



Audit Committee
CCSNH BOARD OF TRUSTEES
Meeting of September 6, 2018

Present: Trustee Allen Damren, Trustee Jack Calhoun, Ann-Marie Hartshorn (CCSNH)

Not Present: Trustee Darrin Daniels, Trustee John Stevens, Trustee Steven Hattamer

Mr. Damren called the meeting to order at 9:00 a.m. in the Chancellor's Office Conference Room at NHTI in Concord, NH.

No quorum was present, and no votes were taken.

Uniform Guidance Audit

Berry Dunn is still working on the Uniform Guidance Audit from July. Ms. Hartshorn worked with Shannon Carroll, CCSNH Financial Aid Systems & Compliance Officer, to finalize the schedule so that the audit may be completed. Discussion followed regarding items that may be mentioned in the report.

Financial Statement Audit

Ms. Hartshorn provided updates on the Financial Statement Audit and document submission for this audit, which are on track. The UNIQUE fund will be converted from restricted to non-restricted, which might require an adjustment. The new scanned document management system will save time for the auditors.

Uniform Guidance Audit Schedule

Ms. Hartshorn created a Uniform Guidance Audit Schedule tool for financial aid directors to use to improve their processes for organizing, tracking, and preparing future audits. Mr. Calhoun stated that it is important for the organization to be aware of staffing changes, and Mr. Damren agreed that this tool will be helpful for improving internal audit preparation processes going forward.

Performance Audit Tracking Log

The committee reviewed the Performance Audit Tracking Log. Based on feedback from Mr. Damren, Ms. Hartshorn will re-adjust the deadlines listed so that their related tasks are more likely to be completed. A conversation regarding timing for master planning followed.

Internal Auditor's New Website

Ms. Hartshorn presented the Audit Department website, created to centralize information such as the mission statement, reporting, and responsibilities. Also included in the website are helpful links for annual financial plans, Uniform Guidance Audits, Audit Reports, the Tracking Matrix, and a "report fraud or abuse" link. The website is not public yet. Mr. Damren and Mr. Calhoun agreed this website will be a helpful resource.

Running Start Vouchers

Ms. Hartshorn proposed the implementation of an in-house mechanism for tracking the status of Running Start vouchers.

Going forward, Ms. Hartshorn will attend Presidents' meetings on a quarterly basis and will provide reports for the full Board.

No further business was stated. The meeting was adjourned at 10:00 am.

Respectfully Submitted,

Kristen Carlson
CCSNH Administrative Assistant