

## 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:** [Click here to enter a date.](#) **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):**

*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.*

*Work with Finance Committee*

**COMMITTEE WORK PLAN AND TIMELINE:**

We're planning to get started on the Q4 2016 review in the next week or so and be done or nearly so by the April Board meeting.

**COMMITTEE ACTIVITIES:**

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

September 8, 2016

March 31, 2017 (scheduled)

2. **Overview of committee activities:**

Kern and Thompson performed an audit for the first 3 quarters of 2016. We have reviewed the audit report and we will likely be reviewing new proposed policies and procedures that Cliff is working on to help complete the recommendations of the audit firm and establish a good foundation for CFP's accounting practices.

Cliff is setting up an online drive for document backup and transmission to the Audit Committee and we have a call on March 31 to coordinate audit activities. After those are completed we will begin our audit of Q4 2016. Without the benefit of prior experience conducting a CFP audit committee audit, I would think that the approximately one month between the submission of this report and the meeting of the Board would be enough time to get it done and be ready to start on Q1 2017.

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

- a. An audit was completed by a certified public accountant for the first three quarters of 2016.
- b.

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

- a. We hope to be finished, or at least well underway, with an audit of Q4 2016 by the Spring Board meeting.

**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/](http://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