



September 16, 2019

To: Members of the Audit Committee
Dick Boulton
Renee DuBois
Rafia Siddiqui
Timothy Redmond

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 Monday, September 23, 2019 at the Columbia Association Building, 6310 Hillside Court, Columbia, MD 21046 at 7:00pm.

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, 2019</u> | 1 min |
| 5. Review of financial documents: | 30 min |
| a) FY20 first quarter Financial Report | |
| b) FY20 first quarter financial statements | |
| 6. Motions to recommend Board action (no backup) | |
| a) Motion to provide the FY20 first quarter Financial Report to the Board of Directors | |
| b) Motion to provide the FY20 first quarter financial statements to the Board of Directors | |
| 7. Review of IRS Form 990 (Return of Organization Exempt from Income Tax) for the fiscal year ended April 30, 2019 | 15 min |
| 8. Motion to recommend the FY19 IRS Form 990 to the Board of Directors for approval (no backup) | |
| 9. 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) | 60 min |
| 10. Discussion: Monitoring CA's Ethics Program | 30 min |
| 11. Committee tracking form (open meeting) | 2 min |
| 12. Review of Audit Committee charter responsibilities | 5 min |
| 13. Adjournment – approximately 9:30pm | |

**Next Audit Committee Meeting:
Monday, December 9, 2019 at 7:00pm**

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.