

**Sample Committee Agenda Timeline with relevant deadlines:**

September	<ul style="list-style-type: none"> <li>• Update on county and state response to Corrective Action Plan (CAP)</li> <li>• Review annual timeline with district staff</li> </ul>
October	<ul style="list-style-type: none"> <li>• Q&amp;A on Unaudited Actuals (due to Board 9/15)</li> </ul> <p>Committee members should watch Board and/or Budget and Finance Com meetings for presentation of Unaudited Actuals</p>
November	<ul style="list-style-type: none"> <li>• Preliminary presentation by auditor</li> <li>• Begin draft Audit Com report to Board</li> </ul>
December	<ul style="list-style-type: none"> <li>• <b>Final audit presentation (filing deadline with state is 12/15)</b></li> <li>• Finalize Audit Com report to Board</li> </ul> <p>Notes: 1) report to board is only 'delivered' when it is included in Board's agenda and presented by Audit Com Chair to Board. <b>Audit should be presented by auditor to Board no later than 1/31</b> and audit com report to Board should coincide</p> <p>2) Budget and Finance Committee members can be invited to Audit presentation and/or joint meeting can be scheduled.</p>
January	<ul style="list-style-type: none"> <li>• Review audit process, timeline and scope for following year with the auditor</li> <li>• Review with the auditor the cooperation received from district</li> <li>• District staff update of audit findings tracker</li> </ul>
February	<ul style="list-style-type: none"> <li>• Review with the district's managers their perception of the independent auditors, any significant matters of concern arising from the audit, and the extent to which recommendations made by the independent auditors have been implemented</li> </ul>
March	<ul style="list-style-type: none"> <li>• Review draft CAP</li> <li>• Update audit findings tracker/potential presentation on a corrective action area</li> </ul>
April	<ul style="list-style-type: none"> <li>• Draft 2<sup>nd</sup> annual letter to Board</li> </ul>
May	<ul style="list-style-type: none"> <li>• Review final CAP (due in May)</li> <li>• Finalize 2<sup>nd</sup> annual letter to Board</li> </ul>
June	<ul style="list-style-type: none"> <li>• Committee elections</li> </ul>