

Category:	Procedure:	
<b>Fiscal Management</b>	<b>Audits</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-D-172</b>	<b>June 1997</b>	<b>August 2001</b>

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2 As required by the Knox County Charter and the Internal School Uniform Accounting Policy Manual, an  
3 annual audit of all fiscal accounts of the school system, including all internal school funds, shall be  
4 performed by a Certified Public Accountant. Engagement of the auditor for the internal school funds and  
5 the central cafeteria fund is done exclusively by the Knox County Board of Education (the Board).  
6 Engagement of the auditor for other accounts of the school system, a component unit of Knox County  
7 Government, is done by the Knox County Commission.  
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9 Audit work relating to the internal school funds and the central cafeteria fund will be scheduled with the  
10 auditor as quickly as possible after the end of the school year to facilitate employee contract ending dates.  
11 If a bookkeeper is required to be present after his/her contract has ended, compensatory time will be  
12 earned.  
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14 Audit work relating to funds other than the internal school and the central cafeteria funds will be  
15 scheduled cooperatively by the auditor, the Knox County Finance Department, and the school system's  
16 Finance Department.  
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18 At the Board's discretion, changes in personnel with fiscal responsibilities during the year can require an  
19 interim special audit to be conducted. The parameters of such a special audit will be the determination of  
20 the Board. If a principal or bookkeeper is terminated, no further internal school financial transactions can  
21 be conducted until a replacement has been assigned by the Superintendent.  
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23 Questions should be directed to the Finance Department at 594-1676.

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