

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

SUBJECT: EXTERNAL AUDIT

SECTION NO: 3.05.00

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EFFECTIVE DATE: 2/25/08

PURPOSE/APPLICATION: To define the process for contracting with a CPA or a CPA firm to conduct an annual external audit of KCTA's financial records, accounts and procedures.

POLICY STATEMENT: The KCTA, on an annual basis, will contract with a Certified Public Accountant (CPA) or a CPA firm to conduct an external audit of its financial records, accounts, and procedures.

IMPLEMENTING PROCEDURES: The annual audit, completed and presented by a qualified CPA firm, will be reviewed and approved by the KCTA Board and distributed to all funding sources on request or through regulation. The audit shall be made available to general public and all local stakeholders upon request.

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REFERENCES:

Capital Area Transit Authority Policies and Procedures Manual

APPROVAL:

KCTA Board Chair

KCTA CEO