

Template approved: 04/20/2016

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COMMITTEE NAME: Audit Committee

DATE OF REPORT: *Initial fall progress report* *Spring progress report* *Second fall progress report*

Date submitted: 8/7/2020

Date amended (if applicable): *Click here to enter a date.*

Date accepted by Executive Board: *Click here to enter a date.*

COMMITTEE ASSIGNMENT: *Council I* *Council II* *Council III* *Executive Board*

REPORT SUBMITTED BY: Danny Follett, Chair

COMMITTEE CHARGE(S):

Constitutional Charges:

1. The Audit Committee shall report to the Board. Except when a certified public accountant conducts an audit of the Conference's financial records, the Audit Committee shall audit the Conference's financial records annually.
2. Work with the Finance Committee.

COMMITTEE WORK PLAN AND TIMELINE:

COMMITTEE ACTIVITIES:

1. **Dates of committee meetings or conference calls:**

N/A

2. **Overview of committee activities:**

- a. The committee has been able to review the full documentation for Q4 2018 and Q1 2019, which we felt was accurate, complete, correctly classified, and consistent with CFP bylaws and policy as we understand them. The chair has been sent monthly bank reconciliations from the Executive Treasurer and has reviewed those.

3. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. The committee has completed reviews for Q4 2018 and Q1 2019.

4. **Status of charges still PENDING and activities yet to be completed:**

- a. We have received documentation from the Executive Treasurer through Q1 2020, so we have a backlog that we are working through. We are planning to have a call later this month to discuss reviews of the remaining quarters of 2019.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: *No requested action at this time*

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:** *See changes noted above under "requested action"* *No changes to previously approved roster*
"Committee Members Template" (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):** *No draft content documents submitted at this time*

2. **Supporting Attachments (OPTIONAL):** *Not applicable*