



919 East Main Street, Suite 600, Richmond, Virginia 23219
Telephone 804-523-3300 – www.rmaonline.org – Fax 804-523-3335

Audit Committee (Approved April 2016)

Goal: To assist the Board of Directors in fulfilling its oversight responsibilities for the integrity of the Authority's financial statements, implementation and effectiveness of internal controls, the internal audit function, and the external auditors.

1. Ensure financial statements are understandable, transparent, and reliable.
 - a. Review significant accounting and reporting issues and understand their impact on the financial statements.
 - b. Discuss the annual audited financial statements with management and the external auditors.
 - c. Ensure management has prepared the financial statements in accordance with the Authority's Accounting and Financial Reporting policy.
2. Achieve an organization-wide commitment to strong and effective internal controls.
 - a. Understand the scope of the external auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
 - b. Review key internal controls with the internal auditor and understand how these controls will be tested during the year.
3. Evaluate the internal audit work plan, reports, and significant findings.
 - a. Review the internal audit work plan for strategic direction, reinforcement, and accountability at least annually.
 - b. Ensure there are no unjustified restrictions during the internal auditor's examinations.
 - c. Review the results of the internal audit work plan at least annually.
4. Ensure the internal auditor's access to the audit committee.
 - a. On a regular basis, meet with the internal auditor to discuss any matters that the committee or internal auditor believes should be discussed in executive session.
5. Approve the appointment, replacement, reassignment, or dismissal of the internal auditor.
 - a. Hold meetings as necessary to address any issues with the internal auditor's employment.
6. Establish a direct reporting relationship with the external auditors.
 - a. Review the external auditors' proposed audit scope and approach.
 - b. At least annually, meet with the external auditor to discuss any matters that the committee or external auditor believes should be discussed in executive session.
7. Ensure routine public procurement of audit services.
 - a. Ensure staff issues a request for proposal for audit services at least every five years.

Exercise final approval on the appointment or discharge of the external auditor.