

## **Board of Finance Audit Subcommittee Meeting Minutes, July 1, 2013**

Meeting called to order at 9:02 am

Members present: Brian Stern, Helen Garten, Avi Kaner

### Item A: External

1. External Audit plan was discussed (Conrad and Bassett)

### Item B: Internal Audit

1. Reviewed and discussed the status of the Personnel Audit open items (Conrad)
2. Reviewed progress on the Time and Attendance and Personnel Audits. A report draft should be ready for review at the Sept 9 meeting. (Scully)
3. Confirmed Audit Plan for 2013. (Scully)
4. Discussed PO process internal audit findings(Conrad/Scully/Bassett)

### Item C: General

1. Reviewed reporting to the Board of Finance. (B. Stern)

### Item D. Any other Business.

A) Approved minutes from April, 2013

Meeting adjourned at 10:45 am

Respectfully Submitted,

Lynn Scully, Internal Auditor

Approved \_\_\_\_\_