

December 2, 2021

To: Audit Committee Members
Dick Boulton
Eric Greenberg
Timothy Redmond
Andrew Stack

Cc: Lakey Boyd, 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 Board of Directors will meet on December 8, 2021 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. | Announcement that a portion of the meeting will be recorded | 1 min |
| 3. | Approval of agenda | 2 min |
| 4. | Resident speakout | 5 min |
| 5. | Approval of minutes: <u>September 20, 2021</u> | 5 min |
| 6. | Review of financial documents: | 30 min |
| | a) FY22 second quarter Financial Report | |
| | b) CA-wide and department narratives for the FY22 second quarter Financial Report | |
| | c) FY22 second quarter financial statements | |
| 7. | Motions to recommend Board action | |
| | a) Motion to provide the FY22 second quarter Financial Report to the Board of Directors | |
| | b) Motion to provide the FY22 second quarter financial statements to the Board of Directors | |
| 8. | IRS Form 990 (Return of Organization Exempt from Income Tax) for the fiscal year ended April 30, 2021 | 15 min |
| | a) Review IRS Form 990 for the fiscal year ended April 30, 2021 | |
| | b) Motion to recommend the FY21 IRS Form 990 to the Board of Directors for approval | |
| 9. | Appointment of independent auditors for FY22 | 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 FY22 | |
| 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) | 70 min |
| 11. | Committee tracking form (open meeting) | 2 min |
| 12. | Review of Audit Committee charter responsibilities | 5 min |
| 13. | Other business | 5 min |
| 14. | Adjournment – approximately 9:30pm | |

Next Audit Committee Meeting: Monday, March 21, 2022 at 7:00pm