

Conference for Food Protection – Committee FINAL Report

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Committee Name: Audit Committee

Date of Final Report: 3/14/2018

Committee Assignment: Council I Council II Council III Executive Board

Report Submitted By: Danny Follett

Committee Charge(s)

Issue # 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.

- 1.
- 2.
- 3.

Issue # Work with the Finance Committee as needed.

- 1.
- 2.
- 3.

COMMITTEE WORK PLAN AND TIMELINE:

1. We are up-to-date on our quarterly audits, having completed the audits for Q2-17, Q3-17, and Q4-17 since our last report.
- 2.

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls: September 8, 2016, March 31, 2017, February 27 - March 13, 2018 (work conducted over email)
2. Overview of committee activities:

Since the last periodic report, we have completed reviews of each transaction with respective supporting documentation as well as having examined the GL and bank statements for Q2 2017, Q3 2017, and Q4 2017. In each case, we concluded that transactions were properly authorized, booked accurately, and classified properly within the scope of the procedures we could perform via remote document review, with the minor exception of a reimbursement that was miscalculated and under-paid by \$0.40. The miscalculation was due to an error by the requestor.

With respect to reimbursements, we noted that each request was duly signed by the Executive Treasurer, who in several cases made necessary adjustments or corrections, showing that he is carefully reviewing them. We noted, however, that in some cases the submitter had used an agency form rather than the official CFP form. The current policy allows for acceptance of any form approved by the Executive Treasurer, but we wondered whether the policy should insist on the CFP form to reduce complication and confusion.

We also noted that reimbursement request forms are rarely, if ever, signed by the submitting party. We don't believe this to be an issue, as they are emailed in and those emails are documented. However, it may be prudent to note in policy that email submission is considered the signature of the requestor and that submission by any other means will require a signature.

We have also reviewed, on a monthly basis, the reconciliations performed by the Executive Treasurer.

We had overlap between our committee and the Finance Committee and we have worked with them on the development of policies addressing budgeting and internal control.

3. Charges COMPLETED and the rationale for each specific recommendation:
 - a. We have completed our charge to perform quarterly audits.
 - b. We have contributed in the Finance Committee's development of new policy.
4. Charges INCOMPLETE and to be continued to next biennium:
 - a. The process of auditing is ongoing
 - b.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

No requested Executive Board action at this time; all committee requests and recommendations are included as an Issue submittal.

1. Charge the appropriate committee to review the reimbursement policy.
- 2.

Listing of CFP Issues to be Submitted by Committee:

1. Issue #1 Report – Committee Name

Committee Name and Date of Report:

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a. List of content documents submitted with this Issue:

- (1) Committee Final Report (See attached PDF)
- (2) Committee Member Roster (See attached PDF)
- (3) Other content documents:

b. List of supporting attachments: No supporting attachments submitted

2. Committee Issue #2:

3. Committee Issue #3: