



Category

4-02 Auditing Services

Approval

LC Approved: 8/24/12
Effective Date: 8/27/12
Revised: 3/27/12
Responsible Party: Vice President of Finance and Administration

Policy Statement

The Board of the College shall, in accordance with state and federal laws and regulations, select an auditing firm to audit, on an annual basis, the funds and accounts of the College. Selection of this auditing firm shall be from among interested local firms and for a period of five years. Selection shall be accomplished through a bidding process, emphasizing experience in conducting College audits, ability to meet specified time requirements, qualification of auditors assigned to the project, and cost to the College.

Implemental Procedures:

1. The regular annual audit shall include the funds and accounts of both the College and the Foundation as of the fiscal year ending June 30:
2. A review of internal controls and auditing procedures, including computer programs and data processing security, shall be included as part of the audit.
3. A management letter communicating matters related to internal controls, improvement of business practices and other matters which come to the attention of the auditors during the course of the examination shall be included as part of the audit. The Vice President of Finance and Administration will provide a plan to the Finance Committee of the Board of Trustees when the audit report is submitted to that committee.
4. Upon acceptance by the Finance Committee, the report and management letter will be submitted to the Board of Trustees at their next regularly scheduled meeting.
5. The requirements of OMB Circular A-102, Attachment P (Single Audit Concept), shall be included as part of the audit.
6. Bid specifications shall require that charges for the four years following the first year of the contract be increased by a specified cost of living index or predetermined formula.