


<p style="text-align: center;">Tucson Unified School District  GOVERNING BOARD POLICY</p>	POLICY TITLE: Internal Auditor
	POLICY CODE: DA

Purpose: TUSD is committed to the establishment of an effective internal audit function, which will assist the Governing Board with its oversight responsibilities by: gathering and analyzing financial and other data; providing an independent and objective assessment of financial and operating practices and the processes for reporting financial data; assessing and strengthening internal controls; maintaining transaction integrity; safeguarding assets; evaluating risks including conflicts of interest; assessing compliance with laws, regulations, policies, and standards; and reporting observations, findings, and recommendations.

Selection of the Internal Auditor

The internal auditor may be hired or fired only upon authorization by the Governing Board. To fill a current or pending vacancy in the internal auditor position, the Governing Board shall direct the superintendent to commence a competitive process by public posting of a job vacancy for recruitment of qualified applicants. Applications shall be screened by a selection committee comprised as follows: 1) each member of the Governing Board is authorized to designate one member of the selection committee; and 2) the Superintendent is authorized to designate four members of the selection committee. The committee shall select its own chairperson. Each committee member must agree to be bound by any confidentiality or conflict-of-interest requirements imposed by statute or TUSD policy.

The job description and associated posting shall require, at minimum, that an applicant be licensed as a CPA or as an auditor (e.g., certified internal auditor). The selection committee shall conduct the preliminary screening of candidates and conduct interviews as appropriate. The committee shall recommend two candidates directly to the Governing Board. The Board may, at its discretion, interview finalists or it may make a selection based on review of the committee’s recommendations.

Direction and Evaluation

The internal auditor shall work with staff on a day-to-day basis but may receive direction only from the Governing Board or from staff members to the extent authorized by the Board.

The Board shall perform an annual evaluation of the internal auditor after giving the superintendent an opportunity to provide input.

Administrative Reporting

The internal auditor shall report work time (e.g., late arrival, sick time, or leave requests) to the superintendent or his designee. The internal auditor shall submit any requisitions or purchase orders to the superintendent or his designee.

Responsibilities and Reports

The internal auditor's minimum responsibilities include: developing and annually updating a risk assessment of district operations; executing an annual audit plan for testing internal controls; monitoring changes to federal and state laws; and conducting any special audits or investigations requested by the Governing Board in quorum.

The internal auditor shall produce semiannual reports on all significant observations, findings, and recommendations, with additional reports as appropriate. All reports from the internal auditor shall go to the Governing Board and superintendent. The internal auditor may, with the permission of the Governing Board, withhold reports or communications from persons whose conduct is under investigation.

The internal auditor may make recommendations to conduct audits in any areas that he or she believes present financial or operational risk to the district. These recommendations will be made to the Superintendent and to the Governing Board.

The TUSD internal audit function shall comply with the International Standards for the Professional Practice of Internal Auditing.

Responsibilities of Staff

District staff is required to cooperate with the internal auditor's requests. The internal auditor is authorized full access to all records, personnel, and properties relevant to the subject under review.

The Superintendent shall address findings of the internal auditor that the Governing Board feels can improve internal controls or practices of the District.

Adopted: January 20, 2015