

**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. Berman	3/20/2017	In the capital budget section of the Financial Reports, include a general description of category 1, 2 and 3 expenditures.	Ms. Krabbe to provide.	July 2017 AC meeting			Y - Included beginning with FY17 4th quarter Financial Report.
2	Audit Committee	6/26/2017	Amend the draft Office of Internal Audit Mission Statement and Charter to 1) modify the internal audit scope and responsibility sections, 2) add a list of standing reports, and 3) expand the description of the quality assurance program requirements.	Ms. Tuma to do.	September 2017 AC meeting			Y - Amended draft was provided with backup materials for the Sept. 2017 AC meeting.
3	Mr. Young	6/26/2017	Provide a checklist of the Audit Committee Charter's requirements at each meeting.	Ms. Tuma to do.	Beginning July 2017 AC meeting			Y - The checklist was provided with the backup documents for the July 2017 meeting and will be provided at each AC meeting going forward. (A sample checklist was also attached to the tracking log provided with the draft minutes from the June 2017 AC meeting.)
4	Mr. Young	6/26/2017	At the end of each fiscal year, provide a list of the Audit Committee's accomplishments for review.	Ms. Tuma to do.	Beginning March 2018 AC meeting			
5	Mr. Schwind	7/26/2017	Expand the definition of "memberships" on the Financial Report (pg. 3) to clarify that it relates to individual facilities.	Ms. Krabbe to do.	Sept 2017 meeting			Y - Done.
6	Ms. Thomas	7/26/2017	How much is CA paid by Howard County for mowing on its behalf?	Ms. Krabbe to respond.	Sept 2017 meeting			Y - Response was attached to the tracking log provided to the AC with the July 2017 draft meeting minutes. Ms. Krabbe also distributed the response to the Board on 8/7/17.
7	Mr. Young	7/26/2017	At the next meeting, discuss how item #20 on the committee's checklist of responsibilities is accomplished.	Ms. Tuma and AC members to discuss.	Sept. 2017 meeting			
8	Mr. Berman	7/26/2017	On the committee's checklist of responsibilities, indicate which tasks should be completed at each meeting.	Ms. Tuma to do.	Sept. 2017 meeting			Y - The revised checklist was provided with the backup materials for the Sept. 2017 meeting. (A checklist will be provided at each AC meeting going forward.)