

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

**COMMITTEE:** Audit Committee

**DATE:** 4/27/2020

**COMMITTEE/ GROUP/ INDIVIDUALS REPORTING:** Serena Lee, Chair

**Attendees:**

<b>Name</b>	<b>Position</b>	<b>via conference call</b>
Serena Lee	Chair & Board Member	Phone
Dianna Beck-Clemens	Board Chair (Ex-Officio)	Phone
Lori Grier	Board Treasurer	Phone
Natasha Hemmings	CEO	Phone
Michael Forrestall	COO	Phone
Michael Manley	Volunteer	Phone

- 1) Welcome
  - The meeting started at 7:05pm
  - Welcome all attendees
  
- 2) Status of 990 for the fiscal year ended September 30, 2019
  - Sobel has sent a request list of tax information, such as officers, management salaries, donor information with large donations, etc. Our Council is currently compiling the tax information.
  - With the extension, our filing deadline is August 15, 2020, which gives us ample time to complete
  
- 3) Request for proposal process (“RFP”) for Fiscal Year 2020 audit
  - For our best practice, the Council should send out a RFP for Fiscal Year 2020 audit. The last time the Council sent out a RFP was in 2014.
  - Our goal is to invite 5-6 reputable accounting firms to submit a proposal. Those firms should be at least medium size comparable to Sobel and based in NY/NJ area.
  - Mike Forrestall will look into a template for RFP. Our Council plans to send out an invite by May 8<sup>th</sup>, and expects a turnaround time of approx. one month from the invitees.
  - All proposals should be submitted electronically, so that the committee members will review them prior to the next meeting/ presentation.
  - It is suggested to invite the top 3 accounting firms for presentation via Zoom or similar online meeting tools.
  - Proposed next Audit Committee meeting on Monday, June 29<sup>th</sup>.
  - Tentatively Audit Committee meeting on September 28<sup>th</sup> and November 16<sup>th</sup>

Audit Committee adjourned at 7:38p.m.