



Audit Committee
CCSNH BOARD OF TRUSTEES
Meeting of July 25, 2019

Present: Trustee Stephen Ellis (teleconference), Trustee Tricia Lucas, Trustee Cheryl Kahn, Trustee Steven Slovenski, Trustee John Stevens, CCSNH Legal Counsel Jeanne Herrick, CCSNH Director of Risk Management Bill Thomas, CCSNH Director of Internal Audit Ann-Marie Hartshorn.

Others Attending: Rob Smalley (BerryDunn), Renee Bishop (BerryDunn)

The meeting was called to order at 10:04 am in the Chancellor's Office Conference Room at NHTI in Concord, NH.

Presentation of Engagement Letter

Mr. Smalley and Ms. Bishop from BerryDunn presented. Mr. Smalley gave an overview of the work that is conducted through the Financial Statement and Uniform Guidance Audits. Mr. Smalley explained that they identify key areas and consider controls over compliance but explained that BerryDunn is not a level of internal control, and that they do not express an opinion on internal controls. Any significant findings are communicated prior to the end of an audit.

BerryDunn will visit all seven colleges this year. Ms. Hartshorn stated that there has been some turnover in the business offices across the system.

External audits are conducted on an annual basis, and individual internal audits are conducted throughout the year.

Ms. Lucas requested more background information ahead of the next meeting to better inform the committee and to allow the committee to work more effectively. Ms. Herrick, Ms. Hartshorn, and the auditors will provide more information in advance of the next meeting.

CCSNH Safety and Security Draft Annual Report Feedback

Ms. Herrick and Mr. Thomas presented. Ms. Herrick stated that they will be checking policies and procedures to see if CCSNH matches the standard.

Information Security Compliance Monitoring Report FY20

Ms. Herrick and Mr. Thomas presented, stating that reports will be updated regularly and given to the Audit Committee to review and discuss with the auditors for the next year.



Internal Audit of Scholarship Awards

Ms. Hartshorn discussed recommendations and the procedures for future follow-up in respect to internal audit of scholarship awards.

FY 2020 Internal Audit Plan and Risk Matrix

Ms. Hartshorn presented the 2020 Internal Audit Plan and explained the process of conducting the risk assessment and creating the plan for each fiscal year. Ms. Hartshorn also mentioned that she continues to work with the NE Audit Director's to ensure best practices are in place.

Legislative Budget Audit Matrix Update

Ms. Hartshorn provided an update on the status of all open LBA performance audit observations.

FY19 Financial Audit and Uniform Guidance Update

Ms. Hartshorn provided an overview of the FY19 financial audit and uniform guidance report. BerryDunn was on-site conducting field work in April and will be returning in September to conclude the financial audit.

Approval of BerryDunn Engagement Letter

VOTE: The Committee, on motion of Ms. Lucas and seconded by Mr. Stevens, voted unanimously to approve the BerryDunn Engagement Letter as presented.

Approval of FY 2020 Audit Plan

VOTE: The Committee, on motion of Ms. Lucas and seconded by Ms. Kahn, voted unanimously to approve the FY 2020 Audit Plan as presented.

Approval of March 21, 2019 Minutes

VOTE: The Committee, on motion of Ms. Kahn and seconded by Mr. Stevens, voted unanimously to approve the minutes of the March 21, 2019 meeting as written.

Ms. Lucas will serve as the Audit Committee Chair and requested that Mr. Slovenski confirm his schedule to serve on the committee.

The next Audit Committee meeting is scheduled for September 19, 2019, with the following meeting scheduled on November 21, 2019.

No further business was stated. The meeting was adjourned at 12:22 pm.

Respectfully Submitted,

Kristen Carlson
CCSNH Administrative Assistant