

**STUDENT UNION BOARD OF DIRECTORS
AUDIT COMMITTEE MEETING MINUTES
September 8, 2016 at 3:30pm in Meeting Room 5**

Present: Jared Garcia, Rose Lee, Sonja Daniels, Ninh Pham-Hi
Absent: Charlie Faas
Guests: Cathy Busalacchi, Kim Hagens, Amy Guerra-Smith, Lisa Wilson, Matt Giorgio

Call to Order

Jared Garcia chaired the September 8, 2016 Student Union Board of Directors Audit Committee Meeting. Jared Garcia called the September 8, 2016 Student Union Board of Directors Audit Committee Meeting to order at 3:37pm in Meeting Room 5 in the Student Union.

Roll Call

Jared Garcia asked Amy Guerra-Smith to do a visual roll call. Amy Guerra-Smith noted that she completed a visual roll call.

Approval of September 8, 2016 Audit Committee Meeting Agenda

Jared Garcia asked for any changes to the September 8, 2016 Student Union Board of Directors Audit Committee Meeting agenda. Seeing no changes needed, Jared Garcia asked for any objections to approving the agenda as presented. Seeing no objections, Jared Garcia noted that the **September 8, 2016 Student Union Board of Directors Audit Committee Meeting agenda was approved as presented by unanimous consensus**.

Approval of Audit Committee Meeting Minutes from April 5, 2016

Jared Garcia asked for any changes needed to the April 5, 2016 Audit Committee Meeting Minutes. Seeing no changes needed, Jared Garcia asked for any objections to approve the April 5, 2016 Meeting Minutes as presented. Seeing no objections, Jared Garcia noted that the **April 5, 2016 Audit Committee Meeting Minutes were approved as presented by unanimous consensus**.

Information Items:

1. Introduction of RSM Audit Partner

Lisa Wilson, the Audit Partner, introduced herself and Matt Giorgio, the Audit Manager, to the Audit committee members. Ms. Wilson noted that the report presented was a draft version. Ms. Wilson thanked Kristin Kelly and Kim Hagens for their help and work

financial statements are materially correct and accurately stated. Ms. Wilson explained

information. Ms. Wilson explained the balance sheet in detail. Ms. Wilson identified that the two significant points from the balance sheet are that assets are investments and capital assets. Ms. Wilson noted that there were no significant changes to the liabilities. Ms. Wilson noted that the biggest revenue was the return of the student fees from the University to the Student Union to operate the organization, noting that this had a significant impact on the revenue reporting for FY 2016. Ms. Wilson went on to explain that the rest of activity in the income statement is consistent year to year. Ms. Wilson explained that the operating expenses increased due to increased wages and benefits and utilities from the Student Union building and from depreciation and project expenditures related to the Aquatic Center. Ms. Wilson explained that due to a change of accounting estimate at the end of the year and because of the intent to rebuild the Aquatic Center, the depreciation was accelerated at the end of FY 2016 to show full depreciation by the demolish of the Aquatic Center.

Lisa Wilson explained that the compensated balances increased due to a state law effective July 1st mandating sick leave to non-benefited employees.

Ms. Wilson noted that the supplemental schedules are in a new format this year but are in the CSU appointed format.

Mr. Giorgio gave an outline of the required communications which includes the responsibilities of RSM and the responsibilities of the Student Union. Mr. Giorgio explained the significant accounting policies, estimates, and disclosure noting that the revenue recognition accounting policy under

Action Items:

1. Approval of YE June 30, 2016 Audited Financials Draft

Jared Garcia asked for a motion to approve the YE June 30, 2016 Audited Financials Draft as presented.

Ninh Pham-Hi moved to approve the YE June 30, 2016 Audited Financials Draft as presented.

Rose Lee seconded the motion.

VOTE ON THE MOTION: UNANIMOUS MOTION PASSED.

Meeting Adjournment

Jared Garcia asked for any other business. Seeing no other business to discuss, Jared Garcia asked for any objections to adjourn the meeting. Seeing no objections, Jared Garcia noted that the **September 8, 2016 Audit Committee meeting adjourned at 4:13pm by unanimous consensus.**