

Internal Audit Function

The Board of Education recognizes its responsibility to ensure sound fiscal management of the North Merrick Union Free School District. To this end, the Board establishes an internal audit function which will serve to identify and mitigate the risk of fraud in District operations. The Board of Education expects, at a minimum, the following procedures to be performed by those responsible for the internal audit function.

- To review the District's financial policies and procedures;
- To test the validity, accuracy, and reliability of the District's accounting records and reports;
- To test District compliance with Laws, regulations, and policy;
- To test effectiveness and efficiency of District operations;
- To test adequacy of District internal controls;
- To recommend establishment of additional controls and improvement to current controls as needed;
- To specify timeframes for implementation of recommendations;
- To assist management in the implementation of recommendations; and
- To report directly to the Board of Education at least one time per year, or more if or when necessary.

The amount of testing required will be determined after analysis of the findings of an initial risk assessment.

A review and update must be conducted annually.

To fulfill this function, the District may use inter-municipal cooperative agreements, BOCES shared services, or independent contractors as long as such personnel or entities performing the internal audit function comply with the Regulations of the Commissioner and meet professional auditing standards for independence between the auditor and the district. The district may also use existing personnel to fulfill this function but only if such persons shall not have any responsibilities for other business operations of the District while performing such function.

The District's audit committee shall assist in the oversight of this internal audit function.

Ref: Education Law §2116-b

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