

UNIVERSITY OF CALIFORNIA, BERKELEY

Committee on Audit, Internal Control and Financial Accountability

Charge:

The campus Committee on Audit, Internal Control and Financial Accountability shall convene as a working body to address campus-wide audit concerns and internal control issues and to provide direction regarding campus policy, policy implementation, the campus audit program and the internal control and financial accountability program.

Internal control is a process designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- effectiveness and efficiency of operations,
- reliability of financial reporting, and
- compliance with applicable laws and regulations.

The Committee shall meet no fewer than four times a year and more often if needed to address emerging problems and policy issues. The Committee shall convene as necessary to plan, coordinate and oversee special projects and investigations. Meeting agendas shall be prepared by the Berkeley Campus Chief Audit Executive and the Assistant Vice Chancellor and Controller in consultation with the Chair and Committee members.

The Committee shall serve in an advisory capacity to the Chancellor on matters concerning emerging audit and control issues, campus-wide policy, the campus audit program and the campus internal control and financial accountability program. The Berkeley Campus Chief Audit Executive will meet, at least annually, with the Chancellor to review audit and policy issues, discuss long-range and current audit plans, and report on audit results. The Assistant Vice Chancellor and Controller will meet, at least annually, with the Chancellor to review the status of the internal control and financial accountability program.

Responsibilities:

- consider emerging audit and control issues and problems and determine the overall direction that should be taken to address these issues and problems on a campus-wide basis;
- provide guidance in developing, clarifying and promulgating campus policy with audit, internal control and financial accountability implications in areas where policy is determined to be non-existent, weak or poorly communicated;
- define the management concerns and issues that should be considered in developing the campus audit program and the campus internal control and financial accountability program;

- review and recommend to the Chancellor for approval long-range and annual audit plans;
- review audit results and the status of corrective actions being taken to correct internal control deficiencies;
- as necessary plan, coordinate and oversee special projects and investigations;
- ensure that those involved understand their roles and responsibilities as regards special projects and investigations;
- oversee the progress of special projects and investigations and provide necessary authority for related activities as appropriate; and
- ensure that this Committee and members of the campus community understand their roles and responsibilities in the areas of audit, internal control and financial accountability.

Reporting:

Summary minutes will be prepared for each Committee meeting and will be distributed to Committee members.

Membership:

Executive Vice Chancellor and Provost, Chair
 Associate Vice Chancellor and Chief Financial Officer
 Assistant Vice Chancellor and Controller
 Assistant Vice Chancellor – Research Administration and Compliance
 Berkeley Campus Chief Audit Executive
 Berkeley Campus Chief Information Officer
 Berkeley Campus Locally Designated Official
 Chief Campus Counsel
 Senior Vice President and Chief Compliance and Audit Officer
 Vice Chancellor – Administration and Finance
 Vice Chancellor – Equity & Inclusion
 Vice Chancellor – Real Estate
 Vice Chancellor – Research
 Vice Chancellor – Student Affairs
 Vice Chancellor – Undergraduate Education
 Vice Chancellor – University Relations
 Vice Provost – Strategic Academic and Facilities Planning