

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

Committee Reports are considered **DRAFT** until accepted by the Executive Board

The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.

Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.

COMMITTEE NAME: **Audit Committee**

DATE OF REPORT: **Initial fall progress report** **Spring progress report** **Second fall progress report**

Date submitted: 7/15/2016

Date amended (if applicable): 8/3/2016

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 going to have an introductory call this month. We are then going to request the documentation we need to review in order to conduct an audit as outlined in the bylaws and constitution and make assignments within the committee to accomplish the necessary review. We will also work with the new Finance Committee in any capacity deemed necessary and appropriate.

COMMITTEE ACTIVITIES:

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

We're still working on a time to meet, but our first meeting will take place sometime in mid-late August.

2. **Overview of committee activities:**

The Audit Committee has been formed with 7 members, including the chair and the liaison to the Finance Committee.

We're setting up a call for Terry to orient me and establish the relationship between the Audit Committee and the Finance Committee

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

- a. N/A
- b. N/A

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

- a. We're going to be obtaining and reviewing the appropriate records necessary to obtain reasonable assurance regarding the assertions made in CFP's financial reports.

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

1.

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**