

INTERNAL AUDIT FUNCTION

The internal audit function shall include:

- a) Development of a risk assessment of BOCES operations;
- b) An annual review and update of such risk assessment;
- c) Preparation of reports, at least annually or more frequently as the Board may direct, which analyze significant risk assessment findings;
- d) Recommendation of changes for strengthening controls and reducing identified risks and the specification of timeframes for implementation of such recommendations.
- e) Inform the Board quarterly of the status and progress of the internal audit function.

Request for Proposal Process

The BOCES will prepare a well-planned, written request for proposal which will contain the critical details of the services sought and submit this request to prospective applicants.

Adopted August 26, 2009