



Department Source: City Manager

To: City Council

From: City Manager & Staff

Council Meeting Date: June 3, 2019

Re: Internal Audit Policy Resolution and Internal Audit Charter

Executive Summary

A policy resolution approving the Internal Audit Policy, along with the Internal Audit Charter. The Internal Audit Policy establishes and outlines the duties of the Internal Audit function, while the Internal Audit Charter supports the Policy by providing for a contract for Internal Audit responsibilities and independence, agreed to by the City Manager.

Discussion

An Internal Audit Policy will define and solidify the Internal Audit function in the City of Columbia, further clarifying the Internal Audit's role, responsibilities, and reporting duties within the organization. The Internal Audit Charter, as required by the International Standards for the Professional Practice of Internal Auditing (Standards), further supports the Policy by establishing a contract between the City Manager and the Internal Auditor. This contract allows the Internal Auditor to have full access to City records and personnel as needed to perform the duties of the function, explains lines of reporting, and requires the Internal Auditor to adhere to Standards as to independence, planning, responsibilities, and reporting.

The Charter also establishes the Internal Audit quality assurance program, which allows the Internal Audit function to fully adhere to the Standards for each audit report to which the Standards apply.

Fiscal Impact

Short-Term Impact: No cost impact as the Internal Auditor position is already budgeted.

Long-Term Impact: No cost impact as the Internal Auditor position is already budgeted.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Economy, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Legislative History

Date	Action
04/15/2019	A draft of the Internal Audit policy was presented to Council as a report on 04/15/2019 to introduce the concept of setting a resolution governing the Internal Audit function.

Suggested Council Action

Approve the policy resolution defining Internal Audit responsibilities and independence within the City of Columbia.