

Internal Audit Charter

FUNCTION

Internal auditing is an independent, objective assurance and consulting activity established within the district, designed to add value and improve the organization's operations. It helps an organization accomplish its goals and objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. All internal audit endeavors are to be conducted in compliance with district objectives and policies as well as the Code of Ethics and the Standards for the Professional Practice of Internal Auditing Government Auditing Standards, which are promulgated by The Institute of Internal Auditing.

OBJECTIVE

Internal auditing is dedicated to assisting district management in the effective discharge of their responsibilities. To this end, it furnishes managers with analyses, appraisals, recommendations, council and information concerning the activities reviewed. The audit objective includes promoting effective control at a reasonable cost.

AUTHORITY

Internal auditing functions under policies established by the Superintendent and the Board of Trustees. The function reports functionally to the Board of Trustees and administratively to the Superintendent. These reporting relationships ensure departmental independence, promote comprehensive audit coverage and assure adequate consideration of audit recommendations.

Internal auditing is a staff function with no authority over the people and activities being audited. The performance for these reviews does not relieve management of any assigned responsibilities. Internal auditors shall not develop and install procedures, prepare accounting records or engage in any activity which it would normally review and appraise, or otherwise compromise its objectivity and independence. This independence from operating responsibilities allows uncompromised objectivity.

Personnel of the audit department, in the performance of audits and with stringent accountabilities of safekeeping and confidentiality, is given unlimited accessibility to all district activities, records, property and employees.

RESPONSIBILITIES

Internal auditing encompasses the examination and evaluation of the adequacy and effectiveness of the district's system of internal controls and the quality of performance in carrying out assigned responsibilities. The scope of the internal audit function includes the review of management responsibilities for:

- Due care in protecting the district's physical and information assets;
- Assurances that information is reliable and relevant;
- Assurances that policies, procedures, laws and regulations are being adhered to;
- Assurances that goals and objectives of programs are being met; and
- Assurances that resources are being efficiently and economically used.