



December 2, 2020

To: Audit Committee Members
Dick Boulton
Renee DuBois
Janet Evans
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 virtually on Tuesday, December 8, 2020 at 7:00pm.

AGENDA

1. Call to order 1 min
2. Approval of agenda 1 min
3. Resident speakout 5 min
4. Approval of minutes: September 21, 2020 1 min
5. Update on pandemic's impact on operations (no backup) 5 min
6. Review of financial documents: 30 min
 - a) FY21 second quarter Financial Report
 - b) CA-wide and department narratives for the FY21 second quarter Financial Report
 - c) FY21 second quarter financial statements
7. Motions to recommend Board action (no backup)
 - a) Motion to provide the FY21 second quarter Financial Report to the Board of Directors
 - b) Motion to provide the FY21 second quarter financial statements to the Board of Directors
8. Appointment of independent auditors for FY21 10 min
 - a) Memo re: Annual appointment and statement of independence from CliftonLarsonAllen LLP
 - b) Motion to recommend the Board's appointment of external auditors for FY21 (no backup)
9. Review of IRS Form 990 (Return of Organization Exempt from Income Tax) for the fiscal year ended April 30, 2020 15 min
10. Motion to recommend the FY20 IRS Form 990 to the Board of Directors for approval (no backup)
11. 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) 75 min
12. Committee tracking form (open meeting) 2 min
13. Review of Audit Committee charter responsibilities 5 min

14. Other business

5 min

15. Adjournment – approximately 9:30pm

**Next Audit Committee Meeting:
Monday, March 22at 7:00pm**