




CITY OF WINSTON-SALEM ADMINISTRATIVE POLICY

Effective Date: 10/1/11	Last Revision Date:	Policy Number:
Approved By:  City Manager	Subject:	Internal Audit Charter

Internal Audit Mission: The role of the Internal Audit function is to provide independent, objective assurance and consulting services designed to add value and improve City operations. It helps the City accomplish objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Activities may include internal control evaluations, financial audits, compliance audits, operational reviews, and consulting projects.

Independence, Ethics, and Professional Standards: All Internal Audit activities, including matters of audit selection, scope, or report content, shall remain free of influence by any element in the City. The Internal Audit function will have no direct operational responsibility or authority over any activities that may come under its review.

Internal Auditors shall maintain a high degree of ethical behavior in all matters, including maintaining objectivity when evaluating facts and circumstances or maintaining the confidentiality of information under review. Information provided to Internal Auditors shall be handled in the same prudent manner as by those normally directly responsible for such information.

The Internal Audit function shall adhere to the applicable professional standards of The Institute of Internal Auditors' "*International Standards for the Professional Practice of Internal Auditing*" and "*Code of Ethics*". These Standards shall provide the basis of the "*Internal Audit Operations Manual*" that shall govern recurring operations and activities, including audit planning, performance, and reporting processes.

Authority: The scope of the Internal Audit function may extend to any aspect of City operations. Authority is granted for full, free, and unrestricted access to any and all records and properties. Access to personnel information necessary and essential to any city-related activity under review including confidential information is hereby granted as well.

City personnel are expected to be cooperative and respond promptly to assist the Internal Audit function in fulfilling its role. Managers responsible for operations addressed in audit reports shall respond to any findings or recommendations offered and establish timelines for implementing corrective actions.

The Internal Audit function will report to the Chief Financial Officer. Notwithstanding this reporting relationship, communication directly with the City Manager and/or City Council may occur whenever warranted.