



Audit Committee
CCSNH BOARD OF TRUSTEES
Meeting of September 19, 2019

Present: Trustee Tricia Lucas (Chair), Trustee John Stevens, Trustee Cheryl Kahn (teleconference), Trustee Steven Slovenski, CCSNH Director of Internal Audit Ann-Marie Hartshorn (CCSNH)

Not Present: Trustee Stephen Ellis, CCSNH Director of Risk Management Bill Thomas, CCSNH Legal Counsel Jeanne Herrick

Other Presenting: John Harrington (CCSNH), Rob Smalley (Berry Dunn) and Katy Balukas (Berry Dunn)

The meeting was called to order at 1:11 pm in the Chancellor's Office Conference Room at NHTI in Concord, NH.

Overview of Internal Audit Function

In preparation for the next committee meeting on November 21 to approve the audit, Mr. Smalley, Ms. Balukas, and Mr. Harrington provided an overview of the internal audit process at CCSNH and the role of the committee in the process. CCSNH prepares the financial statements that are provided to Berry Dunn, who will then review the financial statements for any material weaknesses. The audit process starts in April with student financial aid work, at which time planning for the year-end audit begins. The year-end audit comprises a review of internal controls, payroll processing, and revenue postings. Information from the internal control assessments is used to determine areas of higher risk that will be further reviewed at year-end. BerryDunn will provide a summary of the process for the committee following the meeting.

Berry Dunn produces two audits every year—an audit of financial statements and a uniform guidance audit of federal requirements for programs and student financial aid.

In November, Berry Dunn will provide the draft reports to the committee for final approval. Final approved reports are due to the state by December 1. Once approved, the final reports are presented at the next full board meeting.

Ms. Balukas reviewed the prior year deliverables with the committee, including the required communication letter from Berry Dunn to the Board of Trustees. Any material adjustments that need to be made will be clearly stated for the committee in the required communications letter.



Ms. Balukas also provided an overview of the Uniform Guidance report with the committee, for the purpose of familiarizing the committee with the report. All federal departments that award the system with federal funds will review this report. Similar to the financial statements, there are only five pages that cover the opinions that Berry Dunn will give. This report will list any issues of non-compliance. Berry Dunn does not issue an opinion of internal controls.

Mr. Smalley reviewed the annual financial report with the committee, for the purpose of familiarizing the committee with the report. The first two pages contain Berry Dunn's report, and the rest of the report comprises the information provided by CCSNH.

Discussion followed regarding the annual audit items and any on-going matters that need to be presented to the board in January following the committee's final approval of the reports.

Approval of July 25, 2019 Minutes

VOTE: The Committee, on motion of Ms. Kahn and seconded by Mr. Slovenski, voted unanimously to approve the minutes of the July 25, 2019 meeting as written.

No further business was stated. The meeting was adjourned at 3:35 pm.

Respectfully Submitted,

Meghan Eckner
Executive Assistant to the Chancellor and Board of Trustees