

## Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

### Committee 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:** 3/7/2019

**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:**

10/18/2018, 3/6/2019

2. **Overview of committee activities:**

- a. The committee conducted reviews of the general ledger, statements, and transaction documentation for Q1 2018, Q2 2018, and Q3 2018.
  - i. We found one numerical discrepancy, there was a \$12 overpayment that results from transposition in transferring amounts from receipts to the expense report form. We are sending the details to Cliff Nutt.
  - ii. We found a few minor issues with transaction documentation. We are sending the information to Cliff Nutt for his consideration and clarification where applicable.

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*

1. The committee would like to bring up a potential policy change for the Board to consider: For control reasons, we would suggest that the Executive Treasurer's expense reports be required to be approved and signed by the Executive Director or the Executive Assistant.

**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*