

Committee Progress 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: [Click here to enter a date.](#) **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: Daniel Follett

COMMITTEE CHARGE(S):

1. The Audit Committee shall report to the Board and shall audit the Conference's financial records annually. In addition, a certified public accountant shall conduct an audit of the Conference's financial records at least every 4 years.
- 2.

COMMITTEE WORK PLAN AND TIMELINE: We will make assignments and a work plan on our upcoming call

COMMITTEE ACTIVITIES:

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

3/15

2. **Overview of committee activities:**

Committee members have been given access to the documentation; our first call is scheduled for 3/15

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. Review of last year's financial transactions and documentation

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:

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. For Board consideration: in accordance with the 4 year cadence, 2024 would be the year of an external audit.

2.

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