

Date: 3/07/2005

To: Executive Board, Conference for Food Protection

From: CFP Audit Committee

RE: FY 2004 Audit

The CFP Audit Committee consisting of Amelia Sharar, Barbara Gerzonich, and Debra K. Williams (chair), through a series of e-mails and conference calls completed the FY 2004 audit of the CFP financial records.

The records reviewed consisted of the following documents:

- Year-end Financial Statement
- Banking Summary – overall look at Income & Expenses
- Itemized Categories – Income and Expense line items
- Bank Statement – South Valley National Bank checking account balance
- Bank Statement from Imperial Capital Bank – CD activity
- Significant sampling of actual receipts (over 60%) with cross referencing documentation

The Audit Committee thoroughly reviewed all of the above reference documents, cross referenced checks with receipts, verified income and expenses as well as an in-depth view of the year end financial statement, itemized categories and checking account balances. The entire hotel expenditure packet for the 2004 Conference was also reviewed and verified.

The Audit Committee determined that there were 6 issues that were in need of further clarification from the Executive Director. All of the issues were satisfactorily clarified by Director Hayes with the exception of two issues for which Board input is sought.

The first issue is regarding CFP members' reimbursements. It was observed that most CFP members' reimbursements for travel were in the \$500.00 or less range with the exception of Jim Lewis, under committee expenses (ANSI/Accreditation), who had expenses of \$865.12 and \$947.56 respectfully. What is the guidance for expenses reimbursements higher than the norm?

The second issue concerns the Executive Director's per diem expenses when he travels on CFP business. Through the audit process it was observed that meal receipts were provided by the Director when he was

traveling for CFP, our question is would it be beneficial if the Director was allowed the Federal Government Per Diem for travel days rather than having to manage all of the meal receipts?

Overall, the Audit Committee would like to thank Executive Director Hayes for keeping such excellent detailed records. The packets we were provided to review were very completed and well organized making our task time efficient. We found all invoices, receipts, and financial reports to be in order.