



**OAKLAND UNIFIED SCHOOL DISTRICT  
AUDIT COMMITTEE**

*2016 Work Plan*

*The 2016 Work Plan of the Audit Committee shall include but not be limited to the following:*

Timing	Item
January	Review Work Plan for 2016  Review District's First Interim Report
February	Upon completion of their audit (2013-14), review with the independent auditors the cooperation they received from district personnel during the audit, the extent to which district resources could be used to minimize the time spent on the audit, and any significant matters of concern arising from the audit. (BP3461.4)  Review audit findings from 2013-14 Audit and corrective actions taken / being taken by the District.  Review District's Conflict of Interest Policy with District's General Counsel.
March	Upon completion of the audit (2013-14), review with the district's financial and accounting managers their perception of the independent auditors, any significant matters of concern arising from the audit, and the extent to which recommendations made by the independent auditors have been implemented. (BP3461.9)  Review District's Second Interim Report  Review progress on 2014-15 Audit
April	Presentation by staff on procedures and controls in Procurement Department.  Presentation by staff on procedures and controls in IT Department.  Approval authority of staff– what is it and when does it apply?
May	Review other audits – Measure G, Measure N, Bond Program – that are completed by external auditors for the District and are the reported to other oversight committees.
June and/or July	Review District's Adopted Budget  Upon completion of their audit (2014-15), review with the independent auditors the cooperation they received from district personnel during the audit, the extent to which district resources could be used to minimize the time spent on the audit, and any significant matters of concern arising from the audit. (BP3461.4)



	<p>Review with the independent auditors any significant transactions which are not a normal part of the district's business, any changes in accounting principles and practices, all significant proposed audit adjustments, and any recommendations that they may have for improving internal controls, choice of accounting principles or management systems. (BP3461.5)</p> <p>Meet with the independent auditors in closed session.</p>
August	<p>Upon completion of the independent audit (2014-15), review with the district's financial and accounting managers their perception of the independent auditors, any significant matters of concern arising from the audit, and the extent to which recommendations made by the independent auditors have been implemented. (BP3461.9)</p>
August & December	<p>Prepare semi-annual written reports to the Board relating the results of committee activities. The Board of Education shall provide written guidance to the Audit Committee on an annual basis regarding those areas on which the Audit Committee should focus. (BP3461.10)</p>
September	<p>Review with the process for the 2015-16 audit, including any new audit procedures or requirements.</p> <p>Review District's Unaudited Actuals</p> <p>Review adequacy of self-insurance reserves.</p>
October	<p>Review with the district's financial and accounting staff district policies regarding internal accounting and financial controls. (BP3461.6) including review of Attendance procedures &amp; ASB procedures.</p>
November	<p>Review and recommend district policies to the Board to prohibit unethical, questionable, or illegal activities by district employees. (BP3461.7)</p>
December	<p>Upon completion of their audit (2015-16), review with the independent auditors the cooperation they received from district personnel during the audit, the extent to which district resources could be used to minimize the time spent on the audit, and any significant matters of concern arising from the audit. (BP3461.4)</p>
August & December	<p>Prepare semi-annual written reports to the Board relating the results of committee activities. The Board of Education shall provide written guidance to the Audit Committee on an annual basis regarding those areas on which the Audit Committee should focus. (BP3461.10)</p>

Work Plan Items Added by Committee:

1. The number of times the auditors are required to come (currently plan states January, April, June, and December) (**Eliminate one of the four**)
2. Adequacy of self-insurance reserves (**September**)
3. Approval of staff authority - what that is and when does it apply (**May**)



4. Have the IT Department and Procurement Department present to the Committee on their procedures and controls (**April**)
5. District Conflict of Interest policy (**February**)

Not needed in 2016, but for future work plans:

Review the independent audit engagement including the fee, scope and timing of the audit, and any other services to be rendered, including non-audit services. (BP3461.2)