



Board Policy No. 400

Internal Audit Department Purpose

ADOPTED: 06/26/1991

RECENT AMENDMENT: 04/12

(Retyped)

SEE ALSO: 400A

SUBJECT CATEGORY: SECTION 400, OPERATIONS

SUBSECTION: INTERNAL AUDIT

CONTROL DEPARTMENT: INTERNAL AUDIT DEPARTMENT

I. PURPOSE

The purpose of this policy is to communicate the authorization given by the Board of Directors for establishment of an internal audit function for the District.

II. POLICY

A. General

Through directives to the General Manager by adoption of the personnel classification system as well as through budget appropriations, the Board of Directors has provided for the establishment of an internal audit function for the District.

B. Implementation of Policy

The General Manager shall establish and communicate to all departments in the District, the functions, responsibilities and authorizations granted to the internal audit function in order to assure the ability to render impartial and unbiased judgements essential to the proper conduct of audits.

C. Reporting Relationship

The Internal Audit Department will report directly to the General Manager, to ensure the Internal Audit Department's independence in the performance of audits.

D. Scope of Audit Duties

The Internal Audit Department is responsible for conducting audits of AC Transit's financial and operational programs. The scope of such audit activity should encompass examining and evaluating the adequacy and effectiveness of the District's system of internal controls and the quality of performance in carrying out assigned responsibilities and effectiveness of operations.