



## Business Services Division Memo

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**To:** OUSD Audit Committee  
Elizabeth Ross, Chair

**From:** Lisa Grant Dawson, Chief Business Officer  
DeCarlos Kaigler, Chief Financial Officer  
Ryan Nguyen, Controller

**Subject:** Audit Committee Calendar and Work Plan Memo - First Read

**Date:** Oct 3, 2022

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Dear Chair Ross and the members of the OUSD Audit Committee,

The District seeks to design as part of your agenda planning, a cycle of reports and presentations aligned to the District's Financial and Audit Cycle and the Committees Work.

The very preliminary draft for first read and recommendations are as follows:

Month	Agenda Item
July	<ul style="list-style-type: none"><li>● The District does not host summer meetings</li></ul>
August	<ul style="list-style-type: none"><li>● Brief Audit Status Update<ul style="list-style-type: none"><li>○ Commonly, the District is in the process of providing additional information as the fiscal year has ended and the new year is beginning</li></ul></li><li>● Audit Committee Report Draft Work<ul style="list-style-type: none"><li>○ In response to what has been presented the prior year, the Committee can begin to draft what they have learned/been presented in preparation for completion of the Memo to the Board and acceptance of the Final Audit report in January of each year. This item must be completed by December to be included in the January report</li></ul></li></ul>
September	<ul style="list-style-type: none"><li>● Prior Year Unaudited Actuals is presented to the Governing Board by September 15th<ul style="list-style-type: none"><li>○ The District will notify the Audit Committee of the Board Meeting/Budget and Finance Meeting dates as the Audit Committee Meeting is before the</li></ul></li></ul>



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	<p>aforementioned meetings</p> <ul style="list-style-type: none"><li>● Review Prior Year Audit Findings.<ul style="list-style-type: none"><li>○ No Audit Findings will be known at this time.</li></ul></li><li>● Review of Internal Control Procedures/Updates</li><li>● Audit Committee Report Draft Work</li></ul>
October	<ul style="list-style-type: none"><li>● Q &amp; A of Unaudited Actuals</li><li>● Review of Corrective Action Plan and presentation of a corrective action area as applicable</li><li>● Review Initial Audit Findings - Auditor Presentation</li><li>● Audit Committee Report Draft Work</li></ul>
November	<ul style="list-style-type: none"><li>● Review of Corrective Action Plan and presentation of a corrective action area as applicable</li><li>● Draft Audit Presentation</li><li>● Review Audit Findings - Auditor Presentation</li><li>● Audit Committee Report Draft Work</li></ul>
December	<ul style="list-style-type: none"><li>● Draft Audit Update</li><li>● Revised Audit Findings Tracker Presented</li><li>● Final Audit Committee Report Draft Work</li></ul>
January	<ul style="list-style-type: none"><li>● New Fiscal Year Audit Calendar/Entrance Meeting with Auditor</li></ul>
February	<ul style="list-style-type: none"><li>● Review Draft Corrective Action Plan</li></ul>
March	<ul style="list-style-type: none"><li>● Review Draft Corrective Action Plan</li></ul>
April	<ul style="list-style-type: none"><li>● Review Draft Corrective Action Plan</li></ul>
May	<ul style="list-style-type: none"><li>● Review Final Submission of Corrective Action Plan (Due May annually to the State Controller's Office)</li></ul>
June	<ul style="list-style-type: none"><li>● Review Corrective Action Plan for prior year audit</li></ul>

It is anticipated that this document will return after committee interaction in November for possible adoption in December 2022.