



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER
CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

DIVISION OF INTERNAL AUDITING

INTERNAL AUDIT CHARTER

Purpose and Mission

The purpose of the Division of Internal Auditing (Division) is to provide independent, objective assurance, and consulting activities designed to add value and improve the Leon County Clerk of the Circuit Court (Clerk & Comptroller) and the Board of County Commissioners (BoCC) operations. The Division helps the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve effectiveness of risk management, control, and governance processes.

The mission of the Division is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight to the Clerk & Comptroller and to the BoCC.

Authority

Leon County's Clerk of Court and Comptroller is authorized to act as the County's "Auditor" by the Florida Constitution, Florida Statutes, and the County's Charter.

Section 1. (d), Article VIII, State Constitution, provides for the election of certain County Officers including a Clerk of the Circuit Court (Clerk & Comptroller). The latter part of this section indicates the Clerk & Comptroller shall be ex officio clerk of the Board of County Commissioners (BoCC), auditor, recorder, and custodian of all county funds. Section 16 of Article V, State Constitution, reiterates the selection of the Clerk & Comptroller with the responsibilities previously cited.

Pursuant to the legal authority and responsibility, the Clerk & Comptroller has established the Division of Internal Auditing (Division) to fulfill the duties of the office as they relate to auditing functions. Section 3.3(1) of The County Charter states that the Clerk & Comptroller shall serve as the Auditor to the Commission as specified by law.

Further, Article XX, Tourist Development Tax, Section 11-708(a) of the Leon County Code of Ordinances designates the Clerk & Comptroller as its agent to perform the audit functions associated with this tax. The auditor is authorized and empowered to examine, at all reasonable hours, the books, records, and other documents of any dealer charged with the duty to keep such books, records, and other documents under this article in order to determine whether vendors of transient rental accommodations who are or who may be subject to the tax are collecting and remitting the tax or otherwise complying with this article, Sections 125.0104, and 212.03, Florida Statutes.

Independence, Objectivity, and Core Principles

The internal audit activity must be independent, and internal auditors must be objective in performing their work. Internal Auditors must have an impartial, unbiased attitude and avoid any conflict of interest. If independence or objectivity is impaired in fact or appearance, the details of

the impairment must be disclosed to the Clerk & Comptroller and the Audit Committee. The Division shall report functionally and administratively to the Clerk & Comptroller with oversight by the Audit Committee.

The core principles for the Division are:

1. Demonstrate integrity.
2. Demonstrate competence and due professional care.
3. Be objective and free from undue influence (independent).
4. Align with the strategies, objectives, and risks of the organization.
5. Be appropriately positioned and adequately resourced.
6. Demonstrate quality and continuous improvement.
7. Communicate effectively.
8. Provide risk-based assurance.
9. Be insightful, proactive, and future-focused.
10. Promote organizational improvement.

Scope of Work

The scope of internal audit work includes any operation under the direction of the Clerk & Comptroller and the BoCC. However, financial audits, as defined in Section 11.45(1)(d), F.S., remain subject to the statutory authority granted to the BoCC 125.01(1)(x) and to the Auditor General 11.45(3). Additionally, The Attorney General, in Opinion No. 086-38, ruled the Clerk & Comptroller "...as ex officio county auditor is not authorized to perform post-audit functions on the records of other constitutional officers."

The Division's work includes, but it is not limited to, the following general areas:

1. Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
2. Review the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations, which could have a significant impact on operations.
3. Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.
4. Investigate occurrences of alleged fraud, abuse, or illegal acts.
5. Appraise the economy, efficiency, and effectiveness with which resources are employed and review management's operational internal controls.
6. Review operations or programs to ascertain whether the results are consistent with established objectives and goals and whether the operations or programs are carried out as planned.
7. Upon request, provide consulting and advisory related activities such as, but not limited to, internal control training, advice to management about specific control concerns in new systems, draft policies, participate in quality review/assessment teams and other relevant activities.

The authority and responsibilities for carrying out the internal auditing function for Leon County empowers the Division to:

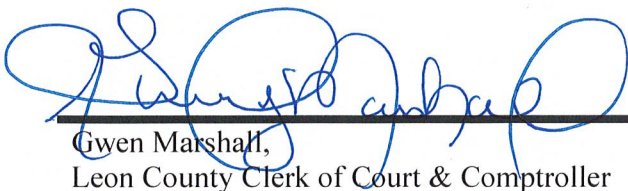
1. Access all county properties, records, and personnel relevant to the fulfillment of their audit responsibilities.
2. Develop a flexible annual audit plan using appropriate risk-based methodology, with input from all levels of management.
3. Conduct audits of county activities in collaboration with the Clerk & Comptroller, the BoCC, or the County Administrator and communicate results.
4. Develop and maintain engagement programs to ensure complete and effective audit coverage and reporting.
5. Maintain a fraud, waste, and abuse hotline.
6. Evaluate policies and procedures.
7. Ensure the Division maintains sufficient knowledge, skills, experience, and professional certifications.
8. Provide periodic updates to the Clerk & Comptroller regarding audit activities, emerging trends, and best practices.
9. Maintain a Quality Assurance and Improvement Program (QAIP).
10. Perform consulting services to assist management in meeting Clerk & Comptroller and BoCC department objectives.
11. Perform periodic surprise cash counts throughout the Clerk and Comptroller's and the BoCC's cash collection sites.
12. Coordinate the Division's activities with external auditors to achieve audit and county objectives.

Standards

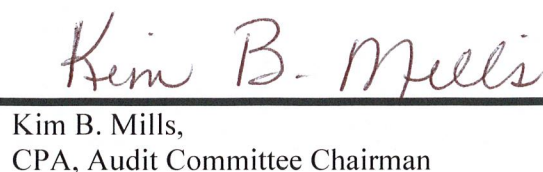
The Division will govern itself by adhering to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing*, and the Definition of Internal Auditing (Red Book).

When appropriate, the Division will adhere to the United States Government Accountability Office's *Government Auditing Standards* (Yellow Book).

Reviewed, revised, and approved this 28th day of July 2022.



Gwen Marshall,
Leon County Clerk of Court & Comptroller



Kim B. Mills,
CPA, Audit Committee Chairman