



GVR Mission Statement: “To provide recreational, social and leisure education opportunities that enhance the quality of our members’ lives.”

MINUTES AUDIT COMMITTEE
Monday, August 26, 2019 at 4:00 pm

Approved unanimously by committee October 21, 2019

COMMITTEE: Gail Vanderhoof, Chair; Don Weaver, Vice-Chair; Pat Reynolds, Ted Schultz, Terry Vogler

PRESENT: Gail Vanderhoof, Don Weaver, Pat Reynolds, Ted Schultz, Terry Vogler

MINUTES APPROVED: May 28, 2019 Approved unanimously.

Discussion for audit firm Interviews August 27 and Aug 29.

Questions/Requirements for selection:

- A strong non profit client base in both audit and tax
- Recognized reputation in the Tucson market for expertise with NFP work
- Non profit clients that are in a compatible size range (where GVR would a middle size client not one of the smallest nor one of the largest)
- Capable of aiding GVR Management and Board in accounting and consulting as needed
- Strong emphasis on communication with the client
- Firm size with professional and staff size in 50 to 100 range with strong skill and affiliations in professional organizations in not only accounting but NFPs.
- A desire to want GVR and GVRF as a long-term client.

Follow up meetings:

- 1 Set dates and times committee is available to meet with Cheryl, Kent and CPA advisors for their input. Ask if each is willing to rate the four firms.
We compiled our availability on dates and times to meet, if we cannot meet after the last interview. (From Fri. Aug 30 thru Fri Sep 6).
- 2 Set up meeting to evaluate input and select audit firm. We scheduled potential dates and times to finalize the committee’s choice of auditor. (From Mon. Sept. 9 through Mon. Sept. 16)

PERTINENT BYLAWS:

The Audit Committee:

The Audit Committee shall occupy an oversight role of the financial structure, internal controls, etc. of The Corporation with access to the books and records and the activities of Management and Staff personnel.

The financial records of The Corporation shall be audited following the close of each fiscal year by an independent auditing firm.

The Treasurer:

The Annual Meeting of The Corporation shall be held within ninety days (90) after the end of the fiscal year, and shall include a report of the outside auditor.

The Treasurer shall exercise an oversight role of the financial affairs of The Corporation to ensure that financial records are kept in accordance with generally accepted accounting standards. The Treasurer shall ensure that timely, accurate financial statements are presented to the Directors and that the financial records of The Corporation are audited in accordance with the provisions of these Bylaws.

ACCOMPLISHMENTS TO DATE: (August 26, 2019)

Determined we need an external independent financial audit.

Discussed requirements: nonprofit knowledge and multiple CPAs for variety of expertise.

Selected qualifying auditors and chose top five firms.

Drafted and approved RFP. (Request for Proposal)

Sent RFPs.

Researched Nonprofit Council & AICPA model documents:

- Audits

- Role of Audit committees

- “Separation” requirements

- Audit Policy requirements

- Whistleblower requirements

- Tax form required review of 990

Passed motion to update bylaws for board vote

Obtained documents: 3 years of 990s, audits, management letters. (draft of one – Cheryl will send final one later)

Draft of audit policy.

Compiled unresolved items from previous audits.

Set requirement for involvement 2018 990 draft.

Reviewed, recommended changes, and approved IRS Form 990 for 2018

Set up interviews of four final audit firms.