
AUDIT AND BUDGET COMMITTEE AGENDA

Coast Community College District*
Special Meeting of the Audit and Budget Committee
February 22, 2018 at 10:00 a.m.
Board Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626

Procedural Matters

1. Call to Order
2. Roll Call
3. Opportunity for Public Comment

Members of the public have the opportunity to address the Audit and Budget Committee on any item that has been described in this notice, before or during consideration of the item. Persons wishing to make comments are allowed 5 minutes. A "Request to Address the Committee" card needs to be completed and filed with the Secretary of the Board of Trustees prior to speaking.

It is the intention of the Coast Community College District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Secretary of the Board at (714) 438-4848 as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.

4. Selection of Chair and Vice Chair of the Audit and Budget Committee
5. Approval of Minutes: Meeting of November 9, 2017 (Attachment #1)
6. Review, Discuss, and Possible Action regarding External Audit Report Update
 - Status of Prior Year (PY) Audit Findings
 - i. Reconciliation and Closing Procedures
 - ii. Internal Controls – Payroll Segregation of Duties and Personnel Files
 - Status of ePAF
 - Summary of Entrance Meeting
7. Review, Discuss, and Possible Action regarding Budget Update
8. Review, Discuss, and Possible Action regarding Internal Audit Quarterly Update (Attachment #2)
9. Future Meeting Dates:
 - a) May 31, 2018 at 10:00 a.m.
10. Future Agenda Items
 - a) Tentative Budget Framework
 - b) Update on External Audit
 - c)

11. Adjourn

**The Committee may take action on any item listed on this agenda. Under the Brown Act, the Public has the right to receive copies of any non-exempt public documents relating to an agenda item that are distributed to the committee members. Please contact the Office of the Board of Trustees at 714-438-4848 prior to the meeting to facilitate the distribution of these documents.*