



The Perth Diocesan Trustees Audit Committee Terms Of Reference

Approved by: The Perth Diocesan Trustees

19 August 1993

File #423(a)

The Perth Diocesan Trustees hereby resolves to establish a committee of members to be known as the AUDIT COMMITTEE with its objectives, composition, term of office, and duties and responsibilities as follows:

Objectives

The primary objective of the committee is to assist the Trustees in fulfilling their responsibilities relating to accounting and reporting practices and compliance with the law. In addition, the committee will:

- oversee and appraise the quality of the audits conducted by the Synod appointed external auditors;
- maintain, by scheduling regular meetings, open lines of communication among the Trustees and the external auditors to exchange views and information, as well as confirm their respective authority and responsibilities;
- serve as an independent and objective party to review the financial information presented to the Trustees and Synod;
- ensure that the Trustees make informed decisions regarding accounting policies and practices.

Composition

The Trustees shall annually confirm the membership of the Audit Committee, which will be comprised of four members, each of whom will be non executive and independent of senior management, and free from any relationship which might in the opinion of the Trustees be construed as a conflict of interest.

Term of Membership

One member of the committee shall be appointed for an initial term of three years; one for two years and one for one year. Retiring members may be reappointed at the discretion of the Trustees.

Meetings

The committee will hold at least two regular meetings each year, and such additional meetings as shall be decided in order to fulfil its duties.

Access

The committee shall have unlimited access to both internal and external auditors and to senior management. The committee shall also have the ability to consult independent experts where they consider it necessary to carry out their duties.



Duties and Responsibilities

1. Liaise and report to the Trustees concerning the external auditors, their appointment, the audit plan and associated fees and charges.
2. Review the financial operations of the Trustees on a quarterly basis with particular emphasis on reported variances to budget estimates.
3. Identify and direct the accounting department on any special projects or investigations deemed necessary, which may arise from perceived deficiencies present in the accounts.
4. Review of the Trustees' internal control systems in relation to policies, issues, systems and controls over operations to ensure safe custody of assets and compliance with the law.

Secretarial Functions

The Director of Finance shall be appointed Secretary to the Audit Committee and attend all meetings of the committee.