

**External Audits & Desk Reviews**

***Policy***

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) that financial records are audited annually by an independent auditing firm of Certified Public Accountants (CPA) to safeguard the assets of CFBHN, fairly represent its liabilities and support revenue and expenses.

***Purpose***

The purpose of this policy is to establish that a yearly independent audit is completed to ensure the financial integrity of all funds. The audit adheres to the requirements of 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements and the Reference Guide for State Expenditures.

By contract, Federal and State authorized representatives and independent auditors are allowed to review, inspect, and copy any records, papers, documents, facilities, goods, and services of CFBHN. Materials to be reviewed include those that are relevant to a specific contract in order to assure Federal and/or State requirements are met according to its terms.

***Procedure***

1. CFBHN solicits proposals from auditing firms. The Finance Committee selects the CPA firm to conduct the audit of the organization’s financial records.
2. The Chief Financial Officer (CFO) works with the selected CPA firm to develop an audit schedule to ensure the audit is completed within 120 days of the conclusion of the fiscal year.
3. During the audit, the CFO and CFBHN staff support the auditors by finding records and completing requested schedules. All requests made by the auditor are responded to in a timely manner. Any and all deficiencies identified in a corrective action plan are corrected.
4. The completed audit is reviewed by the Finance Committee and the Board of Directors. Any identified concerns are addressed by the Board of Directors.
5. The completed certified audit is submitted to the CFBHN funders, the Auditor General and the Federal Clearing House within the timeframes required by contracts.

<p><b>External Audits &amp; Desk Reviews</b></p> <p>Approval:  Alan Davidson, President/Chief Executive Officer</p>	<p>Date Issued: <u>01/20/2006</u></p> <p>Last Revision: <u>03/29/2023</u></p> <p>Review Date: <u>08/28/2024</u></p>
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