

## GIRL SCOUTS HEART OF NEW JERSEY AUDIT COMMITTEE MEETING MINUTES

**COMMITTEE:** Audit Committee

**DATE:** 12/14/2020

**Attendees:**

Name	Position	via Zoom call
Serena Lee	Chair	Present
Michael Manley	Member	Present
Dianna Beck-Clemens	Board Chair (Ex-Officio)	Present
Lori Grier	Board Treasurer (Ex-Officio)	Absent
Natasha Hemmings	CEO (Ex-Officio)	Present
Michael Forrestall	COO	Present
Lauren Holman	Engagement Partner @ HFA	Present
Ashley Ackerman	Audit Manager @ HFA	Present

The meeting started at 6:08pm.

This meeting was relatively quick. It provided the committee an update of the audit, which was conducted remotely. Per Mike Forrestall, the audit is progressing efficiently and smoothly. Rachel, our Controller, is working closely with the HFA team. Per Lauren @ HFA, the GSHNJ finance team is organized and able to provide the audit supporting documents electronically.

Our next meeting will be held on Tuesday, January 19<sup>th</sup> at 6p.m. A copy of the draft financial statements will be provided prior to the meeting.

The joint Audit and Finance Committee meeting will be held on Monday, January 25<sup>th</sup>. The Board of Directors meeting will be held on Monday, February 8<sup>th</sup>.

Our goal is to file Form 990 and NJ CRI-300R before 2/15/2021 without extension.

Upcoming Audit Committee meeting schedule is as follows:

- **January 19<sup>th</sup> 2021 – Joint Finance & Audit Committee FY2020 Audit**
- January 25<sup>th</sup> 2021 – Joint Finance & Audit Committee FY2020 Audit
- April 19<sup>th</sup> 2021 – Regularly Scheduled Meeting – Debriefing on 2020 Audit
- September 27<sup>th</sup> 2021 – Regularly Scheduled Meeting
- November 16<sup>th</sup> 2021 – Regularly Scheduled Meeting – 2021 Audit Plan
- December 13<sup>th</sup> 2021 – Regularly Scheduled Meeting – 2021 Audit In-flight
- **January 17<sup>th</sup> 2022 – Joint Finance & Audit Committee FY2021 Audit**
- January 24<sup>th</sup> 2022 – Joint Finance & Audit Committee FY2021 Audit

The Audit Committee meeting adjourned at 6:39p.m.