

Davis School District Policy and Procedures

Subject: 6F-302 Audit Committee

Index: Finance

Revised: ~~March 2, 2021~~ November 18, 2025

1. PURPOSE AND PHILOSOPHY

This policy is established to provide for the membership, functions, and responsibilities of the Audit Committee of the Board of Education of Davis School District (Board).

The Audit Committee establishes an internal audit program that objectively evaluates the effectiveness of the District administration governance, risk management, internal controls, and the efficiency of operations.

2. AUDIT COMMITTEE

- 2.1. The Board shall designate three (3) Board members to serve on an audit committee (Committee).
- 2.2. Other members may be appointed, as necessary, but shall not include any administrators or employees of the Davis School District (District).
- 2.3. Members of the Committee shall serve without compensation.

3. DUTIES AND RESPONSIBILITIES

- 3.1. The Committee shall:
 - 3.1.1. ensure the District obtains all audits, agreed-upon procedures, engagements, and financial reports required by Utah Code §51-2a-201;
 - 3.1.2. provide an independent forum for internal auditors, internal audit contractors, and other regulatory bodies to report findings of fraud, waste, abuse, non-compliance, or control weaknesses, particularly if District administration is involved;
 - 3.1.3. ensure that corrective action on findings, concerns, issues and exceptions reported by independent external auditors, internal auditors, or other regulatory bodies are resolved in a timely manner by District administration;
 - 3.1.4. present, as appropriate, information and reports from the audit committee's meetings to the Board; and
 - 3.1.5. receive, as appropriate, reports of reviews, monitoring, or investigations conducted by District administration and ensure appropriate corrective action is taken in a timely manner.
- 3.2. With regards to engagements completed by an **independent external auditor**, the Committee shall:
 - 3.2.1. manage the audit procurement and quality process in compliance with Utah Code Title 63G, Chapter 6a, State Procurement Code and Utah Administrative Code R123-5;
 - 3.2.2. ensure that the independent external auditor has access to directly communicate with the audit committee;
 - 3.2.3. review disagreements between independent external auditors and District administration;
 - 3.2.4. consider District responses to audits or agreed-upon procedures; and
 - 3.2.5. determine the scope and objectives of other non-audit services, as necessary.
- 3.3. The Committee shall establish an **internal audit program** that provides internal audit services for the programs administered by the District, and shall:

- 3.3.1. advise the Board in the appointment of an audit director or in contracting for internal audit services;
 - 3.3.2. conduct or advise the Board in an annual evaluation of the internal audit director or contracts providing internal audit services.
 - 3.3.3. prioritize the internal audit plan based on risk;
 - 3.3.4. receive regular updates on the internal audit plan and internal audit project progress; and
 - 3.3.5. receive final internal audit reports from internal auditors or contractors providing internal audit services.
- 3.4. The Committee shall review all internal and external audit reports relating to the Board and determine that:
- 3.4.1. schools and District departments are in compliance with applicable statutes, regulations, and Board policies;
 - 3.4.2. generally accepted accounting practices are in effect;
 - 3.4.3. management properly develops and adheres to a sound system of internal controls;
 - 3.4.4. management reviews financial information, financial statements, and records on a regular basis;
 - 3.4.5. management adheres to purchasing policy in conducting a competitive RFP process for the District's External Audit Services; and
 - 3.4.6. any other appropriate recommendations in the audit reports are implemented.
- 3.5. The Committee shall review the District's resolution of all District hotline complaints, regardless of whether the LEA-District receives the hotline complaint via referral from the USBE Internal Audit Department (IAD) or a direct submission to the District hotline and ensure the following:
- 3.5.1. The District's prompt contact of the complainant if contact information is available;
 - 3.5.2. That the District makes at least two good faith efforts to contact the complainant;
 - 3.5.3. The District's investigation was consistent with due process, District policy, and the law;
 - 3.5.4. The District shall disclose information concerning the allegations only as necessary to investigate the complaint in accordance with student and employee privacy policies; and
 - 3.5.5. Documentation of the following items [a] through [d]:
 - [a] The name of the District employee that contacted the complainant;
 - [b] The type of contract made, such as phone or email;
 - [c] The date of the contact; and
 - [d] The resolution of the concern or action steps to be taken.
- 3.6. If the Committee is reviewing a complaint referral from the Internal Audit Department, IAD the Committee shall similarly ensure the following:
- 3.6.1. The District's submission of a summary to the IAD when requested by the IAD;
 - 3.6.2. The timeliness of the District's submission to the IAD within 45 days of the referral;
 - 3.6.3. If a hotline complaint is related to prohibited discriminatory practices, prohibited discriminatory trainings, and prohibited discriminatory submissions, as described in subsections 53G-2-103(8); 53-2-104(5), and 53G-2-105(6), the District shall submit a summary within 14 days of the referral;
 - ~~3.4.6.~~3.6.4. After the initial update, if a hotline referral is not resolved, the District shall provide an update to the IAD every 30 days after the initial IAD request until the hotline complaint is resolved.

~~3.5-3.7.~~ The Committee will recommend to the Board:

- ~~3.5.1.3.7.1.~~ the audit assignments to be performed at the respective schools and District departments; and
~~3.5.2.3.7.2.~~ matters that the Committee determines necessary or advisable to bring the District into compliance with applicable statutes, regulations, and Board policies.

4. TRAINING

The Board president shall ensure that the members of the Board and audit committee are provided with training as outlined in Utah Administrative Code R277-113-4.

REFERENCES

[Utah Code Ann. §51-2a-201](#) – Account reports required.
[Utah Code Title 53G, Chapter 7, Part 4 – Internal Audits.](#)
[Utah Administrative Code R277-113](#) – LEA Fiscal and Auditing Policies.

DOCUMENT HISTORY:

Adopted: October 18, 1988

Revised: February 3, 2015 – Changes made to comply with changes in state law.

March 8, 2018 - Education code references updated in accordance with 2018 recodification.

Revised: January 22, 2019 – Updated membership language. Committee appointment made by Board President. Eliminated language on committee member terms and appointment dates.

Revised: March 2, 2021 - Updated to comply with changes to Utah Administrative Code R277-113-4.

Revised: November 18, 2025: [Updated to comply with R277-123-7\(5\). Outlining what the District does when it receives a hotline complaint.](#)