

Conference for Food Protection - Audit Committee Report, March 5, 2007
Prepared by: Barbara Gerzonich, Chair
Committee Charge: to audit CFP Financial Records annually and report findings to the Board

Listing of Committee Members:

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Progress Report: The Audit Committee met via teleconference on February 27, 2008 to discuss the 2007 financial reports sent to all committee members by Trevor Hayes. The committee developed a short list of questions from the review of the various reports and submitted questions for clarification to Trevor, who responded to all issues to the satisfaction of the Audit Committee.

Requested Board Actions: None
Recommendations for Future Change: None

Timeline Addendum for Audit Committee

- Biennial Meeting Held
- Audit Committee Chair named by Conference Chair - June/July
- Audit Committee Chair solicits 2 committee members & requests approval of committee selection at August Executive Board meeting

Note: All appointments to Conference Committees shall be made to provide a balance in representation of the stakeholders in the particular matter under consideration. Membership should include 1 State, 1 Local & 1 other person representing Federal Gov't., industry or academia.

- Treasurer closes out accounting records at calendar year end. Mails copies of financial records to Committee membership in February for prior year.
- Committee Chair arranges teleconference with committee members as soon as all member schedules permits. Conducts conference call and submits any questions to Treasurer. Resolves questions and consults with Committee members for issues/recommendations for report.
- Completes report and submits to Treasurer at least 30 days prior to Spring Executive Board meeting. Uses standard format required by Conference.
- Presents report and answers any questions at Spring Executive Board meeting
- Repeats process with same committee for year 2 of office.