

Audit Committee Governance Roles

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Audit Committee Governance Roles and Responsibilities

Dear [Recipient Name],

As a member of the Audit Committee, it is essential to clarify our governance roles to ensure effective oversight of the organization's financial reporting and compliance processes. Below are the key responsibilities and expectations:

- Review and approve the annual audit plan.
- Oversee the financial reporting process and ensure accurate and timely disclosures.
- Monitor the performance and independence of the internal and external auditors.
- Ensure compliance with applicable laws, regulations, and standards.
- Facilitate open communication between the board of directors, management, and auditors.
- Review and assess the adequacy of internal control systems.

By adhering to these roles, we can uphold the integrity and transparency of our financial practices. Please reach out if you have any questions or require further clarification.

Thank you for your commitment to our governance efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Company]