

**HAMILTON CENTER, INC.
OPERATIONS MANUAL**

Section: **FISCAL**

Policy No.: OP.05.05.00.00

Policy: **EXTERNAL AUDIT**

Date Originated: 12/84

Last R/R Date: 06/19

BOD Approval: 04/08

Posted: 06/19

PURPOSE:

To provide consistency and uniformity of fiscal practices which comply with the U.S. Office of Management and Budget Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations.

POLICY:

Hamilton Center, Inc. (HCI) contracts with an independent certified audit firm to annually review financial management decisions and management estimations and to express opinions regarding the corporation's financial statements. An independent firm is chosen based on its specialty in health care, experience with governmental contracts, and its internal resources necessary to support HCI. The firm provides an annual report, which may include a letter to management describing any recommendation(s) concerning the organization and accounting procedures. Annually, the audit firm presents the audit report and related management letter to the Board of Directors.

Necessary schedules, reports, and other information are maintained to facilitate the auditing process. HCI staff will keep records to comply with previously prescribed audit guidelines.

HCI may also be audited by funding sources including, but not limited to, the State of Indiana, the Federal Government or other contractual entities.