



#### Administrative Policy

Policy Title:	Audit Certification
Policy Number:	LC-1204
Date Adopted:	11/16/2011
Version:	2.0
Review Cycle:	Bi-Annually
Date Last Reviewed:	8/4/2023
Office Responsible:	Business Office
Reviewing Committee:	Leadership Council
Related Policies:	
Related Laws:	
Related Code of Regulation:	

#### **Policy Summary:**

Require the President to develop and enforce a code of ethics that prohibits any action to fraudulently influence, coerce, manipulate, or mislead an auditor in the performance of the audit.

#### **Policy Statement:**

The President will provide written certification via the Independent Auditors' Communication with those charged with Governance to the Board of Trustees of the following:

- He/she has reviewed the annual audit report.
- Based on his/her knowledge, the annual audit report does not contain any untrue statements of a material fact of omission of a material fact necessary in order to make the statements misleading.
- Based on his/her knowledge, the financial statements present in all material respects the financial condition and results of operations.
- He/she has established and maintained internal controls; has designed such internal controls to ensure that material information relating to the college is made known to officers and others within the college; has evaluated the effectiveness of internal controls; and has presented in the report his/her conclusions about the effectiveness of his/her internal controls based on his/her evaluation.
- He/she has disclosed to the auditors and the board all significant deficiencies in the design or operation of internal controls that could adversely affect the company's ability to record, process, summarize, and report financial data and have identified for the auditors any material weaknesses in internal structures.
- He/she has indicated in the report whether or not there were significant changes in internal controls or in other factors that could significantly affect internal controls subsequent to the date of his/her evaluation, including any corrective actions.
- Require the college's chief financial officer and director of finance to make the same certifications, in writing, as the President.

#### **Change Log**

Date Of Change	Version	Description of Change	Responsible Party
11/16/2011	1.0	Change log added	A. Goings
07/16/2019	2.0	Bi-Annual Update	D. Norris
08/04/2023	3.0	Update Language	J. Globoker