



# OXFORD PREPARATORY ACADEMY

## AUDIT COMMITTEE CHARTER

### **Mission and Authority**

Pursuant to Resolution Number 2017-008, the Oxford Preparatory Academy Board of Directors established an Audit Committee to assist the Board in the oversight of the annual independent audit process by providing advice, assistance, and recommendations to the Board. The role of the Audit Committee shall be advisory and any recommendations it provides shall not be substituted for any required review and approval by the Board.

### **Membership and Requisite Skills**

The Audit Committee shall be comprised of eight members: the Finance Committee Chair, one additional Board member appointed by the Board Chair, and six at-large members appointed by the Finance Committee Chair and representing parents and staff, three from each Oxford Preparatory Academy school.

The Committee members collectively should possess knowledge in accounting, auditing, financial reporting, and charter school finances needed to understand and evaluate the schools' financial statements and the organization's audit activities.

Accordingly, the Audit Committee's members, collectively, should:

- Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with auditors, public finance officers, and the Board of Directors.
- Be knowledgeable about internal controls, financial statement audits, and management/operational audits.

### **Duties and Responsibilities**

The duties and responsibilities of the Audit Committee include the following:

- Provide recommendations regarding the selection of the independent auditor to the Board.
- Meet with the independent auditor prior to commencement of the audit to, among other things, review the engagement letter.
- Oversee the preparation and completion of the annual independent audit of the organization's financial affairs.
- Review and discuss with the auditor any risk assessment of the organization's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards.
- Review the draft annual audit report and accompanying draft management letter and make a recommendation to the Board on accepting the annual audit report.
- Review any audit exceptions or deficiencies and report to the Board with recommendations on how to resolve them.