



**Riverland Division
of General Practice Inc.**

Manual: Corporate

Board of Management: Audit Committee Charter

Related Documents:

None

Date ratified: 2011/09 (2010/11,2009/08)

Review Due: 2013/08

The Audit committee ("the committee") of the Board of Management ("the Board of Management") of RDGP ("the organisation") will have the oversight responsibility, authority, and specific duties as described below.

Composition

The committee will comprise the Treasurer who shall chair the committee and at least 1 Board of Management member as determined by the Board of Management, and the Chief Executive Officer as an invited guest with no voting rights. The RDGP Chair, external financial consultant and RDGP staff responsible for finance, compliance, risk and audit functions may attend on request of the committee.

Responsibility

The committee is a formal committee of the Board of Management, and is responsible to the Board of Management. Its primary function is to assist the Board of Management in fulfilling its oversight responsibilities with respect to

1. Reviewing and providing analysis of the financial reports including but not limited to the Statement of Financial Performance (Profit and Loss), Statement of Financial Position (Balance Sheet), rolling cash flow statement, and investment reports.
2. Recommending the appointment and remuneration of external financial auditors.
3. Reviewing the audit of the organisation's books and records, and any subsequent management matters that arise from the auditor's management letter.
4. Reviewing the system of financial internal controls that the organisation has established. The committee should have a clear understanding with the outside auditors that they must maintain an open and transparent relationship with the committee, and that the ultimate accountability of the outside auditors is to the Board and committee. The committee will make regular progress reports to the Board.
5. Receive and assess any complaints regarding auditing or accounting matters, including complaints from those who wish to remain anonymous.
6. Reviewing the outcomes and overseeing any action required subsequent to accreditation audits.

7. Ensuring that the organisation's Continuous Quality Improvement directions and Quality Management System are effective.
8. Reviewing and overseeing the risk management system and ensuring that mitigation practices are adequate.
9. Establishing and monitoring a Compliance Program within RDGP ensuring all statutory and regulatory requirements are met.
10. Reviewing the annual compliance schedule and recommending its completeness to the Board.

Signature: _____ **CEO/Chair**

Date: _____