



**Audit Work Group
Special Meeting**
March 31, 2026 11:00 a.m. – 12:00 Noon
Virtual Only
A G E N D A

Microsoft Teams meeting
Join:
<https://teams.microsoft.com/meet/2140243601341?p=nBM12Hh0S3pV3b2yGj>
Meeting ID: 214 024 360 134 1
Passcode: yH7Z2RV6

[Need help?](#) | [System reference](#)
Dial in by phone
[+1 860-840-2075,,56913385#](tel:+1860840207556913385) United States, Hartford
[Find a local number](#)
Phone conference ID: 569 133 85#

1. Call to Order

- a. Roll Call of Work Group Members

2. Approval of Minutes of January 21, 2026, meeting

3. Status of Action Items of January 21, 2026, meeting

Action Items	Description	By whom	Accomplished	Next Due Date	Note
Procurement Audit Engagement Letter	Review the draft engagement letter and submit feedback.	Work Group Members	<input type="checkbox"/>	2/9/2026	
Procurement Audit Engagement Document	Review the draft engagement document and provide feedback.	Work Group Members	<input type="checkbox"/>	2/9/2026	
Compliance Testing	Review proposed compliance testing and provide feedback.	Work Group Members	<input type="checkbox"/>	2/9/2026	
Annual Audit Report	Review the annual report draft and provide feedback.	Work Group Members and Accounts Examiner	<input checked="" type="checkbox"/>	2/9/2026	Accounts Examiner provided additional information requested by the work group members
Requested list of 33 agencies	Compile and submit the requested list of agencies.	Accounts Examiner	<input checked="" type="checkbox"/>	2/9/2026	Requested information provided to work group members
Policies and Procedures	Establish policies and procedures and provide legal guidance	Executive Director and Attorney	<input checked="" type="checkbox"/>	3/18/2026	Ongoing



- 4. Discussion of audit materials**
 - a. Discussion on timeline
 - Policies and Procedures
 - b. Discussion on materials updated
 - Annual Audit Report

- 5. New Action Items materials**
 - a. Audit Course

- 6. Adjournment**