



Policy Type: Financial Policy
Policy Title: Financial – Audit Committee
Effective: Fall 2023
Oversight Committee: Audit Committee

Audit Committee

The Board is responsible for mandating procedure development to school administration and must review both policies and procedures on an ongoing (periodic) basis. The Board, typically through the audit committee, shall periodically review written procedures and forms.

The Board shall ensure that all board members and audit committee members complete training on the requirements of 53G-7-4, Internal Audits and their completion of mandatory annual training modules provided by the USBE Internal Audit section on their website, as required in R277-113 LEA Fiscal and Auditing Policies.

The Board shall establish an audit committee per Administrative Rule R277-113, comprised of board members (not a quorum) and community members (optional). The names of governing board members who serve on the audit committee shall be listed on the school's website.

The Audit Committee shall develop processes and/or procedures to:

- Seek to understand its role and duties as outlined in the GFOA Audit Committees guide.
- Be responsible for the scope, procurement, appointment, compensation, retention, review and oversight of independent accounting firm(s) engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services.
- Ensure the school obtains and retains copies of all audits, agreed-upon procedures, engagements, and financial reports required by 52-2a-201.
- Review external audit reports prior to submission to any outside party or authority, ensuring direct communication with the audit committee is provided to audit firm representatives.
- Report to the Board information and reports from the audit committee's meetings, and any relevant discussions with management, internal auditors, external auditors, and among committee members, and assessment of the reports fair and accurate representation to the extent such a determination can be made by the committee.
- Provide an independent forum for internal auditors, internal audit contractors, and other regulatory bodies to report findings of fraud, waste, abuse, non-compliance, or control weaknesses, particularly if administration is involved.
- Ensure corrective action on findings, concerns, issues and exceptions reported by independent external auditors, internal auditors, or other regulatory bodies are resolved in a timely manner by administration.
- Review and sign off on original bank statements and account reconciliations from the accounting system for each reconciled period, or delegate to the director in writing.

- Review the school’s processes, procedures and forms to ensure adequate internal controls are in place and consistently used.
- Ensure completion and submittal of the annual *Fraud Risk Assessment* as required.
- Ensure all audit committee members complete the required annual training provided by the State Auditor and the USBE Internal Audit department and documentation of such completion is retained.
- Annual review the school’s finance policies (per R277-113) and periodic review of associated procedures.
- When possible, committee members should possess knowledge of and experience in finance, accounting or auditing.
- Perform periodic internal audits of school fiscal records using the Transaction Audit Report or other resources.

The Board reserves the right at its sole discretion to amend or change these policies at any time.

Signature of Board Officer

Signature of Board Officer

Title

Title

Print Name

Print Name