

Audit committee effectiveness: practical tips for the chair

Regulatory mandates, investor expectations, and workloads continue to expand. How will your audit committee meet the demands?

September 2022



Having the right skills and experience on your audit committee is key to meeting today's challenges. But to really set the committee up for success, your chair needs the right approach to take advantage of the committee's strengths. Having an effective chair is essential.

Today's boards are increasingly being asked to up their game—by regulators, investors, and proxy advisors. Audit committee workloads are growing and often include overseeing complex areas such as cybersecurity and elements of ESG. The entire board relies on the hard work of the audit committee to meet its overall objectives. But many audit committees are asking whether they have the right approach to meet these demands.

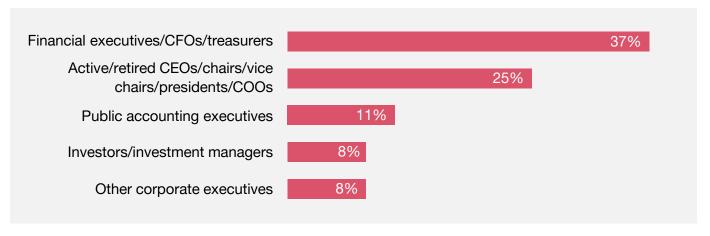
Audit committees need to find ways to meet the heavy burden of regulatory mandates, keep up with increasing stakeholder expectations, and find time for unforeseen issues. Here are some ideas for the audit committee chair to build the right audit committee and keep members performing at a high level.



The audit committee chair: cornerstone of the committee

A high-performing audit committee starts with a good chair. Good leadership and effectiveness go hand in hand. Effective chairs can bring out the best in other committee members, management and external auditors.

S&P 500 audit committee chairs: who are they?



Source: Spencer Stuart, 2021 U.S. Spencer Stuart Board Index, October 2021.



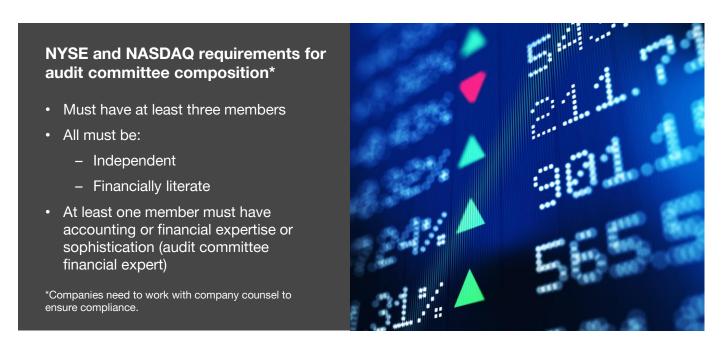
Audit committee chairs need to have experience, integrity, and strong communication skills. To be truly effective, he or she has to take the time to really work on the committee agenda and make sure meetings run well. The chair must be able to effectively coordinate with other board committees. For instance, the audit committee needs to coordinate with the compensation committee to provide input on whether adjustments to GAAP profit measures used to determine CEO incentive compensation are appropriate and accurately calculated. A strong chair also makes him or herself available to senior management, internal audit, and the independent auditors in between scheduled committee meetings for important matters.

What attributes make a strong audit committee chair?

Attribute	Impacts			
	 Understands the business, its risks, and controls 			
Highly experienced	 Knows when to elevate topics to a full board discussion 			
? Professionally skeptical	 Willing to provide an independent point of view 			
Froiessionally skeptical	Intellectually curious			
Confident, with strong integrity	 Promotes a strong "tone at the top" 			
	 Demonstrates to others that all elements of the charter are being addressed 			
Cyconized and presentive	 Prioritizes the most important agenda items 			
Organized and proactive	 Good facilitator; cuts off low-value discussions 			
OO Strong communication and	 Provides clear updates of issues to the full board 			
OO Strong communication and interpersonal skills	 Willing to ask tough questions and have uncomfortable conversations 			
Willing to devote the time and	 Takes the time to develop the agenda and effectively execute meetings 			
energy necessary	 Available as a "sounding board" for management and other committee members 			

What should the audit committee's composition look like?

A key responsibility of the audit committee chair is to think about the committee's overall composition. This means having the right people with the right skill sets to fulfill committee responsibilities.



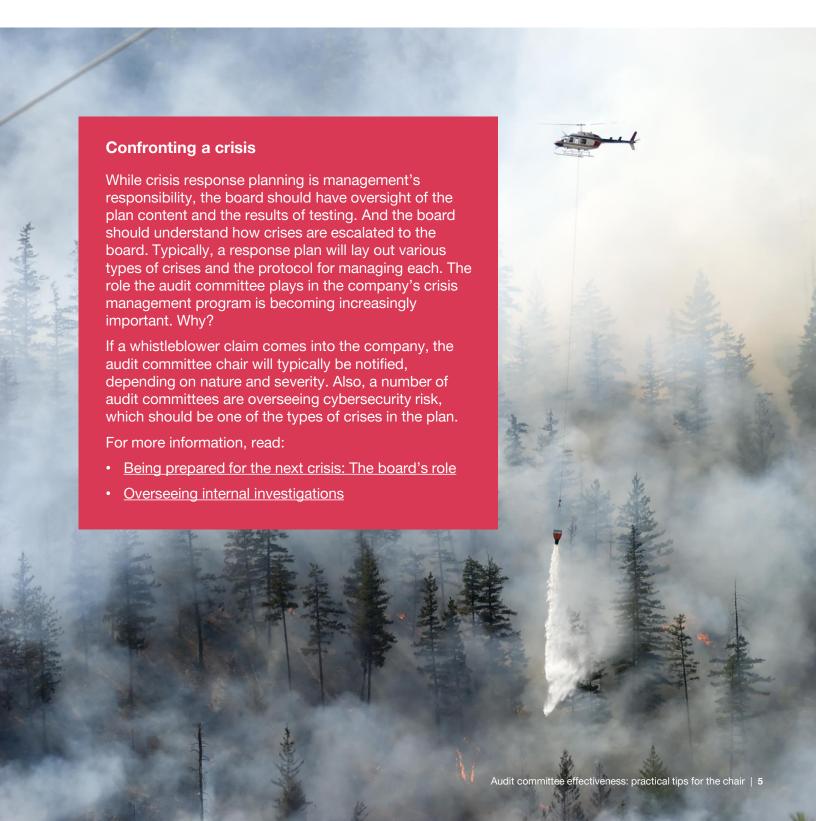
An effective audit committee goes beyond just meeting the stock exchange requirements listed above. While <u>nearly all directors</u> tell us that financial expertise is a very important attribute on their board, more than half also say the same about risk management expertise. These skills are especially important for audit committee members, as boards typically delegate much of risk oversight responsibilities to the audit committee. Also, since audit committees are often charged with <u>oversight of cybersecurity risk</u>, digital and cyber skills are important as well.

Diversity can bring real benefits to a board—and to an audit committee. For example, about three-quarters (76%) of directors believe that <u>board diversity improves</u> their board's approach to strategy and risk oversight. Diversity comes from having a variety of viewpoints. When it comes to business experience, having a mix of both active and retired financial executives, CEOs, risk professionals, and public accounting executives can provide a range of views and perspectives.

When an audit committee has only one member who is a "financial expert," that person often serves as chair. When this is the case, the chair needs to take care to use that expertise as a resource, but also to ensure that he or she doesn't dominate discussions. Audit committee members with other types of skills and expertise can provide valuable perspectives that enhance the dialogue and improve the committee's oversight.

When assessing what's needed on the audit committee, it's important not to overlook "soft" skills. Skills like negotiation, teamwork, problem solving, and communication can complement the critical "hard" financial and technical skills that audit committees need.

A good audit committee will also have members who maintain the respect and trust of their peers and management and understand their role in deterring fraud. If there are allegations of wrongdoing by company personnel, audit committees may be tasked with performing an investigation and forming conclusions on behalf of the board. Committee members should have the integrity and objectivity necessary to deal with any bad actors. Refer to Appendix B for specific tips to consider related to the board's role in deterring fraud.



Too big, too small, or just right?

Most audit committees are made up of three to six members, with four being the most common. We believe that four members is typically the right size for audit committees. Keeping the audit committee on the smaller side promotes efficient discussions and makes it easier to schedule meetings. And in the event of unforeseen member turnover, having four members instead of the minimum of three may provide continuity. For the same reason, audit committees should ideally have at least two audit committee financial experts. Most companies seem to agree, since 84% of companies in the S&P 500 and 75% of companies in the S&P 1500 have audit committees with more than one financial expert.

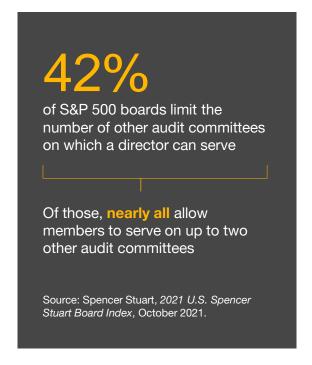
Financial experts: what to disclose?

SEC rules require companies to disclose in their proxy statement whether the audit committee has at least one financial expert. If so, the person's name and independence must be provided. Some companies choose not to disclose other audit committee members who are also financial experts - because it isn't required. But we encourage companies to disclose the names of all members who meet the definition of a financial expert. This enhances transparency for investors.

Some institutional investors and proxy advisory firms have expressed concerns about the "overboarding" of directors. And there are specific rules that apply to some audit committee members. Directors of companies listed on the NYSE are required to get approval from each board if they serve on more than three public company audit committees. Given the time commitment involved with most audit committees, the audit committee chair should regularly assess possible "overboarding" of audit committee service by its members.

Refreshment through rotation

Director tenure is a topic of debate for boards and investors alike. Longer-tenured members have deep experience, understand the business and know how the company works. But long tenure can sometimes breed complacency and a perceived lack of independence from management. To promote refreshment on the audit committee, many boards rotate membership. We believe a board rotation policy can provide effective refreshment. A term of five to seven years, with some flexibility for special situations, is a reasonable term to balance institutional knowledge with fresh ideas from new members.



Getting (and staying) up to speed

It's one thing to have a good audit committee in place. But the audit committee chair needs to take a lead role in helping get new members up to speed. A structured process is critical to successful onboarding. It should start with a comprehensive meeting with the audit committee chair. It should also involve meetings with the CEO, members of the financial leadership team, internal audit, and external audit.

Audit committee onboarding 101

Area	Key orientation topics
Financial	 Critical accounting policies
reporting	 Key estimates
	 Internal control over financial reporting
	 Business segments
	 Financing and liquidity
	 Regulatory environment (e.g., SEC, PCAOB)
	 Earnings guidance practices
	 Timing and process for SEC filings
	 Non-GAAP, non-financial or KPI reporting
Risk and	 Risk management process
compliance	 Whistleblower program
	Code of conduct
	Significant/key risks
Audit	Audit committee charter
committee processes	 Meeting agendas
Support and resources	 Committee self- assessments
	Role of the chair
	 Continuing education

Continuing education is important for all board members. And it is particularly important to the audit committee given changing accounting and regulatory standards. Boards should consider a mix of in-boardroom education sessions with internal and external speakers as well as external training and events.

Many chairs will visit global locations with the CFO to meet with local management and regulators. This allows the chair to understand local issues and regulatory requirements and provides them insight into the strength of the local team.

Onboarding—using the audit committee

Consider having new board members attend an audit committee meeting as observers—even if they are not joining the committee. Hearing about core audit committee agenda items (e.g., risk oversight, financial reporting, significant judgments, and estimates) can be highly valuable and an efficient way to educate new board members on the company.

Making the meeting effective and efficient: practical approaches

Audit committees know they need to work hard to meet the mandate of their charter and to tackle other critical issues that may arise. How do they balance those duties with practical time constraints?

Some audit committee chairs use innovative approaches to meet mounting demands. We describe a few of those approaches below.

Agenda planning: setting the course

Without a carefully planned agenda integrated with the charter requirements, it's hard to set an efficient course for the year. The committee may even fail to fulfill its basic duties. Some best practices include:



Designate a management liaison – The audit committee chair will need help managing the agenda-setting process, including inevitable changes throughout the year. It's important to designate a specific person (e.g., corporate secretary, chief audit executive) to liaise with other members of management and coordinate changes to the agenda.



Comply with the charter - The audit committee charter is the starting point to plan the agenda for the year's topics. The charter is the audit committee's commitment to shareholders and reflects its required actions. Agenda planning needs to account for each item in the charter.



Plan the topics annually – Map out the agenda topics and time allotments, by meeting, for all scheduled meetings at the start of each year. Most topics are recurring. Make time for "deep dives" into selected topics such as the regulatory environment and income taxes. And leave room for unexpected issues that may come up during the year.



Confirm agenda topics before each meeting – A critical step is for the audit committee chair to touch base with other committee members, management, and the external auditors before the agenda is distributed. The chair can then make adjustments to topics or change the order and/or allocation of time.

Agenda planning tools

Often, audit committees use agenda planning tools to help chart and monitor meeting topics for the year. They also help ensure that the committee is meeting all of its charter requirements. (See a sample agenda planning tool in Appendix A).

Pre-meeting materials: getting to the point

Many directors tell us that that there is room to improve board materials. They want more management insights, better-highlighted risks, and shorter and more summarized materials.

For audit committees, effective pre-meeting materials are critical given the volume of materials required for oversight. Some best practices are:

- ① Agree on timing Committee members need to have time to review and digest the materials. Usually, management strives to have materials available at least a week in advance of the meeting. A shorter lead time may be appropriate for telephonic meetings with limited agendas, such as those covering quarterly earnings releases. With the common use of board portals, a best practice is to post materials to the portal as they are available but make sure deadlines are clear for the most critical topics.
- Use executive summaries and dashboards Audit committee members often experience information overload. A good executive summary for each section of the pre-read materials and the use of dashboards which capture meaningful data and trends, can help. Astute committees establish a protocol with management so written materials get to the point up front and the appropriate level of supporting content follows. Common points for impactful executive summaries are:
- · Why the topic is on the agenda
- · Management's insights and conclusion
- Key takeaways
- Action steps (e.g., committee vote) and timeline
- Highlight changes Reviewing a high volume of filings and reports can be challenging. Many of the recurring reports use nearly identical verbiage, making it difficult to know what is new or different. Request that management highlight substantive changes from the prior quarter in these reports (e.g., SEC filings, management representation letters from external auditors). This allows the audit committee member to focus on the underlying reason for the changes, particularly when the change was unexpected.
- Use appendices Different committee members may want different levels of detail in the materials. Focusing on the core content and including the "nice to have" detail in an appendix can make the materials more concise and focused, while not short-changing those who want to read more. It is important for all committee members to agree on the level of detail to be included in appendices. Also, committee members may want to consult the company's legal team to understand their obligation, if any, to review supplemental information provided in appendices.



Examples of best practices for pre-meeting materials

Pre-meeting materials	Best practices				
Management financial	Executive summary of primary takeaways				
analysis	Use graphics to highlight trends				
Form 10-K	Executive summary of points of emphasis				
	 Highlight major changes from prior filings 				
Chief audit executive points	 Executive summary of audits completed compared to plan, significant unresolved findings, audit plan changes, and other sensitive items 				
	 Dashboard of key information such as audit reports issued, unresolved issues, past due findings, trend analysis of findings by risk/theme/business unit, and internal audit function resource needs 				
Chief compliance officer points	 Executive summary of significant new claims, status of unresolved claims, risk assessment changes, and other sensitive items 				
	 Dashboard of tailored information such as new and unresolved claims and trend analysis of claims by risk/theme/geography/business unit and compliance group resource needs 				
External audit	 Highlight changes and updates from the prior year or quarter 				
correspondence (e.g., engagement letters, mgmt. representation letters, legal letters)	Provide explanation of reasons for significant changes				

Final preparations: the meetings before the meeting

As audit committee chair, final preparation before the meeting is critical in order to lead an effective and efficient meeting. After reading the pre-meeting materials, a series of touch points with those integrally involved in the upcoming audit committee meeting (most likely the CFO, controller, chief audit executive and external auditor) is key to being prepared.

What are the objectives of these meetings?

- Build relationships
- Get clarification of the pre-meeting materials and provide feedback
- · Provide guidance on points to emphasize during the presentation at the upcoming meeting and thoughts on how to stay within the allotted time
- Alert individuals to potential questions and challenges from committee members

Overall, these meetings are intended to ensure all participants are well prepared without making the meeting overly scripted.

Executive and private sessions: enhancing communication

Used properly, executive sessions and private sessions are tools that are critical to the effective functioning of the committee. Many committees do not take full advantage of these sessions. Here are some best practices for each:

Executive and private session best practices

	Executive sessions	Private sessions
Attendees	Only audit committee members	At a minimum, meet separately with the CFO, chief audit executive, and external audit. The chief compliance officer and chief risk officer might also have sessions, as well as those who attend meetings occasionally, such as the chief information security officer, chief information officer, general counsel, and tax leader.
Frequency	At the beginning of every meeting, as well as at the end of most (if not all) meetings	At the end of all face-to-face meetings
Purpose	 Give committee members unstructured time to interact Before the meeting – react to pre-meeting materials and provide final input on the agenda After the meeting – debrief to agree on priorities and provide input on next meeting's agenda 	 Promote candid and confidential conversations in an unstructured setting Build relationships Clarify matters discussed during the full meeting Inquire about sensitive topics, such as the risk of fraud and corporate culture Mentor and coach members of management; the collective knowledge and experience of the audit committee is highly valuable and should be used to help develop members of management

One last point on executive and private sessions: resist the temptation to make a "game-time" decision to skip them when meetings are running long. They are critical to audit committee oversight (and they don't need to take up a lot of time).

Assessments: making the audit committee better

An annual assessment process should go beyond the minimum stock exchange requirements and be a mechanism to help a good audit committee become great. Individual members can give and receive specific feedback and development points. Assessments can help ensure that the committee is functioning well and finding ways to improve. Committees that participate in frank discussions about their performance and their composition and then commit to acting on results of their self-assessments will naturally stay sharp.

For more on the importance of assessments, read Getting real value from board assessments: Beyond "check the box". For a checklist of responsibilities and related practical insights for the audit committee, read our Audit committee oversight checklist paper.

Committee connection:

How does the audit committee work with other committees of the board?



Audit committee

The audit committee works with all committees to provide a lens into the company's culture

Compensation committee

- Understand which non-GAAP measures as well as other financial metrics are used in executive compensation
- Share internal audit reporting that might affect other committees
- Oversee succession planning for the finance function/internal audit/ethics and compliance. which should be a part of the other overall company talent succession planning efforts

Nominating and governance committee

Ensure that there is appropriate succession planning for audit committee financial experts

Understand where on the board there are synergies or gaps in oversight of key risks within the company

Cyber committee (if applicable)

· Understand how oversight of cyber risk is executed at the board level and specifically how security of financial reporting information is covered

Enhanced proxy disclosures: taking credit for what you do

Audit committees often take pride in their diligent and thorough oversight. Audit committees are required to make certain disclosures in a company's annual proxy statement, but investors and other stakeholders don't always understand the extent of the committee's efforts. Increasingly, investors are calling for audit committees to voluntarily enhance their proxy disclosures. By describing what the committee does in more detail, the company gives investors better insight. Investors, in turn, are in a better position to make informed voting and investment decisions.

Refer to the call-out on this page for more information on what other boards are disclosing.

When reviewing the proxy statement, we encourage audit committees to evaluate the usefulness and transparency of disclosures and consider enhancing them to respond to what investors are asking for. To get started:

- Ask those who prepare the proxy statement to draft sample enhanced disclosures,
- Benchmark proxy disclosures of peers and competitors, and
- Review proxy disclosures of companies that have already embraced enhanced disclosures.

Armed with this information, the audit committee can take a critical look at its past disclosures and decide whether to revise them.

Having a strong audit committee chair in place is the cornerstone of an audit committee. Coupled with the right composition of members and sound approaches to tackling a demanding workload, the audit committee is destined to be high performing, effective, and efficient.

Audit committee review of the draft proxy statement should focus on the following:

- Audit committee report
- External auditor fee disclosure
- External auditor appointment ratification
- Oversight of risk

What are other audit committees doing? (percentage of S&P 500 companies)

Discussing criteria considered when evaluating the audit firm

Stating that the audit committee 50% was involved in the audit partner selection

Disclosing that the audit committee is responsible for oversight of cybersecurity risk

Discussing considerations in appointing the external auditor

Disclosing whether the board has a cybersecurity expert

Stating that the external auditor evaluation is at least annual

Disclosing audit committee responsibility for fee negotiations

Providing explanation of a change in fees paid to the audit firm

Source: Center for Audit Quality/Audit Analytics, 2021 Audit Committee Transparency Barometer, November 2021.

Appendix A

Sample audit committee meeting agenda planner

Table excludes quarterly meetings related to earnings releases and Form 10-Q SEC filings. These meetings are often telephonic with limited agenda topics. Some committees have expanded these telephonic meetings to add an agenda item or two to help relieve time pressure from other meetings with full agendas.

Topic	Charter reference ¹	February	May	July	October	December
Management – Accounting and reporting						
Accounting policies	FS.1					Х
Significant estimates and judgments	FS.1	Χ				
New accounting standards – impact and implementation plan	FS.5			X		
Review Form 10-K/10-Q	FS.2	Χ				
Legal issues review	FS.4	Χ	X	Χ	Χ	X
Related party transactions	FS.3	Χ		Χ		
Global staffing update, succession plan, competence assessment and continuous improvement plan				X		
Management – Risk and compliance						
Compliance and business conduct report (including hotline complaints and code of conduct violations)	C.3	Х	X	Х	Х	X
ERM – risk assessment and updates	C.2		X			X
ERM – cyber risk	C.2		X			X
ERM – review of Form 10-K risk factors	FS.2					
Insurance coverage update				Χ		
Internal audit						
Internal audit global annual plan	IA.2		Х			
Internal audit activity report and annual plan update	IA.2				Х	
Internal control over financial reporting assessment and deficiencies status update	FS.6	X	X	Х	Х	Х
Internal audit charter review	IA.3		X			
Fraud risk assessment	C.4		Х			Х
Global staffing update, succession plan, competence assessment, co-sourcing arrangements and continuous improvement plan	IA.3				Х	
Annual assessment of internal audit	IA.4					Χ

Topic	Charter reference ¹	February	May	July	October	December
External audit						
Global audit plan and fees	E.2		Х			
Pre-approve external auditor fees (as needed)	E.2	X	X	Х	Х	Х
Year-end audit results and required communications	E.4	Х				
Annual assessment of audit firm, engagement team, and lead audit partner	E.5	Х				
Independence review	E.5	Χ				
Appointment of external auditor	E.5	Χ				
Review policy on hiring employees of external auditor	E.6					X
General						
Executive session	G.2	Χ	Χ	Χ	Χ	Χ
Approval of minutes		Χ	X	Χ	Χ	Χ
Review annual agenda plan		Χ				
Committee annual assessment	G.5	Χ				
Audit committee charter review	G.4					Χ
Proxy statement review Oversight of risk Related-party transactions Audit committee report External auditor fee disclosure External auditor ratification	G.3	Х				
Private sessions Each meeting (CFO, CCO, internal audit, external audit) At the discretion of audit committee (CISO, CIO, general counsel, tax leader)	G.2	X	X	X	X	X
Special topics and deep dives (on an "as n	eeded" basis)2					
IT implementation projects and initiatives			Χ			
IT security update					Χ	
Income taxes				X		
Treasury						Χ
Regulatory environment					Χ	
Shared service center performance and initiatives						

- 1. It is helpful to refer to specific sections of the Audit Committee Charter. A separate analysis should be done to ensure all charter actions are addressed in the meeting planner.
- 2. Special topics and deep-dive areas are at the discretion of the audit committee based upon current events and risks. Typically, these are not required to be addressed each year.

Appendix B

Key tips for the audit committee in deterring fraud

- Use the audit committee agenda to signal the importance of ethics, culture, and tone to senior management—and influence their behavior. Allocating meaningful time and focus to discussing the topic at audit committee or board meetings sends a strong message to executives that the committee is paying attention.
- Look beyond the tone at the top to the "mood in the middle" and the "buzz at the bottom." Discussions with a broader group of employees across divisions or offices can give audit committee members a different perspective on tone at the company.
- Pay close attention to how executives interact with directors, both inside and outside the boardroom. Executives' behavior can say a lot about the company's tone at the top.
- · Spend time with groups in the company that focus on controls and compliance (e.g., internal audit) to ensure they understand the importance of their role in the organization.
- Ask management about the tenure/rotation of CFOs and other key finance positions at international locations. Often, a "fresh set of financial eyes" can highlight potential problems.
- Meet regularly with the company's general counsel and chief compliance officer to monitor compliance with legal and regulatory requirements and oversee an annual review of the company's compliance programs and reporting systems.
- Focus on the accounting areas that require a great deal of management estimation and judgment.
- Question the rationale for any use of third parties acting as intermediaries between the company and other businesses or government organizations in territories with a high risk of fraud and corruption.
- · Understand management's process for reviewing third-party contracts and policies, including during acquisitions.
- · Understand whether the company has adopted a supplier/distributor code of conduct. And whether "right to audit" provisions are included in third-party contracts and being exercised.
- Understand how the company's fraud and cyber risk management programs are aligned and how the two work together.
- Understand the measures management takes to educate employees about insider trading risks and how they monitor activity for any suspicious trades.





How PwC can help

To have a deeper discussion about how this topic might impact your business, please contact your engagement partner, or a member of PwC's Governance Insights Center.

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Audit committee resources

Your role as an audit committee member has become more expansive and complex. You need trusted guidance and independent insights to be more strategic, informed, and effective in your oversight role. Our practical resources can help you solve important problems and stay ahead of the audit committee issues you face. We cover key areas of oversight such as internal audit, external auditors, third-party risk, ESG/sustainability, and taxes, among others. We also provide example reporting dashboards for ethics and compliance, D&I, culture, and more. Our audit committee insights will help you stay informed and educated.