

AUDIT COMMITTEE MEETING**Friday, August 16, 2024****10:00-11:00 a.m.**Join via Zoom: <https://csudh.zoom.us/j/6862964425?omn=81322144669>

Or Dial-in: +1 669 900 6833 Meeting ID: 686 296 4425

MEETING MINUTES**Voting Members****Present:** Chair Tony Jake, Brad Beverage, Justin Gammage, Fran Fulton**Members Present:** Jeanine Cornell, Tayyeb Shabbir, Pat West, Rama Malladi, Jeremy Brown, Nicole Harper Rawlins, Deborah Wallace**Staff Present:** Tranitra Avery, Kelle Kain, Cherisse Ross, Gillian Fischer**Guests Present:** Nicole Stan, Jackie Richman**I. Roll Call**

- This meeting was held via Zoom virtual platform. Members and guests could be heard clearly. Quorum met.

II. Call to Order

- Meeting called to order by Chair Tony Jake at 10:03AM.

III. Approval of Agenda

- Brad motioned, Fran seconded. All in favor.

IV. Approval of Previous Meeting Minutes

- Fran motioned, Tony seconded. All in favor, except Brad who abstained as he wasn't at the meeting the minutes were being approved for.

V. Public Comments

- No public comments.

VI. Action Items

- FY 2023 – 2024 Audit Review
 - i. During the meeting, the external auditor (Nicole) presented significant findings from the FY 2023 and FY 2024 audits, identifying material weaknesses due to pervasive errors in expense reporting across grant periods. The errors stemmed from a lack of proper controls and a systemic misunderstanding between the grants and accounting teams regarding fiscal year boundaries. Nicole emphasized that while the expenses aligned with grant periods, they were

recorded in incorrect financial statement periods, leading to audit complications. Signature Analytics was brought in to assist with a thorough cleanup, and despite the issues, the audits ultimately received unqualified (clean) opinions.

- ii. Brad and other committee members acknowledged the seriousness of the findings, citing the need for improved internal controls and education for those incurring expenses, particularly faculty and researchers unfamiliar with accounting principles.
- iii. TAP management is coordinating monthly meetings with OSRP, with updates to be provided to the Committee on a periodic basis. A motion to approve the 2023 and 2024 Basic and Single Audits was introduced by Brad, seconded by Justin, and unanimously approved by the Committee members. A grants accountant position was also created to improve oversight and ensure transactions are properly recorded going forward. The committee approved both the 2023 and 2024 audits and acknowledged the efforts made by the TAP and university leadership to address the audit findings proactively. Motion to approve the audits put forth by Fran, seconded by Brad and approved unanimously.

VII. Adjournment

- The meeting was adjourned following a motion by Brad, seconded by Fran, with thanks to all attendees. Meeting end time: 10:30am.