

**Town of Duxbury**  
**Audit Committee Charge**

**PURPOSE**

The primary purpose of the Audit Committee (the “Committee”) is to assist the Board of Selectmen (the “Board”) in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the independent audit process, and the Town of Duxbury’s (the “Town”) process for monitoring compliance with laws and regulations and the code of conduct.

**AUTHORITY**

In discharging its oversight role, the Committee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities and personnel of the Town, and the power to recommend requirements to retain outside counsel, auditors, or other experts for this purpose. The Committee is in place to represent the Taxpayers of Duxbury.

**COMPOSITION**

The Committee will consist of three (3) members:

- Two (2) members of the Finance Committee, appointed or reappointed annually by the Finance Committee Chairperson; and
- One member shall be a member of the Fiscal Advisory Committee, appointed or reappointed annually by the Fiscal Advisory Committee Chairperson.

When practical, all members of the Audit Committee shall have professional experience in accounting, finance, law, or business management.

**MEETINGS**

The committee will meet at least annually, with authority to convene additional meetings as necessary to fulfill its responsibilities. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary.

**RESPONSIBILITIES**

The Audit Committee shall assist the Board of Selectmen in providing oversight of the independent audit of the Town’s financial statements, including, but not limited to:

- Selection of the auditor and review the auditor’s performance and statement of independence
- Review the auditor’s scope of services and include any areas of concern including those expressed by the Board of Selectmen, Finance and Financial Advisory Committees. For requested additional services identified as an increase in scope, approval from the Board of Selectmen will be requested unless provided for in the annual budget.

- Periodically review the progress of the audit with the lead auditor
- Advise Board of Selectmen when issues with integrity or accuracy in financial reporting are identified
- Review the audit results and all accompanying financial statements
- Review and report status to all management letter comments in the annual report
- Review and make recommendations on the performance of the external auditors
- Verify that the Town either:
  - Engages a new external audit firm every 6 years or
  - Rotates the “Engagement Partner” every 6 years
- Report to the Board of Selectmen, the School Committee, and the Finance Committee annually that all responsibilities outlined in this charge have been carried out
- Review and assess the adequacy of the committee charge every three years, requesting Board of Selectmen approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation
- Perform other duties as may be assigned