

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:** 7/12/2019

**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, Chair

**COMMITTEE CHARGE(S):**

**Constitutional Charges:**

1. 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.
2. Work with the Finance Committee.

**COMMITTEE WORK PLAN AND TIMELINE:**

**COMMITTEE ACTIVITIES:**

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

N/A

2. **Overview of committee activities:**

- a. The committee has not received the full documentation for any quarter since the spring report. As soon as we are provided with the next round of documentation we will begin to review it. The chair has been sent monthly bank reconciliations from the Executive Treasurer and has reviewed those.

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

- a. The committee has completed reviews for all available quarters (through Q3 2018).

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

- a. The committee will conduct reviews of the remaining quarters in the biennium.

**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*