

Conference for Food Protection – Committee Periodic Report

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: 8/1/2018

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

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.

Issue # *Work with the Finance Committee as needed.* _____

- 1.
- 2.

COMMITTEE WORK PLAN AND TIMELINE:

Our plan is to conduct quarterly audits for the previous quarter.

COMMITTEE ACTIVITIES:

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

None yet.

2. **Overview of committee activities:**

We've formed a committee with 4 members, which should be just enough although we would welcome additional volunteers. We will be scheduling a call in the next week to welcome new committee members and orient them with the committees work and methods. Then we will make assignments for the Q2 audit.

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

- a.
- b.

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

- a.

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

1. Approve roster
- 2.

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*

Committee Members Roster