



AP 2205 Internal Audit

References:

Education Code Section 84040
ACCJC Accreditation Standard III D.5,8
Board of Governors Standards for Approval of District Applications for Independent Warrant Authority

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT INTERNAL AUDIT SERVICES CHARTER

Purpose

Internal Audit Services' mission is to strengthen and protect the District's value by providing independent, objective appraisals, advice and insight to reduce risk and improve operations. Internal Audit Services supports the District in the achievement of its objectives by promoting pro-active risk assessments and providing independent examinations of procedures and processes to evaluate the extent to which:

- Internal controls are consistently and effectively applied;
- Financial, property and informational assets are safeguarded;
- Resources are utilized in a prudent, efficient and cost effective manner;
- Reported information is timely, accurate and reliable;
- Policies, plans, procedures, laws and regulations are followed;
- Operational and program results achieved are consistent with the District's objectives.

Authority & Responsibility

The Internal Auditor will serve the District in a manner consistent with the mandatory guidance prescribed by the Institute of Internal Auditors (IIA), including the Standards for Professional Practice of Internal Auditors, its Core Principles, Code of Ethics and definition of Internal Auditing.

The Internal Auditor reports functionally to the Board of Trustees and administratively to the Superintendent/President. This reporting relationship provides independence from operations and promotes comprehensive consideration of audit areas.

In fulfilling its responsibilities the Internal Auditor's activities will include:

- Assisting management in pro-active risk assessment;
- Developing and implementing flexible risk-based audit plans and programs;



- Providing reports and memoranda to communicate audit results and cost effective recommendations;
- Suggesting policies and procedures where appropriate;
- Assisting management in the coordination of external audits, serving as a liaison to external auditors;
- Facilitating the resolution of audit issues with administrators who have the most direct involvement and accountability;
- Providing training to help educate District staff on fraud prevention and internal controls;
- Investigating allegations involving theft or misuse of District's assets;
- Maintaining a quality and assurance improvement program, consistent with IIA's Standards, to ensure the effectiveness and quality of the internal audit effort.

To effectively carry out its duties, the Internal Auditor is authorized full and complete access to all District records, properties and personnel relevant to the performance of reviews and investigations. The responsibility of the Internal Auditor is to handle documents and information obtained during a review in the same prudent manner required of those employees normally responsible for them.

To maintain objectivity, the Internal Auditor should have no direct authority or responsibility over the activities under review and his or her review shall not relieve others of their responsibilities. Furthermore, in order to avoid compromising independence, the Internal Auditor should not develop or implement policies or procedures, prepare records or engage in activities that would normally be reviewed as part of the audit function.

The Internal Auditor's role in various District meetings and committees should be limited to rendering advice and staying abreast of strategic, governance, and risk issues.

Also see BP 2205 Internal Audit and BP/AP 6400 Audits.

Approved: 9/14/20