

SUBJECT: DUTIES OF THE INTERNAL AUDITOR

The Internal Auditor shall be appointed by the Board at its Annual Organizational Meeting and shall serve at the discretion of the Board. It shall be the responsibility of the Internal Auditor to:

- a) Report to the Board through the District Superintendent.
- b) Audit all bills for payment.
 - 1. Review all invoices and supporting vouchers and documents;
 - 2. Ascertain that all items being invoiced have been received;
 - 3. Check invoices for discounts and eliminate any New York State sales tax;
- c) Process all transfer of funds as approved by the Board of Education.
- d) Perform such other duties provided by law or as may be assigned by the Treasurer.

8 New York Code of Rules and Regulations
(NYCRR) Section 170.2

Adopted: 7/10/02