



Executive Committee

Audit Department Charter Revisions

Item 7-1

November 20, 2024

Item 7-1 Audit Department Charter Revisions

Subject

Audit Department Charter Revisions

Purpose

To share recommended revisions to the Audit Department Charter and request Board approval for revisions.

Next Steps

Review the Charter annually with the Board and recommend revisions to ensure alignment with professional internal audit standards and industry best practices.

Administrative Code

6451 Audit Department Charter

- 6451(a) - Mission & Scope of Work
- 6451(b) - Accountability
- 6451(c) - Professional Standards
- 6451(d) - Responsibilities
- 6451(e) - Authority

Audit Department Charter

Recommended Updates

1. Add to the Charter:
 - Information technology under Scope of Work – Section 6451(a)
2. Delete from the Charter:
 - References to Government Auditing Standards (GAGAS), e.g., Section 6451(c), 6451(d)(7)
 - Issuing an opinion on internal controls over financial reporting on an annual basis – Section 6451(d)(3)

Audit Department Charter

Recommended Updates (con't)

3. Clarification of:
 - Follow-up reviews to reflect new process in place – Section 6451(d)(5)
4. Minor, non-substantive changes (e.g., term consistency)

Audit Department Charter

Future Updates

- Mission & Scope of Work
- Professional Standards
- Responsibilities

Board Options

Option #1

- Approve amendments to the Administrative Code (Section 6451 – Audit Department Charter)
 - Updates the scope of work
 - Updates professional standards and responsibilities

Board Options

Option #2

- Do not approve amendments to the Administrative Code

Board Options

Staff Recommendation

- Option #1
Approve amendments to the Administrative Code
(Section 6451 Audit Department Charter)

