

**Audit Committee Work Plan
School Year 2020-21**

(Note: Primary responsibilities of the Audit Committee, the “Committee”, is in the appendix.)

<p>Color coding: CAFR related topics 2012/2017 Bond auditors topics AC Chair Tasks SOS related Contracts Audit related Auditor Performance Evaluation/OIPA Expectation</p>	<p>AC = Audit Committee</p>	
<p style="text-align: center;">July – 2020</p> <p>No regularly scheduled AC meeting</p> <p>Documents needed for advanced posting for Aug Joint Bond/AC meeting:</p> <ul style="list-style-type: none"> ● Joint Bond/AC meeting agenda ● Bond Audit report ● Bond auditors presentation slides 	<p style="text-align: center;">August - 2020</p> <p>No regularly scheduled AC meeting</p> <p>Joint Bond/AC meeting 8/31 – agenda presentation of the 2017 Bond Performance Audit report (Year two report)</p>	<p style="text-align: center;">September - 2020</p> <p>Regularly scheduled AC meeting: 9/16/20</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ● OIPA activity status update – 30 minutes <p>Topics:</p> <ul style="list-style-type: none"> ● ACH audit – status update ● PCard Audit – status update ● Risk Assessment/proposed audit plan – status update ● OIPA – performance measures – brief thoughts for consideration ● 2020-21 AC Work Plan - Discuss/approval AC work plan. Any changes from the current work plan? <p>Discuss status of Auditor’s 2019-20 Performance Eval - Discuss goal setting for PPS Internal Auditor for the 2020-21 period (NOTE: Not the same as OIPA Performance Measures)</p> <ul style="list-style-type: none"> ● Status of SoS recommendation implementation ● Recommendation on AC members

<p style="text-align: center;">October – 2020</p> <p>Regularly scheduled AC meeting: 10/14/20</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ● OIPA activity status update (15-30 min) ● Discuss/review/approve draft 2020-21 Audit plan proposal - OIPA to do a brief presentation (10 min - 30 minutes for discussion questions) ● Review/discuss/approve PPS Auditor goals ● Review/discuss/approve – OIPA Performance Expectations – NOTE: OIPA to do a short presentation on topic (requesting 15 minutes for presentation and 15 minutes for Q&A) ● Implementation of Contracts Audit recommendations – Implementation plan due from District Management 10/1/2020 	<p style="text-align: center;">November – 2020</p> <p>No regularly scheduled AC meeting</p> <p style="color: red;">Present 2020-21 audit plan proposal to full Board for approval at the first Board meeting in November.</p>	<p style="text-align: center;">December – 2020</p> <p>Regularly scheduled AC meeting: 12/2/20</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ● OIPA activity status update (15-30 min) ● Status of SoS recommendation implementation ● Presentation of CAFR/Federal Expenditure audit results from external auditors.
<p style="text-align: center;">January – 2021</p> <p>Regularly scheduled AC meeting: 1/13/21</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ● OIPA activity status update (15-30 min) ● Discuss OIPA budget proposal – OIPA to present budget ask <ul style="list-style-type: none"> ○ Need to review/discuss/and approve ● Status of Contract audit implementation of recommendations 	<p style="text-align: center;">February – 2021</p> <p>Regularly scheduled AC meeting: 2/24/21</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ● OIPA activity status update (15-30 min) 	<p style="text-align: center;">March – 2021</p> <p>No regularly scheduled AC meeting</p>

<ul style="list-style-type: none"> ● Consider/discuss/determine whether the AC wants to do an RFP for the Bond Auditors whose contract expires 6/30/2022 (but is renewable via 1 year renewals through 6/30/2026. 		
<p style="text-align: center;">April – 2021</p> <p>Regularly scheduled AC meeting: 4/7/21</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ● OIPA activity status update (15-30 min) ● Discuss drafting of Auditor’s performance evaluation ● Status of SoS recommendation implementation ● Status of Contract audit implementation of recommendations 	<p style="text-align: center;">May – 2021</p> <p>Regularly scheduled AC meeting: 5/19/21</p> <p>Agenda items:</p> <ul style="list-style-type: none"> ● OIPA activity status update (15-30 min) ● Discuss status of Auditor’s performance evaluation <ul style="list-style-type: none"> ○ Evaluation due by 6/30/21. 	<p style="text-align: center;">June – 2021</p> <p>Regularly scheduled AC meeting: 6/30/21</p> <p>Agenda Items:</p> <ul style="list-style-type: none"> ● OIPA activity status update (15-30 min) ● OIPA to do a presentation of OIPA performance expectations report. (requesting 15 minutes for the report presentation and 15 minutes for questions) ● Confirm completion of Auditor’s performance evaluation or discuss ETA/status ● Staff presentation of staff proposal related to Bond auditor contract <ul style="list-style-type: none"> ○ AC to discuss/consider/determine whether AC will do a RFP for the next Bond Auditor contract. If yes, they will need to make that decision in June 2021 ● Status of SoS recommendation implementation

Primary responsibilities of the Audit Committee (the “Committee”)

The full responsibilities of the Committee are described in [PPS Internal Performance Audit Charter](#), approved by the Board of Education (the “Board”) on October 15, 2019 via Resolution 5971, and in [Board Policy 1.60.040-P: District Performance Auditing](#).

The three responsibilities are detailed below.

1. Oversight and support for the Office of Internal Performance Audit (“OIPA”)

In 2018, the District’s budget funded two full time internal performance audit positions. The positions were staffed during 2019 and the OIPA was created.

Committee oversight responsibilities for the OIPA include the review, approval, and presentation of the following to the Board for final approval:

- [PPS Internal Performance Audit Charter](#), and/or any amendments
- The OIPA’s annual Internal Performance Audit Plan (see additional details below)
- Annual operating budget for the OIPA
- The Auditor’s annual performance evaluation
- Written audit reports, including findings and recommendations,
 - A complete list of audit report as well as the status of implementation of any resulting recommendations, can be viewed at: [PPS Audit Reports](#)
- Ongoing oversight of the implementation of recommendations until recommendations are fully implemented by District Management.

For more information about the OIPA, please see: [OIPA](#)

2. Recommends the OIPA’s annual Internal Performance Audit Plan (“Audit Plan”) to the Board and provides ongoing oversight of the Audit Plan and individual audits

At the beginning of each fiscal year, the OIPA submits a proposed annual Audit Plan to the Committee who reviews and provides input on the selection of audit topics to be included. The Committee will then recommend the annual Audit Plan to the full Board for approval.

See OIPA’s annual Audit Plan at:

- [OIPA’s annual Audit Plan](#) (2019-20: Contracts Audit and P-Card Review)
- [Amendment](#) to OIPA’s annual Audit Plan (added the ACH Audit)

The Committee provides ongoing oversight of the OIPA’s Audit Plan and individual audits by:

- Reviewing, approving, and presenting individual audit reports to the Board for final approval
- Providing ongoing oversight of the implementation of recommendations included in audit reports
 - The Committee may obtain quarterly updates on the implementation of recommendations from the OIPA and/or District Management
- Reporting a summary of Committee actions including presenting audit reports and the status of the implementation of recommendations to the full Board

- A complete list of audit report as well as the status of implementation of any resulting recommendations, can be viewed at: [PPS Audit Reports](#)

3. Recommends external auditors to the Board and provides ongoing oversight of audits performed by external auditors

The District contracts with independent external auditors for the Financial Report Audits/CAFR and Bond Performance Audits. Audits of the District can also be performed by the Oregon Secretary of State – Audit Services.

More information on the District’s external auditors and their audit reports can be viewed at:

- [Financial Reporting / Comprehensive Annual Financial Reports \(CAFR\) Audit](#)
- [Bond Performance Audit](#)
- [Oregon Secretary of State – Audit Services](#)

Some of the Committee’s oversight responsibilities for external auditors include:

- Make recommendation to the Board related to the contracting of external auditors
- Obtaining status updates from external audits while audits are being performed
- Receiving a presentation of the audit reports including any finding and recommendations prepared by the external auditors
- Reviewing the results of audits completed by external auditors and making recommendations to the full Board about reporting, monitoring, and implementation plans
- Presentation of the audit reports prepared by the external auditor to the Board

DRAFT