

CHAPTER 7.00 - BUSINESS SERVICES

AUDITS

7.12*

- I. District Audits
 - A. Periodic audits shall be made of accounts, records, financial practices, and program elements of the District pursuant to Florida Statutes and State Board of Education rules.
 - B. The School Board shall contract with an independent auditor to perform audits of the District when the Auditor General advises a financial audit will not be completed within the twelve (12) month period immediately following the fiscal year or if otherwise deemed needed by the School Board.
 1. The School Board shall establish an audit committee as required by Florida Statutes. The primary role of the committee shall be to assist in selecting an auditor to conduct the annual financial audit.
 2. Selection of the financial auditor shall be pursuant to provisions in Section 218.391, Florida Statutes.
 3. The certified public accountant who coordinates the financial audit shall have completed twenty-four (24) hours of inservice training in government or governmental auditing as approved by the Board of Accountancy within the last three (3) years.
 4. At the conclusion of the audit field work, the preliminary findings shall be discussed with the School Board Chairman or designee and the Superintendent. The auditor's comments shall reflect items which are intended to be included in the final audit report.
 - C. Other auditors may be selected as permitted by law.
- II. Audits of Internal Funds
 - A. The Superintendent shall require an annual audit of internal funds maintained at each school or department. Such audits shall be performed in accordance with generally accepted accounting practices and with approved procedures for maintaining such funds.

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- B. Each principal or department head shall report in writing to the auditor of internal accounts within ten (10) days of receiving an audit report. The written report shall address the audit report and any discrepancies cited therein.
 - C. The Superintendent may direct an audit of a school's internal funds without prior notification. Such audits may be conducted by a School Board employee or a qualified independent accounting firm.
 - D. Audits shall be presented to the Board for acceptance.
- III. Nonfinancial audits shall be conducted by persons or entities qualified to conduct audits of the program, functions, or service to be audited.
- IV. Results of all audits shall be provided to the School Board for information and appropriate action consistent with law if action is required.

STATUTORY AUTHORITY:

1001.42, F.S.

LAW(S) IMPLEMENTED:

**11.45, 218.39, 218.391,
1001.42, 1001.43, 1008.35, F.S.**

STATE BOARD OF EDUCATION RULE(S):

6A-1.087

HISTORY:

**ADOPTED: _____
REVISION DATE(S): _____
FORMERLY:**