

The term Chief Audit Executive (CAE) and Internal Audit are being used synonymously in this document.

Evaluation of the CAE is one of the most important responsibilities of the Governing Board and Audit Committee. The evaluation represents the key means by which the Governing Board and Audit Committee can address and effectively serve the needs of the school district as it seeks to improve district operations.

The role of the internal auditor has changed over time; shifting focus between controls compliance to and value added consulting. A highly effective internal audit department can be an important resource, helping the committee understand how effective the organization is managing its risks, resource, and compliance of its financial reporting.

References: Adapted from "Evaluation of Internal Auditors – Questionnaire" by the Audit Committee Institute, sponsored by KPMG

Legend	
Unsatisfactory	1
Marginal	2
Good/Expected	3
Above Average	4
Excellent	5

NOTE: Chief Audit Executive (CAE) = Internal Auditor

Questions	Legend					Comments
	Excellent	Above Average	Good/Expected	Marginal	Unsatisfactory	
1. Management of Internal Audit						
a. The Chief Audit Executive (CAE) functions align with the written charter.						
b. The CAE is able to handle difficult or contentious issues.						
c. Internal audit has sufficient expertise in the functional specializations (e.g. IT, risk assessment, finance) to effectively carry out the scheduled assessments.						
d. The internal audit team has a suitable program for continuing education in place.						
e. Internal audit operates within allotted budget.						
f. The internal audit plan is successfully executed utilizing existing resources within the department.						
2. Skills and experiences						
a. Internal audit has sufficient professional experience to effectively perform the duties in terms of the charter.						
b. Ongoing detection processes are implemented on all internal audit performed; that include, but are not limited to: appropriate, effectiveness, efficiencies, instance of fraud, corruption, unethical behavior findings, and irregularities.						
c. Internal audit risk assessment and annual auditing schedule aligns with the District's mission, vision and values.						
3. Planning and communication						
a. Internal audit discusses its approach and major areas of audit focus with management.						
b. Major areas of concern, raised by management, are reviewed and feedback is provided in a timely manner.						
c. Internal auditors works with management to avoid undue disruptions to department's normal activities.						
d. There is a process to ensure internal audit keeps management up to date with progress of audits currently in process.						
e. When necessary, internal audit provides early communication, to management, on issues, problem areas, and or potential delays.						
f. Sufficient detail, on findings, is provided to enable effective management action.						
g. The CAE expresses his/her views in an open manner to the audit committee.						
h. The CAE communicates and presents information, effectively, during public meetings.						
4. Internal audit reports:						
a. Contain an objective assessment of the effectiveness, risk and internal controls framework.						
b. Internal audit reports suggest practical and realistic recommendations on how findings may be corrected.						
c. Internal audit findings contained in the draft report are discussed with management in a relevant, clear, and constructive manner.						
d. Management responses are incorporated in the audit report.						
e. Written reports of completed internal audits are provided to: senior management, audit committee, and the board.						
f. Are issued in a timely manner.						
5. Follow-up on performed audits:						
a. Internal audit conducts follow up on past audits to ensure implementation of management's responses.						
b. Follow up audits have been performed with in the allotted time frame (90 day to 12 months) from the date the final report was delivered to the Board.						