



OIST

OKINAWA INSTITUTE
OF SCIENCE AND TECHNOLOGY
GRADUATE UNIVERSITY

沖縄科学技術大学院大学

March 26, 2012

To:

Jonathan Dorfman, Chief Executive Officer

Okinawa Institute of Science and Technology School Corporation

From:

Osamu Kubota, Auditor

Koji Matsuda, Auditor

Notice of Auditors' Audit for 2012

Per the Okinawa Institute of Science and Technology Policies Rules and Procedures (PRP) Chapter 9.4.3.1, this is to notify you of the plans for auditors' audit for the fiscal year (FY) 2012. Details are as follows:

1. Purpose of the Audit

We plan to audit the business and administrative operation of the Okinawa Institute of Science and Technology School Corporation (SC) for the FY 2011 and 2012 to ensure proper and efficient operation. We will also prepare the Auditors' Written Opinion for the closing of FY2011, as provisioned in the Bylaw, Article 1 of Section 34.

2. Audited Items

Our focus will be on the items prescribed in the PRP Chapter 9.4.1 with emphasis on the current issues of the School Corporation.

- ① Establishment status of rules and policies that constitute the foundation of the school operation and on the status of trainings on such rules and procedures offered to the employees.
- ② Execution status and management condition of the budget
- ③ Preparation status for accepting students
- ④ Other efforts made toward improving the business and administrative operation of the School Corporation.

3. Period Covered: FY 2011 and 2012

4. Methods of the Audit

Document audit and field audit, as prescribed in the PRP Ch.9.4.2, will be conducted.

5. Schedule of the Audit

- 1) April 2012: The end of FY2011 business operation and accounting audit of the School Corporation will be incorporated. (Periodical audit No. 1)
- 2) August 2012: Periodical audit No. 2 (Operational audit)
- 3) December 2012: Periodical audit No. 3 (Operational audit)

As for the periodical audit No. 1 in April, the auditors will receive reports on the progress and findings of the accounting audit conducted by an accounting firm and incorporate the result in the auditors' audit.

6. Audit Report

Auditors' written opinion and the Audit Report will be prepared and reported to the President. They will also be submitted to the Board of Governors and Board of Councilors in May.

Timeline:

Written opinion on the 2011 Financial Statements and Budget Closing Report: May

Audit Report on the 2011 business operation: May

Additional report will be provided to the President on an as-needed basis.

Osamu Kubota, Auditor

Date_____

Koji Matsuda, Auditor

Date_____