
Regrets: Allen Damren and Jack Calhoun

Also in attendance: Ann-Marie Hartshorn and Kristyn Van Ostern

The meeting was called to order at 11:30 p.m. at NE Delta Dental, 2 Delta Dr. Concord, NH.

1. **BerryDunn Fiscal Year Ending June 30, 2014 Audit Engagement and Audit Summary Presentation**

   Mr. Mark Laprade and Ryan Gough from BerryDunn were welcomed to the meeting. Mr. Laprade explained the 2014 Audit Planning Summary. The audit process will begin June 23 and end December 15, 2014.

   Ms. Hartshorn reported on suggested areas to be reviewed as submitted by committee members: IT security; CCSNH retirees; and teaching/working the allowed number of hours.

   Discussion followed.

   **VOTE:** The Committee, on motion of Mr. Densmore, seconded by Ms. Roy-Czyzowski, voted unanimously to approve the engagement letter with BerryDunn for the CCSNH audit for the period ending June 20, 2014.

   Ms. Shields signed the engagement letter.

2. **Approval of the March 25, 2014 Meeting Minutes**

   **VOTE:** The Committee, on motion of Ms. Roy-Czyzowski, seconded by Ms. Mahar, voted unanimously to approve the March 25, 2014 meeting minutes as presented.
3 Draft By-Laws Discussion

Discussion followed on the current and proposed by-laws. Question was raised if there should be by-laws and a committee charter.

The following format was suggested for the by-laws which would be given to each committee chair: purpose; membership; unique authority if applicable; and committee responsibility.

A charter could be a companion piece for every committee and would be reviewed annually and this would be stated in the by-laws as a separate bullet under responsibilities.

Based on suggestions, Ms. Shields will develop audit by-laws and circulated to the committee.

4 Audit Findings Tracking Log Update

Ms. Hartshorn explained the comment/finding tracking log as circulated. Discussion followed.

5 Capital Projects Audit Update

Ms. Hartshorn gave a brief update on the progress of the capital projects audit. Topics addressed included: who is responsible for what; the decision making process, i.e. change orders which should be signed by Matt Moore but there is no policy; the need for a six year plan. The audit will be presented at the next audit meeting. Mr. Moore is in process of working on policies and procedures.

6 Fiscal Year 2015 Audit Plan and Risk Assessment

Ms. Hartshorn explained her FY15 risk assessment matrix and areas noting the six areas that will be audited: follow-ups (prior recommendations identified); capital projects; P-cards; student information security; general ledger and account reconciliations; e-Follett vouchers as well as the FY16 audit plan. Timelines for these were shared. The FY 15 Audit Schedule will be revised to include outstanding prior audit finding follow-up work.

The issue of new employee background checks was questioned as was mentioned at today’s Finance Committee meeting. It was felt that this should be addressed by the Personnel Committee

Discussion followed on other areas that should be added to her plan which included financial aid especially where there were FAO vacancies and staffing
problems; CCSNH retirees working part time in the system (number of hours allowed).

All were asked to provide feedback to Ms. Hartshorn regarding the risk matrix.

The committee endorsed the 2015 plan as presented.

7. Other

NEXT MEETING: September 18, 2014 at 11:30 a.m.

The meeting adjourned at 1:34 p.m.

Respectfully submitted,

Marie Anne Mills
Assistant to the Chancellor