

Committee: Audit and Procurement Committee Pact
Approved:



PURPOSE

The Lakeview Academy Audit and Procurement Committee (LAPC) is a Lakeview Academy Board-appointed committee created to assist the Board in the effective discharge of its governance and oversight responsibilities relating to the delivery of procurement process and decisions and the annual independent financial audit of the school's financial records, policies, and procedures.

The LAPC is responsible for high-level oversight and monitoring of the approved procurement and financial audit processes and procedures to ensure compliance with Lakeview Academy policy and Utah State Code and Rule.

This document establishes the role and responsibilities delegated by the Board to the LAPC and outlines its membership and structure.

KEY RESPONSIBILITIES

1. Understand the Board Governance Model
2. Oversee and monitor the procurement process and advise the Board on procurement matters.
3. Issue the FRQ for the annual financial audit and select the audit firm.
4. Oversee the annual audit process, review the final audit, and report to the Board on the annual independent audit of the school's financial records, policies, and procedures.
5. The LAPC will consider, evaluate, and report (as required) on any matters expressly referred to the committee by the Board.

Ultimately, the responsibility for review and action on procurement procedures and audit reports remains with the full Board.

MEMBERSHIP

The Lakeview Audit and Procurement Committee comprises no more than (5) five and no less than three committee members. Two committee members will be appointed for a two-year term, and the other three will have one-year terms. Proposed committee members and respective terms are listed below:

1. Committee Member Name, 2-year term, beginning September 1, 2023
2. Committee Member Name, 2-year term, beginning September 1, 2023
3. Committee Member Name, 1-year term, beginning September 1, 2023

CAPABLE. CONFIDENT. CONTRIBUTING.

References: 63G-6a-101 Utah Procurement Code

Amended:

Reviewed:

4. Committee Member Name, 1-year term, beginning September 1, 2023
5. Committee Member Name, 1-year term, beginning September 1, 2023

Members agree to abide by the code of conduct outlined in the [Board Members' Code of Conduct Policy](#) and sign Lakeview Academy's Audit and Procurement Committee Acknowledgement form agreeing to accept the specific roles and responsibilities of the committee as delegated by the Board. The acknowledgment form will be signed and submitted to the Board before the first committee meeting.

MEETINGS

LAPC meetings will be convened at least once a year and as needed to evaluate audit and procurement needs. A quorum consists of a simple majority of the appointed committee members. In the absence of the committee Chair or appointed delegate, the committee may elect a member present to chair the meeting.

The committee may elect to conduct meetings by telephone or videoconference, provided that all committee members involved in the meeting can participate in the discussion.

Meeting minutes will be prepared within a reasonable time, as agreed upon by the committee members, following each meeting. Following review by the committee and approval from the committee chair, the committee secretary submits the minutes to the committee members and bot@lakeview-academy.com.

CONFLICT OF INTEREST

Committee members must:

- Disclose to the committee any actual or potential conflict of interest that may exist as soon as they become aware of the issue.
- Sign Lakeview Academy's Conflict-of-Interest form and submit it to the Board before the first committee convening.
 - Professional relations are acceptable – Personal relationships are not.

SCOPE, ACCESS, AND AUTHORITY

LAPC is authorized to investigate any matter within the scope of its delegated responsibilities, advise, and make appropriate recommendations to the Board.

The committee will evaluate Request For Proposals (RFPs) as needed according to the Utah State Code.

- Under no circumstances will committee members discuss the vendors and their proposals with anyone outside the evaluation team, not even the vendor names.
- Under no circumstances will outside material be used for scoring, e.g., Yelp reviews, online searches, or past performance...UNLESS those items were explicitly identified as criteria in the RFP.
- Proposals MUST be evaluated SOLELY on the criteria listed within the RFP
- Preliminary draft scores are done independently and given to the committee Chair before the final scoring.

CAPABLE. CONFIDENT. CONTRIBUTING.

References: 63G-6a-101 Utah Procurement Code

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Except as explicitly stated in this Pact or by the Board, the LAPC has limited delegated authority and exists predominately to oversee fidelity to process, advise, and provide recommendations to the Board on issues within the purview of the Committee.

Ultimately, the responsibility for review and action on audit and procurement processes, procedures, and reports remains with the full Board.

REPORTING

As outlined above, the committee minutes are submitted to committee members and the Board within a reasonable time following each meeting. Following review by the committee and approval from the committee chair, the committee secretary submits the minutes to the committee members and bot@lakeview-academy.com for review at the next scheduled board meeting.

The LAPC will prepare and submit to the Board any additional reports as appropriate following the completion of each RFP evaluation to bot@lakeview-academy.com for the next scheduled Board meeting.

Through the above protocols, all matters relevant to the committee’s role and responsibilities will be reported to the Board.

CERTIFICATION

The Undersigned officers and or directors of Lakeview Academy certify that this Audit Procurement Committee Pact was duly adopted as of **Month, date, Year**, and replaces all previous approved Audit Procurement Committee Pacts.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

CAPABLE. CONFIDENT. CONTRIBUTING.

References: 63G-6a-101 Utah Procurement Code

Amended:

Reviewed:

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Amended:

Reviewed:



Lakeview Academy of Science, Arts, and Technology Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Conflict of Interest Policy Statement (ratified by the Board of Directors on 05-10-07)

___ I have no conflict of interest to report

___ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, certifies that they have received, read, and understand the implications of the Conflict-of-Interest Policy. The undersigned also agrees to comply with the policy.

Signature

Printed Name

Date



Lakeview Academy of Science, Arts, and Technology

Committee Pact Acknowledgment & Disclosure Form

The undersigned, by their affixed signature, certifies that they received, read, and understand the Audit and Procurement Committee Pact outlining this committee's duties, expectations, and delegated authority. The undersigned also agrees to abide by and execute the duties described with reasonable and customary diligence.

Signature

Printed Name

Date