

## MEMORANDUM

TO: COMMITTEE CHAIRS  
FROM: Dr. H. Wayne Derstine  
DATE: March 18, 2009  
SUBJECT: Audit Committee Report

- 1) Committee-Audit Committee
- 2) Date of Report-March 18, 2009
- 3) Name of report preparer – Dr. H. Wayne Derstine, Chair
- 4) Committee charge- Audits CFP's financial records annually except when a certified public accountant conducts the audit. Results of the audit are reported annually to the Board.
- 5) Listing of committee members
  - Dr. H. Wayne Derstine, SGS, Tallahassee, FL
  - Debbie Williams, DBPR, Tallahassee, FL
  - Teresa Bullock, Arkansas Department of Health, Little Rock, Ark

6) Requested Board (or other) actions

Approve the following report concerning the audit of CFP's financial records. Trevor Hayes sent an audit packet to each member of the audit committee. The packet included the following: the Year-end Financial Statement, a Banking Summary, a Complete List of Income and Expenses by Itemized Categories, the Year-end Checking Account Bank Statement, a Complete Check Register, Two Savings Account Bank Statements, and (6) Receipts which are different for each member. A variety of receipts representative of CFP's financial activity was sent. Each member focused on their individual material which provides a broad picture of CFP expenses and their documentation. The Committee Chair received receipts associated with the hotel where the biennial meeting was held (Omni San Antonio) since that is where most of our expenses occur. The three members of the committee reviewed their individual packets and provided input to the Chairman of the committee. The committee did not find any discrepancies or concerns that we felt needed to be discussed. We had the opportunity to not only discuss any findings with Trevor, but we could also discuss our findings with Jeff Lineberry and Lisa Wright. The committee did not feel that was necessary. Trevor is to be commended for his excellent record keeping and attention to detail.

7) Recommendation(s) for future charge

If approved, the committee will audit the financial books and provide a report for the Executive Board in 2010.

Respectfully Submitted,  
H. Wayne Derstine, DVM  
Tallahassee, FL