REDDING RANCHERIA
TRIBAL GOVERNMENT POLICIES

Chapter TP 4–600

Audit and Internal Control

May 11, 2021

Index

SECTION 1: PURPOSE

To set forth direction for the establishment of appropriate internal controls and expectation and procedures for the audit of Tribal operations.

SECTION 2: BACKGROUND AND INTENT

This policy provides overall guidance and responsibility for internal controls and for both internal and independent audits of all Tribal operations. It applies to Tribal government operations and all subordinate organizations authorized by the Council.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: INTERNAL CONTROL

(a) Each officer, manager, director or unit supervisor assigned responsibility for implementation of activities and functions under this policy shall be responsible to implement effective internal controls over such functions, to properly segregate duties and to establish effective written procedures and instructions for assigned functions.

(b) Professionals knowledgeable within the areas of internal control shall be engaged at reasonable intervals to review the implementation of internal controls.

SECTION 6: AUDITS

(a) The Chief Executive Officer shall conduct such internal examinations of financial records and procedures as are deemed necessary to ensure the financial and operational integrity of Tribal operations.

(b) The Chief Executive Officer and Chief Financial Officer, shall recommend and the Council shall select a firm of independent Certified Public Accountants, who shall conduct an annual audit of all of the financial operations and records of the Tribe for each calendar year.

   (1) Such audit shall be conducted in accordance with Generally Accepted Auditing Standards and shall provide for all financial statements and other reports required by the Tribe, the Federal Government and any other funding source.

   (2) The report of such auditors shall be addressed to the Council.

(3) The Chief Financial Officer and the Chief Executive Officer shall obtain proposals from qualified audit firms and shall schedule and coordinate such audit in such a manner as to facilitate delivery of completed audit reports not later than May 31 of the each succeeding year. Multiple year engagements with audit firms shall be utilized where practical to provide efficiency and continuity in performance of audits.

(4) Independent auditors shall report formally to the Council.

(5) The report of the auditors shall be addressed and delivered, in person, to the Council annually in order to afford members of the Council to obtain answers to questions regarding audit findings and recommendations.

(6) At the request of a Subordinate Organization, the annual audit shall include and provide separate audit reports for such Subordinate Organization. The cost of such audit shall be paid by such funds allocated to the Subordinate Organization for such purpose. If other Tribal funds are available, such funds may be utilized to cover audit costs with the approval of the Chief Executive Officer.

SECTION 8: UNRESOLVED AUDIT ISSUES

To the extent that any disagreements exist during the period of the audit regarding any audit finding or the presentation of information within the audit report, such matters shall be resolved by the Audit Team as soon as practical in order to ensure a timely completion of the audit and delivery of the report. If the Audit Team is not able to resolve the issues timely and satisfactorily, then the matter shall be brought before the Council for resolution. Audit resolution shall not result in qualification of the auditor's opinion on Tribal Financial Statements, unless authorized by the Council.

SECTION 9: SECURITY OF TRIBAL ASSETS AND INFORMATION

(a) Any and all financial assets and information regarding the assets and financial matters and interests of the Tribe shall be utilized only to carry out the programs and purposes as authorized by the Council and only in the best interests of the Tribe.

(b) Any individual who knowingly and willfully misappropriates funds, property or information for personal or other use, not in the interest of the Tribe shall be subject to such penalties or disciplinary actions as authorized by law and policies.

Legislative History:

Originally adopted by Tribal Council Resolution #__________, dated _________.

Amended by Tribal Council Resolution #058-10-24-06, dated October 24, 2006.

Amended by Tribal Council Resolution #026-05-11-21, dated May 11, 2021.