



2.
AUDIT COMMITTEE MINUTES

2.

Draft Approved X

**California Society of Enrolled Agents
Education Foundation
Meeting Report**

Chair: Robert Gardner, EA
Staff Liaison: Karen Clifford

Meeting Date/Time/Place: Saturday September 20, 2008, immediately following the regularly scheduled Audit Committee Meeting, Courtyard Marriot Sacramento Cal Expo, Sacramento, CA.

Committee Members in Attendance: (P=Present; A=Absent; E=Excused;)
 Paul Cheatham, EA Susan Growney, EA

Supporting Member:
 Mark Seid, EA

Others in Attendance:
Catherine Apker, CAE.

Reports / Decisions Made:
The minutes of June 28, 2008 were approved as submitted.

Review Committee Charter:
The Committee Charter, as adopted by the Trustees, was reviewed.

New Business:
Review 2008 Partial Year Draft Audit: For audit purposes the financial data for the Education Foundation is consolidated into, and reported along with, the rest of the CSEA financial data. The results of the Education Foundation's partial year was heard during the normal reporting of the audit results. Separate books are kept for the Foundation for income tax filing.

2009-2010 Action Plans: Staff will work with the EVP to develop Action Plans for this Committee to present to the Trustees for approval.

Other Recommendations & Miscellaneous:
The next CSEA Education Foundation Audit Committee meeting is immediately following the regularly scheduled Audit Committee meeting, Saturday June 27, 2009 at the Doubletree Hotel Torrance/South Bay, Torrance, CA.

Report Submitted By: Karen Clifford
Distribution: Committee Members, Committee File

Date: September 22, 2008