


<p style="text-align: center;">Tucson Unified School District  <i>Celebrate the US!</i> Tucson, Arizona</p> <p style="text-align: center;">GOVERNING BOARD POLICY</p>	POLICY TITLE: Internal Auditor
	POLICY CODE: xxxx

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

To fill a current or pending vacancy in the internal auditor position, the Governing Board shall appoint an ad hoc committee to direct the process and advise the Board. The committee shall comprise, at the Board’s discretion, staff members and up to two Board members. The Board may also appoint unpaid volunteers as nonvoting members. The Board shall appoint a voting member of the committee to serve as its chair. Each committee member must agree to be bound by any confidentiality requirements imposed by statute or TUSD policy.

The ad hoc committee shall prepare the job description, supervise the search process, conduct preliminary screening of candidates, and provide reports to the Governing Board, subject to whatever limitations and requirements are set by the Board. The committee shall recommend one or more candidates to the board for approval. The Board may, at its discretion, interview finalists.

The human resources department shall provide assistance as needed.

The job description shall require, at minimum, that an applicant be licensed as a CPA or as an auditor (e.g. certified internal auditor).

The ad hoc committee will dissolve when the vacancy has been filled.

The Governing Board may, at its discretion, hire qualified outside contractors to perform some or all of the internal audit functions. In that case, the selection process is similar but subject to applicable statutes, regulations, and policies concerning procurement.

Direction and Evaluation

The internal auditor shall work with staff on a day-to-day basis but can receive direction only from the Governing Board or from staff members to the extent authorized by the Board. Individual board members may contact the internal auditor with questions or suggestions but cannot provide direction to the auditor.

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 to the superintendent (e.g. arriving late, sick days, vacation or personal leave days).

The internal auditor shall submit any purchase orders to the superintendent.

Complaints about the internal auditor's conduct should be made through the superintendent's office, but all such complaints should be reported to the Governing Board at the time of evaluation or earlier, depending on the seriousness of the complaint.

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.

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 the Governing Board and superintendent.

The internal auditor can, with the permission of the Board, withhold reports or communications from persons whose conduct is under investigation.

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 entitled to full access to all records, personnel, and properties relevant to the subject under review.

Staff must respond to any information request or to any negative findings within 60 days. Staff should notify the Governing Board if it believes that the internal auditor's requests are excessive.