

**Tracking Form - Audit Committee
Open Meeting Items**

	Submitted to Committee by (name):	Date sent to Committee	Description of Topic	Action to be Taken	Date Due to AC	Extensions	Revised Due Date to AC	Item Complete? (Y/N)
1	Mr. Schwind	3/7/2016	Provide greater detail about Administrative Department initiatives in the Financial Report cover letters.	Ms. Krabbe to provide.	June 2016 AC meeting	-	-	Y - Done, per S. Krabbe.
2	Mr. Young	3/7/2016	Provide the financial impact of the February 2016 snow storm including actual costs for snow removal.	Ms. Krabbe to provide.	June 2016 AC meeting	-	-	Y - Done. Attached to the tracking log provided with the backup materials for the June 2016 meeting.
3	Mr. Young	7/27/2016	The 401k investment committee should report to the AC on the plan's investments, per note 1 of the audited financial statements for the year ended 12/31/15.	Ms. Krabbe to provide.	By April 30, 2017			
4	Mr. Young	9/12/2016	Provide an explanation for the year-to-date budget variance in payroll taxes expense as compared to the corresponding variance in salaries and wages expense.	Ms. Krabbe to respond.	December 2016 AC meeting			Y - Done via email communication from Ms. Krabbe to AC members on 11/9/16.
5	Mr. Young	9/12/2016	Add additional language on Schedule L of the IRS Form 990 regarding the itemized transaction with an "interested person."	Ms. Krabbe to add statement to return.	September 15, 2016 (deadline for filing return)	-	-	Y - Done.