



September 6, 2018

To: Members of the Audit Committee
Dick Boulton
Ginny Thomas
Gregg Schwind
James Young

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

From: James Young, Audit Committee Chair

The Audit Committee of the Columbia Association, Inc. Board of Directors will meet on Wednesday, September 12, 2018 at the Columbia Association Building, 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 | 1 min |
| 3. Resident speakout | 5 min |
| 4. Approval of minutes: <u>July 23, 2018</u> | 1 min |
| 5. Motion to close for the purpose of reviewing an outsourced audit report in accordance with HOA Section 11B-111.(4)(i, iv) (no backup) | 61 min |
| 6. Review of financial documents: | 20 min |
| a) FY19 first quarter Financial Report | |
| b) FY19 first quarter financial statements | |
| 7. Motions to recommend Board action (no backup) | |
| a) Motion to provide the FY19 first quarter Financial Report to the Board of Directors | |
| b) Motion to provide the FY19 first quarter financial statements to the Board of Directors | |
| 8. Review of IRS form 990 for the fiscal year ended April 30, 2018 | 10 min |
| 9. Motion to provide the FY18 IRS Form 990 to the Board of Directors (no backup) | |
| 10. 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) (no backup) | 31 min |
| 11. Committee tracking form (open meeting) | 2 min |
| 12. Review of Audit Committee charter responsibilities | 10 min |
| 13. Adjournment – approximately 10:00 p.m. | |

**Next Audit Committee Meetings:
Tuesday, September 25, 2018 at 7:30 p.m.
Monday, December 10, 2018 at 7:30 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.