RWDB Audit Committee
Area of Oversight and Responsibility

Area of Oversight/Responsibility	Report/Review	When typically completed	Board Review
IWD Monitoring Reports	Financial Monitoring	Typically done twice a year	Semi-annual
	Programmatic Monitoring	Typically done once a year	Annually
Internal Compliance Review	10% Internal Monitoring	Completed quarterly	Annually
KCC Audit Report	Full Audit	Annually	Annually (when complete)
Contract Review	IWD Contract Agreements	Annually (Fall)	Annually (fall)
Expenditure Review	Expenditures by program and line item	Monitor monthly	Semi-Annually
KCC Policies	Changes to and regular updates on KCC Policies such as: • Expense reports • Finance systems • HR/Hiring processes • Diversity Policies • Others as appropriate	As needed internally at KCC.	Semi-Annually review a selected area(s)
Other	Quarterly state reports on enrollments, expenditures, and performance	Receive quarterly from state	Semi-Annually
	Data Validation	Annually (January)	Annually-Update on status. Review if findings as no report provided unless issues.

Potential Draft Agendas:

Fall Agenda	Spring Agenda
• Financial Monitoring • Internal Compliance Review • Contract Review • Expenditure Review • KCC policy – Select 1 or more areas to report on. • Quarterly WIOA Title 1 State reports	• Financial Monitoring • Programmatic Monitoring • KCC Audit – completion times and report issuance can vary. • Expenditure Review • KCC policy – Select 1 or more areas to report on. • Quarterly WIOA Title 1 State reports • Data Validation Update