



CI University Auxiliary Services, Inc.
 CSU, Channel Islands
 One University Drive
 Camarillo, California 93012

UAS STANDING AUDIT COMMITTEE MINUTES

Monday, May 13, 2019 9:00 a.m. Via a Zoom Conference Call <https://csuci.zoom.us/j/423634302>
 California State University Channel Islands - Islands Cafe Private Dining Room 1996
 One University Drive, Camarillo, CA 93012

University Auxiliary Services Audit Subcommittee Members Present: Bill Robe, Board Chair, David Press.
CI Staff in Attendance: John Lazarus, Leslie Brotcke
Independent Auditors Present: Ronald Vasin

1. The Audit Planning Schedule reviewed:

2.

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	LS	VHCO to send 2019 Audit Package
August 8	CI	Submission of Trial Balance, Audit Binder with Supporting Schedules
August 15	LS	VHCO to submit open items after review of Open Items FYE 6-30-19
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	LS	Initial Draft of Audited Financial Statements sent to agency
September 19	RV/CI	Exit Conference after initial draft of audited financial statements is reviewed
Date to be Determined	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

3. UAS Proposed Fee and Expense Estimate for year ending 6/30/19 reviewed.

- a. Same cost as recent years.
- b. 2019 cost Estimated at \$17,500

4. The Entrance Agenda reviewed.

- a. Scope of audit for 2019
- b. Audit risk areas/Risk Management Systems
- c. Timing of audit tasks:
- d. Audit Committee expectations.
- e. New Standards and impact on 2019 audit.
- f. Audit team and client interface issues.
- g. Fees
- h. Value-added services beyond the scope of the audit.

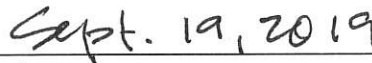
5. Value Added Services document reviewed.

- a. Board training
- b. Fraud prevention
- c. Risk management plan assessment
- d. Cost accounting

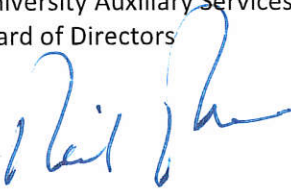
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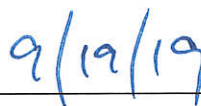
Bill Robe, UAS Board Chairperson
University Auxiliary Services
Board of Directors



Date



David Press, UAS Board Member
University Auxiliary Services
Board of Directors



Date