

Portland Public Schools(PPS)Internal PerformanceAudit Charter

Purposeand Mission

State and local governments can enhance credibility with the taxpayers by implementing performance audits to support accountability and guarantee that tax dollars are spent as effectively as possible.

Portland Public Schools PPS facilitate decisionmaking with responsibility for overseeing or initiating corrective action; and improve achievement Districtwide. The objectives of performance audits vary, but generally include whether PPSs operating economically and efficiently, and whether it is achieving results.

The purpose of the internal performance audit function is to help improve the and performance of PPS through independent auditing and reporting.

The authority and responsibilities of the PPS Performance Auditor ("the Auditor") are defined in this charter, which is approved by the Audit Committee and Board of Education.

Standards

The Office of Internal Performance Auditor shall adhere to Generally Accepted Auditing Standards (GAGAS, aka yellow book) in conducting its work and shall remain independent as defined by those standards.

Authority

1. All District officers and employees shall furnish the Auditor with request for unrestricted access to employees, information, and records within their custody and control regarding powers, duties, activities, organization, property, equipment, financial records, contracts, and methods of business required to conduct an audit or other assigned duties. Officers or employees who fail to provide access and/or information requested by the Auditor may be subject to discipline up to and including termination.

2. All contracts with outside contractors and subcontractors shall provide for Auditor access to all financial and performance related records, property, and equipment purchased in whole or in part with District funds.

3. The Auditor shall allocate resources, set frequencies, select subjects, determine scope of work, and apply the techniques required to accomplish audit objectives for the approval of the Audit Committee.

4. The Auditor may obtain the necessary assistance of PPS personnel, as well as other specialized services and/or auditors outside PPS.

5. The Auditor shall not publicly disclose any information received during an audit involving matters that are confidential, privileged, or are otherwise exempt from disclosure under applicable state or federal law. Reporting in such cases may be limited to the Board.

Contract Auditors, Consultants, and Experts

Within budget limitations, the Auditor may obtain the services of Certified Public Accountants, qualified management consultants, or other professional experts as necessary to perform the Auditor's duties. This must be reviewed and approved by the Audit Committee, and the Audit Committee will make a recommendation to the Board of Education for approval.

Independence & Objectivity

The Auditor may provide non-audit services that are not covered by Government Audit Standards, provided that the service does not impair the auditor's independence. Decisions to perform non-audit services will be based on overarching principles:

1. Auditor should not provide non-audit services that involve performing management functions or make management decisions
2. Auditor should not audit their own work or provide non-audit services in situations where the non-audit services are significant/material to the subject matter of audits.

Auditor should disclose any impairment of independence or objectivity, in fact or appearance, to the Audit Committee and the Board of Education.

When performing an audit, the auditor will act with integrity and exercise objectivity, professional skepticism, professional judgment and work in the best interests of students and independent from the interests of others.

Responsibility

1. At the beginning of each fiscal year, the Auditor will submit a proposed annual audit plan to the Audit Committee for review and input. The plan will include the schools, offices, activities, functions, and programs proposed for audit during the year. The Audit Committee will review,

Report of Irregularities

If during an audit, the Auditor becomes aware of abuse or illegal acts or indications of such acts that could affect the District, the auditor shall report the irregularities to the Audit Committee and the Superintendent. If the Superintendent is believed to be a party to abuse or illegal acts, the Auditor shall report the acts directly to the Audit Committee chair who will share with all members of the Board of Education

Scope of Performance Audit Activities

The Auditor shall have authority to conduct performance or other audits of all schools, offices, activities, and programs including contracted programs to independently determine whether:

1. Activities and programs being implemented have been authorized

