



AUDIT COMMITTEE MEETING AGENDA

Date and Time: Tuesday, August 15, 2023 | 2:00 PM – 3:00 PM

Meeting Details: Zoom Video Conference: <https://cpp.zoom.us/j/82153218360>
Meeting ID: 821 5321 8360

Audit Committee Members Present: Dorothy Roberts (Chair), Walt Allen, Pat Patel, Cynthia Nelson, Doug Nelson, Jayson Yardley

Audit Committee Members Not in Attendance: N/A

Guests: Joanne Mathew and William Chung (Enterprise Auxiliary)

Staff Liaison: Natalie Graff

Staff Recorder: Natalie Graff

Committee Responsibilities: The Audit Committee shall review and recommend to the Board the engagement or discharge of the Corporation’s independent auditor, and review with the independent auditor the plan, scope, and results of the audit engagement, as prescribed by law, and report thereon to the Board.

I. OPENING REMARKS

DOROTHY ROBERTS, CHAIR

II. APPROVAL OF MINUTES FROM MARCH 14, 2023 ACTION ITEM

DOROTHY ROBERTS, CHAIR

III. DISCUSSION ITEMS

a. FY22/23 Audit Update and Timeline

Philanthropic Foundation		
Due Date	Due Time	Description
July 21st	Noon	Fourth Quarter FIRMS submission due to campus
September 6th	Noon	PDF soft copy "Draft" of Audited Financial Statements and Supplementary Schedules, including Excel template of Supplemental Schedules due to campus (PBC018) - Draft to be used for campus review and initial input into Wdesk.
September 8th	Noon	"Final Draft" - PDF soft copy of the Final Audited Financial Statements, Independent Auditor's Letter to Management, and Supplementary Schedules, including final Excel template of Supplementary Schedules due to campus (PBC018) - "Final Draft" should only be pending approval/presentation to the governing board, with no expected changes to be made. Should include all revisions/feedback provided by campus.
September 8th	Noon	Signed GAAP Financial Reporting Checklist for Component Units (PBC018A)
September 8th	Noon	Submission of reconciliation between Stand-Alone F/S to CSU Supplementary Schedule SNP and SRECNP by GAAP Line Item (PBC018I)
September 13th	Noon	PDF soft copy of A-133 and Auditor's Communication to Management Letter (PBC018C and
September 18th	Noon	"Final" - PDF soft copy of the Final Audited Financial Statements, Independent Auditor's Letter to Management, and Supplementary Schedules, including final Excel template of Supplementary Schedules due to campus (PBC018) - Board approved copy.
November 7th	Noon	Corrective Action Plan template, evidence of completion of action plan, and certification letter due to campus. (PBC018G)

IV. NEW BUSINESS

DOROTHY ROBERTS, CHAIR

- a. Request for Proposal (RFP) for Audit Firm – *review related documents*
- CSU Policy: Auxiliary Organization External Auditor Firms Qualifications
 - CSU List of Approved Auditors
 - RFP Draft
 - Audit Firm Selection Criteria
 - Audit Reference Check Questions
- b. October meeting date – *discuss*

V. ADJOURNMENT

DOROTHY ROBERTS, CHAIR

All committee meetings will be held via zoom video conference until further notice.