

## ANNUAL AUDIT

### **Purpose:**

The district shall have all of its finances, financial books, records, receipts, inflows, outflows and any other applicable areas audited annually. A qualified firm following general accounting practices shall conduct the audit. The Chief shall contact the contracted auditing firm at the end of the district's fiscal year so that an audit of the district financial records may commence shortly thereafter.

### **Guidelines:**

- A. The contracted auditing firm shall perform the audit at the headquarters station of the district.
- B. No records shall be permitted to leave the premises of the district without written consent from the Chief or Board of Trustees.
- C. Upon completion of the audit, the auditing firm shall furnish to the district ten copies of the completed financial report.
- D. The copies of the financial report shall be distributed in the following manner:
  1. One copy for each seven Board of Trustees.
  2. One copy for the district Legal Counsel.
  3. One copy for the Chief.
  4. One copy for the district permanent records.