

MONTCO NEW LOGO

SECTION: Finances

TITLE: Audit Policy

ADOPTED: TBD

REVISED:

Audit Policy	
1. Premise	The Montgomery County Network for Education & Workforce (“MontcoNEW”) requires an annual financial audit of the organization be conducted. This policy governs the engagement of an external audit firm.
2. Timing and Frequency of Audit	An annual external audit of the MontcoNEW accounts and financial statements shall be conducted within one-hundred eighty (180) days following the end of the fiscal year of MontcoNEW.
3. Selection of Auditor	The Board of Directors shall appoint the external auditor of the corporation. The Finance Committee shall recommend an audit firm or firms to the Board of Directors for its consideration. The Finance Committee shall be responsible for the solicitation of Requests for Proposal (“RFP”) of external audit services at least every three (3) years. The Finance Committee shall review the RFPs and make a decision regarding a firm or firms to recommend to the Board of Directors.
4. Qualification Requirements	<p>Any auditing firm retained by MontcoNEW shall have qualified partners and employees who have experience with auditing similar organizations. Partners and employees in charge of auditing MontcoNEW’s accounts shall have professional certificates such as CPA, CA, ACCA, or equivalent.</p> <p>Independent Requirements To considered independent, the external auditor must not maintain a financial, employment, or business relationship with MontcoNEW (either directly or indirectly) that:</p> <ul style="list-style-type: none"> • Creates a Conflict of Interests; • Places the auditor in a position to audit his or her own work; • Results in the auditor acting as an employee of MontcoNEW

<p>5. Audit and Audit-Related Services</p>	<p>The audit and audit-related services that may be provided are as follows:</p> <ul style="list-style-type: none">• Issuing audit opinions on the accounts of MontcoNEW;• Advice on accounting policies and financial reports;• Evaluation of the adequacy and sufficiency of MontcoNEW's internal control systems.
<p>6. Duties & Responsibilities of the External Auditor</p>	<p>The auditor shall provide the Finance Committee with a copy of the full audit report and shall review the audit report with the Finance Committee. The Finance Committee shall provide the Board of Directors with a copy of the full audit report and, upon the request of the Board of Directors the audit firm shall meet with the Board of Directors to review the audit report.</p>