

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management
Policy Name: Audit
Policy Number: 1305
Origination Date: 01/29/2008 **Revised:** Board Meeting of 12/13/2018

Policy

In order to ensure that Big Bend Community Based Care, Inc. (BBCBC), adheres to generally accepted accounting principles the organization will contract with an independent audit of agency records for each fiscal year in order to ensure compliance with fiscal requirements of funding sources whether public or private and provide an independent review. Audits will be in accordance with Title 2, Code of Federal Regulations (CFR), Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, and Chapter 215.97, Florida Statutes (F.S.), *Florida Single Audit Act*.

Procedure

- A. The audit is to be conducted by an independent CPA firm with no ties to the agency and the auditor selected must be approved by the Audit Committee and Board of Directors. The independent CPA audit services will be competitively bid once every five (5) years.
- B. The audit is conducted on a timely basis and a complete report, including management letter, is submitted to the Board of Directors within one hundred eighty (180) days of the end of the fiscal year.
- C. The audit is to be conducted in accordance with guidelines and regulations of the Comptroller General of the U.S., Title 2, CFR, Part 200, and Chapter 215.97, F.S., as well as generally accepted auditing standards. The management letter addresses any lack of conformity to these guidelines and regulations as noted during the audit process.
- D. The fiscal staff will make available the financial records during the course of the fiscal year to permit preliminary work, if applicable. Schedules and analyses are prepared to facilitate the auditor's work and help reduce the cost of the audit.
- E. The independent auditor presents the audit findings to the Chief Financial Officer (CFO) and the Chief Executive Officer (CEO).
- F. The CFO prepares responses to the management letter as necessary.
- G. The independent auditor presents the finding of the audit report and the management letter to the Audit Committee. The Audit Committee reviews the audit, management letter, and staff responses, and gives the recommendations to the Board for approval.

Big Bend Community Based Care Policy & Procedure

- H. The independent auditor presents the audit and management letter to the Board of Directors and the Board gives final approval.
- I. It is the responsibility of the Board of Directors to review the audit report and provide direction to the administrative staff regarding recommendations contained therein, if any.