

Internal Auditor Policy

PURPOSE

The Internal Auditor assists the Board of Education with its oversight responsibilities by providing the Board of Education and management with an independent, objective assessment of financial and operating practices, ensuring that district operations promote and demonstrate fiscal accountability, improving or strengthening internal controls, safeguarding assets, maintaining transaction integrity, assessing compliance with regulations, and evaluating risks.

AUTHORITY

Education Law Section 2116-b and 2116-c requires all school districts to have an Internal Audit Function in operation, no later than December 31, 2006.

The Board of Education has established the Office of Auditor General as the Internal Audit Function for the District. The Office of Auditor General reports to the Board of Education through the Audit Committee, which is an advisory committee of the Board of Education.

ROLE AND RESPONSIBILITIES

The Audit Committee, established under school accountability legislation, is charged with assisting the Board with oversight of the Office of Auditor General.

The duties of the Office of Auditor General include:

- 1) Development of a risk assessment of district operations, financial policies, and procedures.
- 2) An annual review and update of such risk assessment.
- 3) Annual testing and evaluation of internal controls, taking into account risk factors, control weaknesses, size, and complexity of operations.
- 4) Reporting to the Board of Education.
 - Internal auditors are required to analyze and report on significant risk findings and recommend changes to strengthen controls with timeframes for implementation.
 - Reporting to the Board should occur at least annually.

Internal Audit Function personnel must have an inquisitive, professionally skeptical attitude.

Internal auditors are not responsible for the execution of District activities; they advise management and the Board regarding how to better execute their responsibilities.

OTHER RESPONSIBILITIES

Confirm to the Board annually whether all responsibilities outlined in this policy have been carried out. Perform other activities related to this policy as requested by the Board.

References: Education Law §§; 2116-b; 2116-c
Financial Accountability Policy 6000

Adopted May 22, 2012 pursuant to Resolution No. 2011-12: 788