

Maricopa County

Audit Advisory Committee Charter

The committee's primary function is to assist the Board of Supervisors (Board) in fulfilling its oversight responsibilities. The committee accomplishes this function by reviewing the county's financial information, the established systems of internal controls, and the audit process.

In meeting its responsibilities, the committee shall perform the duties outlined below.

1. Provide an open avenue of communication between the Maricopa County Internal Audit Department (Internal Audit), the Auditor General's Office (Auditor General), and the Board.
2. Review the committee's charter annually and seek Board approval on any recommended changes.
3. Inquire of management, Internal Audit, and the Auditor General about significant risks or exposures and assess the steps management has taken to minimize such risks to the county.
4. Consider and review the annual audit plan for Internal Audit and receive regular updates on the county audit activities.
5. Review with Internal Audit and the Auditor General the coordination of audit efforts to assure completeness of coverage, reduction of redundant efforts, and the effective use of all audit resources including external auditors and consulting activities.
6. Consider and review with Internal Audit and the Auditor General:
 - a. The adequacy of the county's internal controls including computerized information system controls and security.
 - b. Any related significant findings and recommendations of Internal Audit and the Auditor General together with management's responses thereto.
7. At the completion of the Auditor General's annual examination, the committee shall review the following:
 - a. The county's annual financial statements and related footnotes.
 - b. The Auditor General's audit of the financial statements and report thereon.
 - c. Any serious difficulties or other matters related to the conduct of the audit that need to be communicated to the committee.

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8. Consider and review with county management and Internal Audit:
 - a. Significant audit findings during the year and management's responses thereto.
 - b. Any difficulties encountered during their audits, including any restrictions on the scope of their work or access to required information.
 - c. Any changes required in the planned scope of their audit plan.
 - d. Internal Audit's budget and staffing.
 - e. The Maricopa County Internal Audit Charter.
 - f. Internal Audit's overall performance and its compliance with the *Global Internal Audit Standards™*.
9. Communicate committee actions to the Board with such recommendations as the committee may deem appropriate.
10. Prepare a letter for inclusion in the Maricopa County Annual Comprehensive Financial Report that describes the committee's composition and responsibilities, and how they were discharged.
11. The committee shall meet at least four times per year or more frequently as circumstances require. The committee may ask members of management or others to attend the meetings and provide pertinent information as necessary. Committee meetings are subject to the Open Meeting Law (A.R.S. § 38-431).
12. The committee shall perform such other functions as assigned by the Board.

Committee Composition and Terms

The membership of the committee shall consist of five voting members and three non-voting members. The voting members shall be Board appointees from the public and shall serve two-year terms. The non-voting members shall be the County Manager, the County Attorney, the Auditor General, or their designees. The chairperson of the Board shall appoint a committee chairperson from the voting members. The committee chairperson shall serve a one-year term.

Member Qualifications

Preferred qualifications of committee members include an understanding of auditing, which may be demonstrated through a combination of relevant educational degrees, professional certifications, or experience. Committee members should be familiar with local government operations and have sufficient time to effectively perform the duties listed herein.

Adopted by the Board of Supervisors—3/26/97

Last Amended—6/14/23