

SUBJECT: DUTIES OF THE INTERNAL AUDITOR

The Internal Auditor reports directly to the Board of Education.

BOCES may participate in an inter-municipal cooperative agreement, or hire independent contractors as the person/entity serving as Internal Auditor. The person or entity serving as Internal Auditor must follow generally accepted auditing standards, be independent of BOCES business operations, and have the requisite knowledge and skills to complete the work.

The Internal Auditor is responsible for performing the internal audit function for the Board of Education which includes at a minimum:

- a. Development of a risk assessment of BOCES operations, including but not limited to, a review of financial policies, procedures and practices;
- b. An annual review and update of such risk assessment;
- c. Annual testing and evaluation of one or more areas of the BOCES internal controls, taking into account risk, control weakness, size and complexity of operations;
- d. Preparation of reports, at least annually or more frequently as the Board may direct, which:
 1. Analyze significant risk assessment findings;
 2. Recommend changes for strengthening controls and reducing identified risks; and
 3. Specify timeframes for implementation of such recommendations.

Education Law Sections 1950, 2116-b and 2116-c
8 New York Code of Rules and Regulations (NYCRR)
Section 170.12(d)

NOTE: Refer also to Policy 4110 – **Internal Audit Function**

Adopted: June 14, 2006