Audit Committee Policy

A. Legal Authority/Requirement

- UCA 53G-7-402 Audit Committee
- R123-5-4 Procurement of Accounting Services
- R277-113 LEA Fiscal Policies and Accountability

B. Purpose

1. This policy has been adopted to enable the InTech governing board to provide fiduciary oversight to InTech financial and accounting functions.

C. Committee Membership

1. The InTech governing board shall designate three (3) Board members to serve on an audit committee.
    a. If no designation is made, the InTech governing board is the audit committee, but is therefore subject to Open Meetings requirements
2. Up to two other community (non-Governing Board) members may be appointed by the Governing Board to the Committee.
3. InTech administrators, employees, and/or contractors are prohibited from serving on the Committee.
4. The members of the Audit Committee shall elect a chair of the Committee from amongst Board members serving on the committee.

D. Audit Committee Responsibilities

1. Monitor the external audit process by:
    a. determining the appropriate scope of
        i. the independent external audit;
        ii. any non-audit services to be performed by the external auditor;
    b. managing the audit procurement process in compliance with Title 63G, Chapter 6a, State Procurement Code; including the following provisions
        i. Must competitively procure audit services every 5 years
        ii. Must distribute a “request for proposal” meeting the minimum requirements listed in R123-5-4
        iii. Must receive at least three qualified proposals
            1. Or notify the Office of the State Auditor and extend the response period for an additional 5 business days
        iv. Make a recommendation to the InTech Board on the results of the procurement process;
            1. InTech administrators or business managers are prohibited from participating in the evaluation of proposals

c. facilitating regular direct communication with external auditors;
d. receiving external audit report and financial statements;
e. assessing performance of the independent auditors;
f. reviewing disagreements between independent auditors and management;

2. Provide an independent forum for external auditors, USBE, or other regulatory bodies to report findings of fraud, waste, abuse, non-compliance, or control weaknesses, particularly if management is involved.

3. Receive reports of reviews or audits or monitoring conducted by USBE, or other regulatory bodies;

4. Ensure that issues and exceptions reported by external auditors, USBE or other regulatory bodies are resolved and corrective actions are taken in a timely manner;

5. Present the audit reports of external auditors, USBE, other regulatory bodies to the LEA board in a public meeting;

6. Develop a process to review financial information, financial statements, and school records on a regular basis as an Audit Committee or Governing Board.

7. Ensure that management properly develops and adheres to a sound system of internal controls.

8. Ensure that all fiscal policies are reviewed on an annual basis.

9. Ensure that the Executive Director is executing a plan for training school employees at least annually, on financial policies specific to their job function.

    a. As a default plan, the Executive Director will train all school employees relative to fiscal policies during annual orientation meetings.

E. Training/Website Requirements

1. Training required by R277-113 related to audits and audit committees shall be provided in an online web-based format.

2. The Governing Board Chair shall ensure that the following complete the training.

    a. Board members, upon joining the board

    b. Audit Committee members, upon being assigned to the Committee

3. The following shall be included in the school website:

    a. The names of Governing Board members who serve on the Committee, with Committee Chair designated

    b. A link to the USBE hotline for the reporting of fraud, waste, abuse, or non-compliance

Document History:

29 Oct 2013	Policy origination
22 Apr 2021	Removed any management responsibilities for audit procurement and updated audit committee membership, included provisions of R123-5-4
28 May 2026	Policy continuation