



Memo

Date: June 10, 2024

To: Pastors, principals, business managers and bookkeepers

From: Holly Orsagh, director of financial services; Allegra Davis, internal audit manager; Office of Finance

Re: Implementation of new internal audit software (AuditBoard)

The Archdiocese Internal Audit Department has implemented a new program for the management of audits called AuditBoard. The key features that will benefit the individual parish or school include an improved way to communicate with the auditors and share documents during the course of an internal audit. With this new program, all information will be shared in a secure manner and stored in one central location for each audit.

To access and utilize AuditBoard, you will be required to establish a user account on the platform. During the planning phase of each audit, your auditor will send an introductory email from AuditBoard that will provide details of the program and a link to register for an account. It may be appropriate or necessary to have multiple people at the parish or school registered on AuditBoard due to specific areas of responsibility. If so desired, we will provide additional login credentials for each person you identify. A username will be provided for each person, so you will only need to create a password to set up the account.

Once your account is established, all audit requests will come in emails from AuditBoard. The email will provide a direct link to the specific information or request in AuditBoard.

Note that additional information regarding this new platform will be discussed at the P+SIC on Thursday, June 27. If you have any questions, please contact Allegra Davis at adavis@archatl.com.