



SONOMA STATE UNIVERSITY
FOUNDATION

AUDIT COMMITTEE MINUTES

SSU Foundation Audit Committee
Wednesday, May 22, 2019
Salazar Hall, Conference Room A
2:00 p.m. – 3:00 p.m.

Members Present: Randy Pennington (Chair), Herm Benedetti, Sam Brown (*tele.*), Anita Christmas

Committee Staff Present: Amanda Visser, Ian Hannah, Joyce Lopes, Kyle Bishop-Gabriel

Guests Present: Bobby LaCour (*tele.*), Jennifer Dale (*tele.*), and Elizabeth Miura (*tele.*) – Aldrich

I. OPENING COMMENTS

Meeting opened at 2:01pm.

II. NEW COMMITTEE MEMBER

Pennington told committee that he put a call out for a new committee member and hasn't received any responses from Board members. Committee members do not need to be Board members and therefore it's likely a new member would come from the community.

Pennington possibly has some prospects that might work, staff also noted the need and will request recommendations from Advancement staff as well.

III. APPROVAL OF THE MINUTES – SEPTEMBER 12, 2018
(see 5.22.19 meeting packet)

Committee unanimously approved minutes from September 12, 2018.

IV. AUDIT PLAN & TIMELINE FOR 18/19 FISCAL YEAR- Aldrich
(see 5.22.19 meeting packet)

Bobby LaCour from Aldrich greeted the committee and expressed their pleasure in working with Sonoma State University Foundation for the year ending June 30, 2019.

LaCour mentioned to Committee that the team did have a minor staff change this year with Chris Birchall moving into a new position, Jennifer Dale will be stepping in to fill his role. She will be responsible for managing the day-to-day audit activities.

LaCour proceeded with informing the Committee there are no significant audit changes to consider this year and they are expecting a very smooth audit.

LaCour reviewed the following with the Committee:

- Scope of Services
- Service Timeline
Delivery of audit report to Foundation will be September 3rd, 2019 with CSU submission deadline being September 20th, 2019.
- Significant Audit Areas and Issues
- Fraud Considerations
- Peer Review
Aldrich is currently in peer review year and a new review will be issued Sept. 2020.
- Professional and Regulatory Changes
LaCour did mention to Committee that there is greater emphasis is being placed on non-profits and the role they play in the world economy. They are continuously being examined and audit professionals will need a thorough understanding of any new requirements to plan ahead for applicable changes. LaCour shared that currently there are no new standards affecting the Foundation this year.
- Other Standard updates that might impact the Foundation
The main updates LaCour shared with Committee that would possibly affect Foundation is in the 2021 year there will be new leasing standards as well as some GASB changes that will affect financial reporting as a whole.

V. COMPLIANCE REVIEW REPORT/PROCESS

(see 5.22.19 meeting packet)

Hannah informed Committee that the role of the Compliance Review Committee was moved to be a more internal review of the scholarship program. He explained that the review/audit of Scholarships was a natural fit to place under the Audit Committee so that the committee can review the compliance report.

Visser explained that 20 scholarships are selected at random for review. Currently there are 2 staff people who review each of those scholarships for accuracy in following donor intent. Committee expressed they would like to see an Audit Committee member as an external party to be a part of the review. Staff agreed that would be favorable and suggested putting out a call each year to have either an Audit Committee member or Board member volunteer to be a part of the compliance review which typically takes place each fall in October or November.

It was agreed by Committee and Staff that the report will be given by staff this year at the Board meeting and next year it will be part of the Audit Committee report.


VI. CSU COMPLIANCE AUDIT

Visser informed Committee that the CSU has reinitiated their tri-annual compliance audit practice. This year will be the year that Foundation will be audited which will take place after this summer.

VII. OPEN ITEMS

Before meeting close, Pennington mentioned at next meeting they will review the Committee Charter. Staff will ensure to send out the Charter soon so that all members have a chance to review prior to the next meeting.

Meeting adjourned at 2:43pm.



Minutes approved by:

Ian Hannah
Chief Operation Officer and Secretary,
SSU Foundation



Minutes prepared by:

Kyle Bishop-Gabriel
Staff, SSU Foundation