

Internal Audit Charter

This charter establishes an Internal Audit Function that shall be considered an essential element in achieving the goals and objectives of the District.

A. Authority

Pursuant to Section 11.45 (3) (c) 1 of the Florida Statutes, the School Board hereby designates an Audit Committee to oversee the function of internal audit. The Audit committee has the authority to promote independence in the Internal Audit function and to ensure broad audit coverage, adequate consideration of audit reports and appropriate action on audit reports.

B. Purpose

The process of the Internal Audit is to determine that the District's stated policies and procedures are being followed by employees at all level of management. The objective is to provide the School Board and management of the District with information about the adequacy and effectiveness of the District's system of internal controls and the quality of performance in carrying out assigned responsibilities. Internal Audit will furnish the School Board and management of the District with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed.

C. Responsibilities

The Board Internal Auditor shall have the authority to conduct performance and financial audits of all department, offices, activities and programs under control of the District's School Board. The purpose of these types of audits is to independently determine:

1. PERFORMANCE AUDITS/ECONOMY AND EFFICIENCY AUDITS – Whether the District is acquiring, protecting and using it's resources (e.g. personnel, property, funds) economically and efficiently, and the causes of inefficiencies or uneconomical practices and whether the District has complied with laws and regulations concerning these matters.
2. PROGRAM AUDITS – The effectiveness of programs, activities and function and/or system controls and whether the District has complied with laws and regulations concerning these matters.
3. FINANCIAL AUDITS – Whether financial reports are presented fairly and presented in accordance with established or state criteria.

The Board Internal Auditor will assist and coordinate activities with the District's State Auditors in order to eliminate duplication of activities, where possible.

To carry out these responsibilities, the Board Internal Auditor shall be granted the following authority: (a) Complete access to all District records and documents, (b) Ability to request reasonable assistance from appropriate personnel, (c) Inspection privileges to all assets owned or leased by the District, (d) Entry privileges to any and all facilities used by the district.

The Board Internal Auditor shall submit an annual budget and audit plan reflecting scheduled audits and non-audit activities to the School Board within 60 days of the beginning of each fiscal year for review, discussion, and approval.

The Board Internal Auditor, in collaboration with School Board, may initiate and conduct any audit or review deemed necessary to undertake. Reasonable notice will be given to appropriate personnel over the area of the intended audit. An exception to reasonable notice will be taken in cases that involve unannounced audits.

The Board Internal Auditor will have direct communication with the Audit Committee in the presentation of audit reports. Each audit will result in a written report. A meeting will be scheduled to review the report and response with the respective audited department/office before issuing a final written report. To enhance the independent and objectivity of the auditing process, the Board Internal Auditor shall submit the final audit report to all members of the School Board, the Superintendent and the affected department heads at the same time. The report will contain professional conclusions of the auditor regarding the activities audited. The report shall be objective, clear, concise, constructive and timely.

During the course of audit work, the Board Internal Auditor shall be alert to indications of fraud, abuse or illegal works.

Approved by Board on 4-22-97