



**Audit Work Group**  
**December 17, 2025**  
**11:00 AM - 12:00 Noon**  
**Virtual Only**

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Meeting ID: 244 824 073 357 8

Passcode: nv6tV2FR

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**Dial in by phone**

[+1 860-840-2075,,100566795#](#) United States, Hartford

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Phone conference ID: 100 566 795#

**1. Call to Order**

- a. Roll Call of Training 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 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. The draft of the Annual Report should be prepared by January.

**5. Action Items Review – Executive Director Daniels**

**6. Adjournment**

