



Audit-Data Analysis Work Group

December 17, 2025

11:00 AM - 12:00 Noon

Virtual Only

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Meeting ID: 244 824 073 357 8

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Phone conference ID: 100 566 795#

1. Call to Order

- a. Roll Call of Work Group Members

2. Approval of Minutes

- a. Approval of the minutes from the November 19, 2025, Audit Work Group Meeting.

3. Discussion of Audit Instrument

- a. Self-Audit Questionnaire - (Prior to hiring of staff)
- b. Procurement Audit Engagement Letter - (Used for previous audits)
- c. Compliance Testing – (Used for previous audits)
- d. Procurement Audit Engagement Document – (Draft version)

4. Annual Audit Report

- a. A draft of the Annual Report is scheduled to be prepared in January 2026.

5. Action Items Review – Executive Director Daniels

6. Adjournment

CANCELLED 12/16/2025