

Date: 07/31/09

To: East Side Union High School District Board of Trustees

From: Frank Biehl, Trustee, East Side Union High School District

Sub: Suggested initial tasks of the Ad Hoc Board Audit Committee

Recommendation:

Ad Hoc Board Audit Committee initial task will be to gather best practice information and prepare recommendations to the Board for the establishment of a Standing Board Audit Committee. The ad hoc committee should be instructed to research and recommend all issues related to the formation and operation of a standing audit committee including but not limited to:

Committee size

Membership composition

Conflict of interest provisions

Skills required for committee members

Appointment process

Selection of Chair

Term of office

Primary responsibilities

Annual tasks

Review of internal accounting controls

Review of procedure manuals

Relationship to Board

Relationship to internal and external auditors

Relationship to administration

Frequency of meetings

Board and administrative policies related to the activities of this committee

Timeframe:

An initial report should be presented at the regular, September 17, 2009 Board meeting.