

SUBJECT: DUTIES OF THE INTERNAL AUDITOR

The Internal Auditor reports directly to the Board. The District may use its employees, inter-municipal cooperative agreements, shared services to the extent authorized by Education Law Section 1950, or independent contractors as the person or entity serving as Internal Auditor. The person or entity serving as Internal Auditor must follow generally accepted auditing standards, be independent of District business operations, and have the requisite knowledge and skills to complete the work.

The Internal Auditor is responsible for performing the internal audit function for the Board, which includes at a minimum:

- a) Development of a 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 the risk assessment;
- c) Annual testing and evaluation of one or more areas of the District's internal controls, taking into account risk, control weakness, size, and complexity of operations;
- d) Preparation of reports, at least annually or more frequently as the Board may direct, which:
 1. Analyze significant risk assessment findings;
 2. Recommend changes for strengthening controls and reducing identified risks; and
 3. Specify timeframes for implementation of such recommendations.

NOTE: Refer also to Policy #5573 -- Internal Audit Function

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

Adoption Date: 12/11/2018

Reviewed by Superintendent & Assistant Superintendent for Business Services, No Change: 9/8/2021;

Reviewed & Approved by BOE 9/28/2021