

Category: 200 – FINANCIAL

Number: 218

Subject: **INTERNAL AUDIT**

Purpose: The purpose of this policy is to:

Communicate to all Elected Officials, Department Heads, and Employees of St. Clair County that an internal audit function is in place and that all existing internal control systems in the various departments of the County are subject to review.

Communicate to all Elected Officials, Department Heads and Employees of the County that the primary objective of the internal audit function is to identify potential weaknesses in existing internal controls, and offer recommendations for improvement to those controls, and to identify efficiencies in accounting systems that could improve the Departments ability to perform accounting functions.

Outline the procedures involved for improvements to the internal controls that are in place in the various departments of County government.

Authority: St. Clair County Board of Commissioners

Application: This policy applies to all County Elected Officials, Department Heads, and Employees of St. Clair County.

Responsibility:

The Administrator/Controller shall be responsible for the implementation and administration of this policy.

Definitions: None

Policy:

The Administrator/Controller of St. Clair County is responsible for implementing a series of internal controls that safeguard the assets of the County. He/She is also responsible to monitor these controls to ensure their adequacy.

The Administrator/Controller will create internal control questionnaires to be utilized to periodically review the adequacy of the internal controls in all departments.

The results of these reviews, and any recommendations will be communicated to the respective department for consideration and implementation.

Administrative Procedures:

The Administrator/Controller, or designee, will assign the task of visiting the various departments of the County, on a periodic basis, to a qualified Staff Accountant to review the internal controls that are in place.

The Staff Accountant will complete the applicable questionnaire(s) and make recommendations that will enhance the controls over county assets. The Staff Accountant will forward any recommendations to the Administrator/Controller for review.

The Administrator/Controller will then authorize the Staff Accountant to forward the recommendations to the affected Department and ask them to, in a reasonable time, prepare a written action plan for implementation of the recommendations.

The Administrator/Controller will update the Board of Commissioners regarding any recommendations or action plans that are not implemented.

Periodic**Review:**

The Administrator/Controller shall periodically review this policy and make recommendations for changes, as needed.

Adopted: January 19, 2012