



Newark Unified School District

NEWARK SCHOOLS INSPIRE AND EDUCATE

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Audit Committee

About:

The purpose of the Audit Committee is to provide oversight for financial reporting, internal controls and auditors activities.

All audit committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request accommodations at least 48 hours in advance of the meeting by contacting the Business Office at (510) 818-4115.

Membership:

If you are interested in becoming a member of Audit Committee, please fill out the [Audit Committee application](#) and submit it to Newark Unified School District: 5715 Musick Avenue, Newark, CA 94560 (Attention: Chief Business Official). Audit Committee member appointments must be approved by the Board of Education.

Members:

Name	AC Member Type	Current Term for AC	Date of Board approval to be on AC
Phuong Nguyen, Chair	NUSD Board of Education Member	Dec 6, 2019- Dec X, 2020	October 2, 2019
Bowen Zhang	NUSD Board of Education Member	Dec 6, 2019- Dec X, 2020	December 6, 2019
Lynne Klein	Public Member	Feb 1, 2019- Jan 31, 2021	July 28, 2015
Aaron Weisz	Public Member, Non-Voting	Feb 1, 2019- Jan 31, 2021	June 6, 2017

[Audit Committee Charter Matrix](#) (Board of Ed approved May 16, 2017)

Excerpt from the NUSD Audit Committee Charter:

Committee Membership

The NUSD audit committee shall consist of the following voting members:

- 1) Two NUSD Board members. The Board President may not concurrently serve on the Audit Committee.
- 2) One Public member

The Board may appoint an alternate Board member. The alternate's responsibility is to temporarily substitute, with full voting power for any NUSD Board Member of the Audit Committee who is absent from a meeting.

All voting members of the committee must reside within the boundaries of the Newark Unified School District.

The Board may appoint non-voting committee members with specific expertise to the committee.

Appointment of Board members and an alternate Board member to the Audit Committee will be made at the Board's annual organization meeting in December or as vacancies occur. The terms shall be for one year beginning on the date of appointment at the Board's annual organizational meeting and ending the following year at the Board's next annual organizational meeting.

The Public member will be appointed at the first regular Board meeting in January of odd numbered years or when a vacancy occurs. Notification of the appointment process shall be posted at least 30 days prior to the appointment date. The public member term will be for two years. In order to coincide with the annual presentation of the external audit report to the Board, Public member terms shall begin on February 1 and end two years later on January 31 or whenever the Board appoints a new member, whichever is later. The maximum number of consecutive terms a public member may serve is four.

The Audit Committee will select a chair and vice chair from among its voting membership at its first meeting of the calendar year.

The members of the Audit Committee must collectively possess knowledge and experience in accounting, auditing, financial reporting, and school district finances needed to understand and evaluate the district's financial statements, the external audit of those statements, and the district's internal audit activities.

Excerpt from NUSD Board Policy 3460:

Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41021
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses
4. Participate with the independent auditor in presenting the audit report to the Board
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting
6. Provide input on the effectiveness of the independent auditor
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems

5715 Musick Ave
Newark, CA 94560

510-818-4103 | info@newarkunified.org

Hours: 8:00 AM - 4:00 PM