Internal Audit

The Office of Internal Audit shall conduct a broad, comprehensive program of financial compliance and performance auditing within the District. It shall review the adequacy of the systems of internal controls to ascertain whether they provide reasonable assurance that the District’s objectives and goals will be met efficiently and economically and that the systems of internal controls are functioning as intended.

The Office of Internal Audit shall review the quality of performance of various activities and departments to ascertain whether goals and objectives have been achieved and if the District’s resources have been utilized effectively. To this end, Internal Audit shall furnish management with objective analyses, appraisals, information, counsel, and recommendations concerning the activities reviewed. Internal Audit shall be afforded access to all District records, personnel, and physical properties. [See BDB(LOCAL) for procedures for internal audit reports]

Duties

The auditors so employed shall:

1. Prepare an annual audit plan for submission to the Board Audit Committee by May 31 of each year;

2. Prepare an annual audit report for presentation to the Board and for publication in compliance with statutes; and

3. Perform other services as may be required by the Board.

Independent Auditors/Annual Audit

The Board shall have the funds fiscal accounts of the District audited at intervals and annually by a Texas certified or public accountant holding a permit from the Texas Board of Public Accountancy. In accordance with prudent business practices, the District shall issue requests for qualifications for such services not less than once every five to seven years. The policy of the District shall be to rotate such services so long as two or more qualifying public accounting firms have submitted proposals for such services. The annual audit shall be completed at the close of each fiscal year and shall meet at least the minimum requirements prescribed by the State Board of Education. The audit shall include an examination and review of the accuracy of the fiscal information provided by the District through the Public Education Information Management System (PEIMS). A copy of the annual audit report shall be filed with the Texas Education Agency (TEA) within 150 days after the end of the fiscal year. The Board shall also publish a condensed version of its audit report in one of the daily newspapers in the City of Houston.

Duties

The auditors so employed shall:
1. Prepare an annual audit plan for submission to the Board Audit Committee by May 31 of each year;

2.1. Prepare an annual audit report for presentation to the Board and for publication in compliance with statutes; and

3.1. Perform other services as may be required by the Board.

Fees

The fee for auditing services shall be established annually at the time of the request for Board approval of the auditor’s contract. For any accounting and auditing services as may be required by the State Board of Education in addition to the duties listed above, the auditors shall receive additional remuneration based on prevailing scales for such services.

E-Rate Matters

In the case of E-Rate matters, refer to governance provided at CAA.

Effective Date

This policy shall be effective as of the adoption date, September 9, 2022.