

MEMORANDUM

TO: CFP Executive Board
FROM: Angela Nardone, Chair
DATE: April 22, 2015
SUBJECT: Audit Committee Report-Audit of 2014 Financial Records

- 1) Committee-Audit Committee
- 2) Date of Report-April 16, 2015
- 3) Name of report preparer – Angela Nardone, 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
 - 1) Angela Nardone, Chair, N2N Global
 - 2) Janice Buchanon, Steritech
 - 3) Bill Hardister, Mecklenburg County NC Health Department
 - 4) Chris Gordon- VA Department of Health
 - 5) Eric Puente, Whole Foods
 - 6) Christina Bongo-Box- Popeyes Louisiana Kitchen
- 6) Requested Board (or other) actions
 - For the April 2015 meeting, the audit committee's focus was to review the 2014 Financial records including the bank statements, monthly reconciliation, and expense reports and invoices.
 - We do not have the Records for 2013. These are outstanding as of this date.
 - The Committee is composed of 6 members.
- 7) Findings of the audit
 - The accounting records seem to be in order.
 - The monthly reconciliations present fairly, in all material aspects
 - This was reviewed the financial position of the Conference for Food Protection as of December 31, 2014

8) Recommendation(s) for future charge

- As a Committee we recommend having a set schedule for when the accounting records will be sent to the committee. We recommend having these records sent quarterly to the Chair no later than 45 days following the close of the Calendar quarter with an expected turn-around time of 30 days to review and return the records.
- We recommend including full financial statements as part of the audit. In the current process we are only reviewing expenses and not the full accounting cycle and process of CFP. This will lead to completeness of the audit process.

Respectfully Submitted,

Angela Nardone, chair