

MEMORANDUM

TO: COMMITTEE CHAIRS
FROM: Dr. H. Wayne Derstine
DATE: March 8, 2010
SUBJECT: Audit Committee Report-Audit of 2009 Financial Records

- 1) Committee-Audit Committee
- 2) Date of Report-March 8, 2010
- 3) Name of report preparer – Dr. H. Wayne Derstine, Chair
- 4) Committee charge- Audits CFP's financial records annually except when a certified public accountant conducts the audit. Results of the audit are reported annually to the Board.
- 5) Listing of committee members
 - Dr. H. Wayne Derstine, SGS, Tallahassee, FL
 - Debbie Williams, DBPR, Tallahassee, FL
 - Teresa Bullock, Arkansas Department of Health, Little Rock, Ark

6) Requested Board (or other) actions

Approve the following report concerning the audit of CFP's financial records. Trevor Hayes sent an audit packet to each member of the audit committee. The packet included the ET transition Audit material (April 1-September 30, 2009) which was as follows: first quarter 2009 financial statement, banking summary, Itemized categories, checking account statement, 2009 check register and a packet of receipts. The committee reviewed all the attached info and found no deficiencies. In addition, Eric Pippert sent a packet of financial records for October-December 2009. The records reviewed were complete and in order. All balance and expense sheets appeared to be well documented, consistent, and accurate. The committee did not find any discrepancies or concerns that we felt needed to be discussed. We had the opportunity to not only discuss any findings with Trevor and Eric, but we could also discuss our findings with Jeff Lineberry and Lisa Wright. The committee did not feel that was necessary. Trevor and Eric are to be commended for their excellent record keeping and attention to detail.

7) Recommendation(s) for future charge

If approved, the committee will audit the financial books and provide a report for the Executive Board in 2010.

Respectfully Submitted,
H. Wayne Derstine, DVM
Tallahassee, FL