

CAL POLY HUMBOLDT SPONSORED PROGRAMS FOUNDATION  
AUDIT COMMITTEE MEETING

**Minutes**

September 13, 2023

4:00 - 5:00pm

ZOOM Meeting ID: 840 2237 3680

MEMBERS PRESENT: Sarah Long  
Shawna Young  
Chrissy Holliday  
Frank Whitlatch  
Jeff Kane

MEMBERS ABSENT: Amber Gaffney

OTHERS PRESENT: Kacie Flynn, SPF  
Sam Caudill, SPF  
William Cook, SPF  
Kelly Dickey, Accounting  
Amanda McCleary-Moore, Moss Adams  
Scott Simpson, Moss Adams  
Brooke Goodall, Moss Adams

**I. Call to Order**

Sarah Long called the meeting to order at 4:02 p.m.

**II. Auditor's Report**

(Attachments A & B)

Moss Adams representatives Scott Simpson and Brooke Goodall reviewed the results of the audit with the committee. Moss Adams was responsible for auditing the financial statements, as well as looking at internal controls in regards to Uniform Guidance compliance and the single audit.

Moss Adams reported an Unmodified "clean opinion" on the financial statements, stating there are no issues to be brought forward. With regards to the Internal Control & Compliance audit there were no instances of noncompliance or other matters noted at the financial statement level.

Scott Simpson commended the timeliness of our audit, and the efficiency in which Moss Adams have been able to work with the Sponsored Programs Foundation over the past few years.

*SPF Audit Committee Meeting  
September 13, 2023  
Page 2*

Kacie Flynn & Sarah Long thanked William Cook, Kelly Dickey, and the rest of the Accounting team for their excellent cooperation and providing the required materials in a timely manner.

As in past years, due to the deadline to submit campus auxiliary financial information to the CSU Chancellor's Office, the Audit Committee will act on behalf of the full board to accept the substantially complete, but still draft version, of the Sponsored Programs Foundation financial statements.

### **III. Approval of Audited Financial Statements, period ending June 30, 2023**

**Action Item:** Chrissy m/s Shawna "Motion to accept the Audited Financial Statements, period ending June 30, 2023, on behalf of the SPF Board of Directors." Motion carried unanimously.

### **IV. Review of Audited 403(b) DC Plan**

(Attachments C & D)

Moss Adams representative Amanda McCleary-Moore reviewed the results of the 403(b) DC Retirement Plan audit with the committee. The plan investments are currently managed by Principal and are required to be audited annually.

All significant transactions have been recognized in the financial statements in the proper period and in compliance with DOL rules and regulations.

This report requires no action and is being presented for the committee's review as an informational item.

### **V. Other**

Sarah Long mentioned the upcoming 're-bid' process that will take place over the course of the academic year. Cal Poly Humboldt will be putting together a new request for proposals (RFP) to solicit bids from external auditing firms. The goal will be to secure one audit firm for campus auxiliaries under another 5-year contract.

### **VI. Adjournment**

The meeting adjourned at 4:33 p.m.

Respectfully Submitted,

DocuSigned by:  
  
708FE497D4BB472...  
Sarah Long, Controller

Acting Controller, Signing on behalf of Sarah Long