

POLICY

Non-Instructional/
Business Operations

5573
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Adopted 1.25.2016

SUBJECT: INTERNAL AUDIT FUNCTION

The District has established an Internal Audit Function which includes:

- a) Development of an annual risk assessment of District operations including, but not limited to, a review of financial policies, procedures and practices;
- b) An annual review and update of such risk assessment;
- c) Annual testing and evaluation of one or more of the District's internal controls, taking into account risk, control weaknesses, size, and complexity of operations;
- d) Preparation of reports, at least annually or more frequently as the Board may direct, which analyze significant risk assessment findings; and
- e) Recommendation of changes for strengthening controls and reducing identified risks, and the specification of timeframes for implementation of such recommendations.

The District is permitted to utilize existing District personnel to fulfill the Internal Audit Function, but such persons shall not have any responsibility for other business operations of the District while performing Internal Audit Functions. The District shall also be permitted to use inter-municipal cooperative agreements, shared services to the extent authorized by Education Law Section 1950 or independent contractors to fulfill the Internal Audit Function as long as the personnel or entities performing this Function comply with any Regulations issued by the Commissioner of Education and meet professional auditing standards for independence between the auditor and the District.

Personnel or entities serving as the Internal Auditor and performing the Internal Audit Function shall report directly to the Board of Education.

Education Law Sections 1950, 2116-b and 2116-c
8 NYCRR Section 170.12(d)

NOTE: Refer also to Policy #1339 -- Duties of the Internal Auditor

Adoption Date: 5/13/2008
Revision Date: 1/25/2016