and not on a local workstation so they can be backed up by IT.

G. **Access Control** – Controls should be in place to limit access to the spreadsheets to those with business needs. Update/write access should be limited to those with business needs to update the spreadsheet. Read/write access should be limited to those with a business need to read the spreadsheet. Although not considered a strong control, spreadsheet files should be password protected to restrict access. Consider maintaining documentation of authorized users of each spreadsheet.

H. **Security and Integrity of Data** – Controls should be in place to secure information embedded in spreadsheets. This can be done by “locking” or protecting important calculation cells to prevent inadvertent or intentional changes to standing data. This is also not considered a strong control. Limiting access to update/write should be the primary internal control. Passwords and locked cells should be considered a secondary level of internal control.

3. Summarize possible observations and recommendations