

Audits

The following outlines the involvement of the MRSD school board in the annual financial audit and ongoing monitoring.

Financial Audit

1. **Audit Pre-Meeting:** In a work session, the board chair and vice chair discuss the upcoming audit season and solicits specific areas of interest or concern from Board members. These requests are fully developed and clarified for use in the Audit Kick-off Meeting. A tentative schedule is considered for the remainder of the process. To be completed by November 30.
2. **Audit Kick-off Meeting:** The chair and vice chair, along with the superintendent and the business manager meet with audit personnel. The purpose is to understand the upcoming schedule, process and expectation. The chair and vice chair share any areas of interest or concern identified in the Audit Pre-Meeting. To be completed by January 31.
3. **Preliminary Exit Conference:** * The superintendent and /or chief financial officer meet with the Audit Team Leader to clarify any findings, debate findings, and generally finalize the audit picture. This is expected to be a detailed discussion surrounding audit procedure, rulings, and other aspects of auditing considered to be more technical in nature. Board members are not in attendance.

* Applies to both interim and final on-site audit work
4. **Final Exit Conference:** The chair and vice chair meet with all participants in the final field work Preliminary Exit Conference to hear a higher level summary of the findings. Not only is this less technical in nature, it is after any final details are solidified that arose in the Preliminary Exit Conference. The purpose is to inform the chair and vice chair, allowing them to report a summarized version of the audit process to their fellow Board members. To be completed by September 30.
5. **Board Work Session:** The full school board hears the chair and vice chair's report of the process, findings (if any) specific to the original areas of interest or concern raised by the Board members, and provide an insight into the audit process. It is anticipated that refinements to the Board practices leading up to and reporting on the audit process will be evaluated and enhancements made annually. To be completed by October 31.

6. Ongoing: On a quarterly basis (schedule TBD), the chair and/or vice chair will meet with the superintendent and business manager. The purpose is to review and ask the following questions, with answers documented and signed by the superintendent, chair and/or vice chair as an example of fiduciary responsibility:
 - a. Are the books balanced and reconciled?
 - b. Does the adopted budget reflect expected expenditures?
 - c. Are all payroll reports filed and have all payroll liabilities been paid timely?
 - d. Have all federal and state grant reimbursement requests as well as required financial reporting forms been timely filed?
 - e. Are there any cases of fraud that we need to be aware of?
 - f. Are there any changes in the accounting system or accounting procedures?
 - g. Are there any other financial related matters we should be aware of?
 - h. Are all cash and investment accounts reconciled to the records?
 - i. Are all financial statements and information provided to the Board accurate and complete to the best of your knowledge?
 - j. Without the superintendent present, ask the business manager if he/she has been asked by the superintendent to do anything that makes him/her uncomfortable or to present any information he/she feels is inaccurate.