

**AUDIT COMMITTEE MEETING**Date: January 23<sup>rd</sup>, 2025

Time: 3:30pm – 4:30pm

Location: <https://csudh.zoom.us/j/81720706272?from=addon>**MEETING MINUTES****Voting Members****Present:** Chair Tony Jake, Brad Beverage, Justin Gammage**Members Present:** Jeanine Cornell, Tayyeb Shabbir, Nicole Harper Rawlins, Rama Malladi, Jeremy Brown, Pat West**Staff Present:** Tranitra Avery, Kelle Kain, Cherisse Ross**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 3:34PM.

**III. Approval of Agenda**

- All in favor.

**IV. Public Comments**

- No public comments.

**V. 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. However, material weaknesses were still cited due to the lack of preventive and detective controls.

- 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. The meeting concluded with unanimous votes to approve the audits and appreciation extended to the audit team for their diligence.

#### VI. Adjournment

- The meeting was adjourned following a motion by Brad, seconded by Jeremy, with thanks to all attendees. Meeting end time: 4:42pm.