

CI UNIVERSITY AUXILIARY SERVICES, INC.

FOR THE YEAR ENDED JUNE 30, 2019

BOARD / AUDIT COMMITTEE ENTRANCE CONFERENCE AGENDA –

May 13th 9:00am – 10:00am

1. Scope of audit for 2019
2. Audit risk areas/Risk Management Systems
3. Timing of audit tasks:

Date	Responsible Person	Activity
Date to be Determined	RV/CI	Audit Entrance Meeting to be Coordinated by CI Representative
Month of April / May – Date to be Determined	PS	VHCO to conduct the Test of Transactions Site Visit
Middle of June	<u>LS</u>	VHCO to send 2019 Audit Package
August 8	CI	Submission of Trial Balance, Audit Binder with Supporting Schedules
August 15	<u>LS</u>	VHCO to submit open items after review of Open Items <u>FYE 6-30-19</u>
August 22	CI	Submit final internal financial statements with MDA, Notes to F-S, and GASB Supplementary Information
August 24	CI	CI to send responses to Open Items or VHCO to view on-site
September 3– 7	<u>LS</u>	Initial Draft of Audited Financial Statements sent to agency
<i>Date to be determined</i>	RV/CI	Exit Conference after initial draft of audited financial statements is reviewed
<i>Contingent on CO Notification</i>	CA/LM	Final Report Submitted to the Chancellor's Office
September 28	CA/LS	VHCO to send CI Auxiliaries Draft of Forms 990, 199 & RRF-1 for filing by November 15, 2018

4. Audit Committee expectations.
5. New Standards and impact on 2019 audit.
6. Audit team and client interface issues.
7. Fees
8. Value-added services beyond the scope of the audit.