



SWEETWATER

UNION HIGH SCHOOL DISTRICT

1

AUDIT SUBCOMMITTEE MEETING

**PRESENTED TO:
SWEETWATER UNION HIGH SCHOOL DISTRICT
AUDIT SUBCOMMITTEE**

PRESENTED BY:

**KAREN MICHEL
CHIEF FINANCIAL OFFICER**

**FRANCES MARTINEZ
INTERNAL AUDITOR**

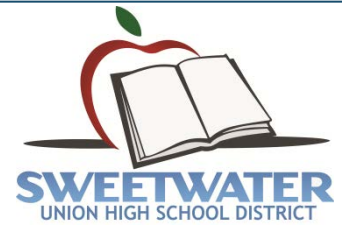
Components:

- Well-defined and understood budget development process
- Strong internal controls
- Regular on-going budget monitoring and reporting
- Timely financial reporting
- Year-end close activities including the financial audit

Serves multiple purposes

- Used for the purposes of evaluating internal controls and systems
- Evidences good stewardship of the taxpayers' money
- Opportunity to evidence District's financial stability to internal and external stakeholders

Best Practices

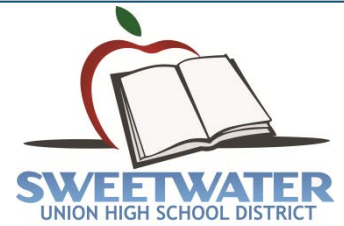


4

Audit Committee is identified as a “best practice” by many organizations

- Endorsed by National Association of Chief Business Officers
- Endorsed by Institute of Internal Auditors
- American Institute of Certified Public Accountants; “The implementation of audit committees by government entities both enhances financial transparency and controls...”

Purpose and Benefits of Audit Committee



5

- Improve financial practices and reporting
- Active role in fraud prevention
- Ensure adherence to a system of internal control
- Ensures independence of auditors (both internal and external)

SUHSD Audit Committee Roles/Responsibilities

6

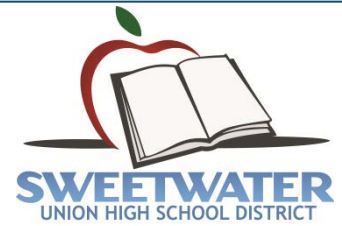
Role:

- Act on behalf of the governing board to provide independent recommendations to the Board of Trustees in the oversight of external and internal functions

Responsibilities:

- Review annual internal audit plan
- Review results of internal and external audits & participate in preparation of recommendations
- Review special audit requests
- Review board policies to ensure effective financial reporting
- Report to the Board of Trustee regarding status of previous audit recommendations

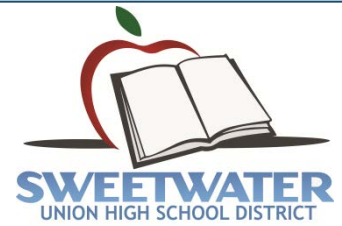
Internal Auditor Role



7

- Independent review of control systems, policies, procedures
- Liaison with all audits
- Coordinates contract audit/external auditors
- Training

High Risk Areas:



8

Cash handling/distribution

- ASB
- Principals Reports
- Bus Passes
- Nutrition
- Commercial Warrants
- Revolving Cash

Compliance

- Instructional Minutes
- Fixed Asset Inventory
- Special Audits/Requests
- Attendance