



September 15, 2015

To: Audit Committee Members  
Reginald Avery  
Chao Wu  
Edward Berman  
James Young

Cc: Milton W. Matthews, President/CEO  
Jackie Tuma, Chief Staff Liaison  
Members of the Columbia Association Board of Directors

From: Gregg Schwind, Audit Committee Chair

**The Audit Committee of the Columbia Association Board of Directors will meet on Monday, September 21, 2015 at Columbia Association Headquarters, 6310 Hillside Court, Columbia, MD 21046 at 7:30 p.m.**

**AGENDA**

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| 1. Call to order   | 1 min  |
| 2. Approval of agenda  | 2 min  |
| 3. Approval of minutes: <u>July 22, 2015</u>   | 5 min  |
| 4. Review of financial documents:  | 20 min |
| a) FY16 first quarter Financial Report   |        |
| b) FY16 first quarter financial statements   |        |
| 5. Motions to recommend Board action (no backup)   | 5 min  |
| a) Motion to provide the FY16 first quarter Financial Report to the Board of Directors   |        |
| b) Motion to provide the FY16 first quarter financial statements to the Board of Directors   |        |
| 6. Review of draft revisions to CA's ethics policies   | 20 min |
| 7. Memo re: internal controls and financial oversight for small nonprofit organizations such as the Inner Arbor Trust  | 15 min |
| 8. Motion to close for the purpose of reviewing several internal audit reports and consultation with staff personnel on legal matters in accordance with HOA Section 11B-111.(4)(i,iv) | 54 min |
| 9. Committee Tracking Form (open meeting)  | 2 min  |
| 10. Adjournment – 9:34 p.m.  |        |

***ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST TWO DAYS IN ADVANCE OF THE MEETING.***