



RESOLUTION 2001-018

A RESOLUTION setting forth the conditions and specifics under which the Missoula County Auditor shall function.

WHEREAS the activity of government auditing independently reviews, evaluates and reports on the financial condition, the accuracy of financial record keeping, compliance with applicable laws, policies, guidelines and procedures, and efficiency and effectiveness of operations; and

WHEREAS management and employees in the public sector are responsible for the use of public resources and should be held accountable for their use; and

WHEREAS it is vital and fair to effective government that the government exercise its power and perform its duties in compliance with law, policy, and established procedures and apply good judgment and sound management practices; and

WHEREAS the independence and public accountability of the auditor can be assured by provision for an elected auditor.

Therefore, be it resolved that in addition to the duties described in MCA 7-6-2407 through 7-6-2412, the Missoula County Auditor shall have the authority to conduct financial and performance audits or special studies of all phases of Missoula County government in accordance with government auditing standards

Dated, this 28th day of February 2001.

Attest: VICKIE M. ZEIER

By: Dandi Gaber
Clerk & Recorder

Approve for form & content

[Signature]
Deputy County Attorney

Barbara Evans
Barbara Evans

Bill Carey
Bill Carey

Jean Curtiss
Jean Curtiss



AUDIT FUNCTION
Specifics Under Which the Auditor's Office Shall Function

POLICY:

Sections:

- Independence
- Scope of Audits
- Audit Schedule
- Access to Employees, Records and Property
- Agency Response
- Audit Reports
- Report of Irregularities
- Audit Follow-up
- External Audits
- Audit Committee

SECTION 1. Independence

The audit function will adhere to government auditing standards in conducting its work and will be considered independent as defined by those standards.

If the audit function conducts an audit of an activity for which the elected Auditor is or was responsible, the audit scope will state that the Auditors are not organizationally independent with regard to the entity being audited.

SECTION 2. Scope of Audits

The Auditor shall have the authority to conduct financial, and performance audits or special studies of all phases of Missoula County government in accordance with government auditing standards. Such audits may include financial, compliance, performance and program results auditing.

SECTION 3. Audit Schedule

At the beginning of each fiscal year, the Auditor shall prepare a one year audit schedule to the Board of County Commissioners for review and comment. The schedule shall include the proposed plan for auditing departments, offices, boards, or activities for the period. This schedule may be amended during the period as the Auditor may initiate and conduct any other audit deemed necessary. The amended schedule shall be approved by the Board of County Commissioners.



SECTION 4. Access to Employees, Records and Property

The Auditor shall have unrestricted access to employees, officials, public records and reports. Further, 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 governmental funds and facilities. The Auditor shall not publicly disclose any information received during an audit that is considered protected by the right of individual privacy (confidential) by any local, state or federal law or regulation.

SECTION 5. Agency Response

A final draft of each audit report will be forwarded to the audited agency for review and comment before it is released. The agency must respond in writing to the Auditor within 10 working days or the time frame specified by the auditor. The auditor will include the full text of the agency's response within the final audit report.

SECTION 6. Audit Reports

Each audit will result in a written report containing relevant background information, findings and recommendations. The Auditor shall submit the report to the Board of County Commissioners. The Auditor will retain a copy of the report and supporting workpapers for at least three years. A copy shall be filed with the Clerk and Recorder. The report shall also be available for public examination.

SECTION 7. Report of Irregularities

If the Auditor detects apparent violations of law or apparent instances of malfeasance or nonfeasance by an officer or employee or information that indicates wrongdoing may be reasonably anticipated, the Auditor shall report the irregularities to the Sheriff. If the irregularity is potentially criminal in nature, the Auditor shall notify the prosecuting attorney, when appropriate, in addition to the Sheriff.

SECTION 8. Audit Follow-up

The Auditor shall follow-up on audit recommendations as practical to determine if administrative managers are implementing corrective action. The Auditor may request periodic status reports from audited entities regarding actions taken to address reported deficiencies and audit recommendations.



SECTION 9. External Audits

The Auditor shall aid in coordinating and monitoring the conduct of, and responses to, external financial statement audits. The Auditor shall work toward the elimination of duplicative audit work through cooperation with state and federal and external auditors.

SECTION 10. Audit Committee

An audit committee shall be established in an advisory capacity to provide recommendations for work program, review of the audit function and hiring of an external auditor. The committee shall consist of five (5) members, one of whom is the Auditor. Other members of the audit committee shall include one member of the Board of County Commissioners, the Clerk & Recorder/Treasurer, the Chief Financial Officer and the Chief Administrative Officer.
