

Item 3.1.1 (1)

Template approved: 07/13/20/21

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

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COMMITTEE NAME: Audit Committee

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

Date submitted: 10/8/2021

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 Conference for Food Protection (CFP) financial records shall be audited every 4 years by a Certified Public Accountant (CPA), at the expense of CFP. The audit is to be initiated by the Executive Treasurer with consent and oversight from the Audit and Finance Committees

The Audit Committee may authorize the Executive Treasurer to release, to qualified CPA firms, the CFP financial information required to secure quotes for the purpose of adhering to the audit policy of the CFP. Appropriate, fully executed Non-Disclosure Agreements shall be in place prior to the release of any financial information.

Reviews in other years shall be conducted by the standing CFP Audit Committee and reported to the Executive Board.

COMMITTEE WORK PLAN AND TIMELINE:

In accordance with our charge and CFP policy, we will review CFP financial documents for the year 2021 & 2022. A CPA firm will be conducting an audit for the year 2020.

COMMITTEE ACTIVITIES:

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

None yet.

2. **Overview of committee activities:**

Reviewed the first two audit quotes received by the executive treasurer. Completed a committee roster for board approval.

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. We have yet to complete a review in this biennium.

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD: Approve roster. Review and discuss audit quotes received by Executive Treasurer to select and approve a CPA firm.

Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.

Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.

1. Approve Roster
2. Select & Approve CPA Firm

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