

SUBJECT: AUDIT COMMITTEE

PUPRPOSE: The Audit Committee's role is primarily to provide assistance to management in fulfilling its responsibilities with respect to its oversight of the following:

- The quality and integrity of Alma d'arte's accounting and reporting practices and controls, and the financial statements and reports of the school;
- Alma d'arte's compliance with legal and regulatory requirements;
- The independent auditor's qualifications and independence; and
- The performance of both Alma d'arte's internal audit function and independent auditors.

REQUIREMENTS:

(A) MEMBERSHIP

The Audit Committee will consist of the following members:

- Two Governance Council members*
- One volunteer member who is a parent of a student currently attending Alma d'arte
- One Volunteer member from outside Alma d'arte who has experience in accounting and/or financial matters
- The Principal/CAO and the business manager shall serve as ex-officio, non-voting members of the committee

* If the Governance Council has more than five members, it may appoint more than two council members to its Audit Committee.

(B) DUTIES

The Audit Committee will be responsible for the following duties:

1. Establish contact with the auditors selected by the Public Education Department to advise them of the committee and offer assistance;
2. Attend the entrance and exit conferences for annual and special audits;
3. Meet with external financial auditors at least monthly after audit field work begins until the conclusion of the audit;
4. Be accessible to the external financial auditors as requested to facilitate communication with the Governance Council and the Principal/CAO;
5. Track and report progress on the status of the most recent audit findings and advise the Governance Council on policy changes needed to address audit findings;
6. Provide other advice and assistance as requested by the Governance Council; and

7. Be subject to the same requirements regarding the confidentiality of audit information as those imposed upon the Governance Council by The Audit Act (Section 12-6-1, NMSA 1978) and rules of the state auditor (2.2.2 NMAC).

Legal Reference: 22-8-12.3.NMSA, 12-6-1 NMSA, and 2.2.2 NMAC

END