

# Cache County School District Board of Education

## Internal Audit Plan

The Cache County School District (CCSD) internal audit function provides performance and compliance audit services to the Board of Education (Board). Financial audit services are provided by CCSD's external auditor. Audit services are coordinated between the internal and external auditors to avoid unnecessary duplication.

### Objectives and Responsibilities

The overall objective of the CCSD internal audit is to assist the Board and administration in the effective discharge of their responsibilities by providing objective analyses, recommendations, and pertinent audit comments related to the following activities:

- Reviewing the soundness, adequacy, and application of operating controls;
- Promoting an effective system of internal controls at a reasonable cost;
- Recommending improvements;
- Determining whether a department is achieving its mission, goals, and objectives effectively;
- Assessing compliance with internal policies, and local, state, and federal requirements; and
- Following-up on audit findings to determine implementation of recommendations.

### Reporting Responsibilities

The Board has hired Alan Allred, an independent auditor, to fulfill Utah Code 53G-7-402(3). Mr. Allred reports directly to the Audit Committee and through the Audit Committee to the School Board. The Audit Committee consists of three members of the School Board.

### Allegations of Fraud, Waste, and Abuse

Upon notification or discovery of suspected fraud, internal audit will oversee and coordinate actions to follow up on the suspected fraud. Such cases may be the result of hotline tips, employee or management reports of suspicious activities, and fraud identified during audits. Incidents reported directly to internal audit through the hotline or employee calls are initially reviewed by internal audit to determine the course of action.

# Audit Plan for the 2023-24 School Year

This audit plan is a summary of internal audit services between July 1, 2023 to June 30, 2024. The plan is independent of any audits conducted by Federal or State entities and distinct from financial investigations or analysis conducted internally by CCSD administration.

## Prioritized Audit Plan based on Risk Assessment

The Board has contracted with Alan Allred to perform internal audit work. Mr. Allred shall complete the following audit(s) this year with scope determined by the Audit Committee. The audit(s) selected for this plan come from recommendations of the Audit Committee. Completed audits will be reported to the Audit Committee, and subsequently by an Audit Committee member to the Board of Education.

- High School Activity Accounting
- CTE Program Accounting

## Follow-up on Previous Audits

The purpose of performing follow-up on audit recommendations is to determine that corrective actions have been put into place to address audit observations. The Audit Committee may direct Mr. Allred to determine that agreed upon actions have been implemented in a timely manner and whether operations continue to have an adequate control structure in place.

## Process Improvement Opportunities

The Audit Committee may note concerns from the hotline report and field audit requests from board members, district administration or employees. Such requests may identify additional audits to increase the efficiency of district programs or to evaluate compliance with current district policies and procedures or State of Utah regulations.

## Other Duties

The Audit Committee may ask the internal auditor to participate in other assignments such as:

- Assisting or advising administration in training employees with financial duties
- Assisting or advising administration in reviewing and developing accounting processes
- Reviewing financial policies and recommending updates