BEAVERTON SCHOOL DISTRICT

1260 NW Waterhouse Ave.
Beaverton, OR 97006
503.356.4500

# Beaverton School District
# Audit Committee Charter

## Purpose:

The Superintendent and top management are responsible for the effective and efficient administration of Beaverton School District (the District). This responsibility includes sound financial management, timely reporting, maintaining an effective system of internal control, compliance with applicable rules and regulations, and maintaining the highest standards of ethical conduct. The School Board (the Board) directs the Superintendent in these matters through adoption of the budget and establishing Board Policy.

To aid in fulfilling these requirements, the District has established an Audit Committee (the Committee). The Committee shall promote, maintain, and enhance the independence and objectivity of the internal auditing function of the District by ensuring broad audit coverage, adequate consideration of audit reports, and appropriate action on recommendations.

## Membership:

The Committee shall be comprised of six (6) members who are independent of the District's management and free of any relationship that, in the judgment of the Board, would interfere with their exercise of independent judgment as Committee members. The Committee shall consist of three citizen members, one Budget Committee member and two Board members. One of the citizen members shall serve as chairperson of the Committee. The Committee, as a whole, shall possess the requisite knowledge in finance, reporting and compliance.

Committee members will not have an interest in the organization or engage in related party transactions that would have a material adverse effect on their independence or ability to act in the best interest of the District. They cannot vote on any matter in which they, directly or indirectly, have a material interest. Each Committee member's term shall be three years. The terms are staggered so that



*Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.*

## Membership (continued)

one-third (or approximately one-third) of the members' terms end each year. Members may be reappointed for additional terms.

When a vacancy occurs, the selection of citizen Committee members shall be by a public notice of vacancy; a written letter of intent by the candidates and final nomination by three or more members of the Committee. Final selections will be presented to the Board.

## Frequency of Meetings:

The Committee shall meet as frequently as circumstances dictate, but no less than three times annually. The Committee shall have the authority to convene additional meetings as necessary. Three or more members of the Committee shall constitute a quorum.

## Reporting:

The Committee, through its chairperson, reports at least once per year to the Board at a regularly scheduled Board meeting.

## Responsibilities:

The Committee shall assist the Board in its oversight of:

- The District's compliance with legal and regulatory requirements within its scope of responsibilities.
- The integrity of the financial statements.

In addition, the Committee shall be directly responsible for:

- Overseeing the Request for Proposal process to recommend the selection of the independent auditor.
- Reviewing the findings provided by the independent auditor regarding the District's financial records.
- Providing a communications link between the Board and the independent auditor.



*Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.*

- **Responsibilities (continued)**

  - Meeting with the District's internal auditor and discussing financial related matters as necessary.
  - Recommending to the Board whether the audited financial statements should be released.
  - Overseeing annual compliance audit requirements.
  - Conducting or authorizing investigations into any matter within its scope of responsibilities.
  - Reviewing expenditures of property tax local option levies so funds are used as approved by voters.

## Minutes:

Appropriate minutes will be maintained by the Committee and will be made available to the public.



*Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.*