



FISCAL POLICY MANUAL

POLICY IA-4:	Policy for Internal Audit Division Primary Functions
APPROVED:	Board of Supervisors
AUTHORITY:	Auditor-Controller-Treasurer-Tax Collector (ACTTC) Government Code 26880-83 & 26900-15
ISSUE/REVISED DATE:	February 17, 1988

I. PURPOSE

At the direction of the Board of Supervisors (Board), under Section 26880-83 & 26900-15 of the Government code, the ACTTC is required to audit the accounts and records of any department, office, board or institution and of any district whose funds are kept in the County Treasury and under the control of the Board.

II. POLICY

The primary functions of the Internal Audit Division are to audit the accounts and records of County departments and grant agencies, *(In Sonoma County, while the ACTTC has the authority to audit any department of the County, in 1986 the Board decided to rely on the audit services of the external CPA to meet the requirements of Government Code 26883)*; to conduct financial and compliance audits by agreement with the governing bodies; to review and appraise such policies, plans, procedures and records as are necessary to carry out its objective. This authority gives the Internal Auditor full access to all pertinent County records, property, and personnel except as limited by policy of the Board and statutory requirements; and to perform other specialized and operational assignments when requested to do so by the Board, County Administrative Officer, Grand Jury, or the ACTTC.

III. RESPONSIBILITIES

Responsibilities for internal auditors include:

- To aid government's management in fulfilling its responsibilities.
- Provide an assessment on the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the area set forth under the mission and scope of the audit.
- Report significant issues related to the processes for controlling the activities of the organization and its affiliates, including potential improvements to the processes, and provide information concerning such issues through resolution.
- Provide information on the status and the sufficiency of the departments resources.
- Coordinate with and provide oversight of other control and monitoring functions to ensure the organization's network of risk management and governance processes, are in compliance with policies, standards, procedures, and applicable laws and regulations.

- Maintaining an independent attitude and appearance, free of personal or external impairment and be organizationally independent in all matters relating to the audit work. All auditors are responsible for notifying the Audit Manager of any circumstances that may impair his/her independence.
- To comply with the Institute of Internal Auditors' Code of Ethics, which requires that auditors maintain a high standard of honesty, objectivity, diligence, and loyalty in the performance of audit work.
- Performance of all State of California mandated audits.
- That final audit reports are presented to the entity or department as well as a copy kept on file with the Internal Audit Division.