



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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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