

**West Virginia State University Board of Governors
Audit Committee
Erickson Alumni Center, Grand Hall
December 8, 2017
11:00 a.m. – 12:00 p.m.
Agenda**

1. Call to Order and Roll Call
2. Verification of Appropriate Notice of Public Meeting 2
3. Review and Approval of Agenda 1
4. Review and Approval of Minutes of Previous Meeting 3
5. University Recommendations and Reports
 - 5.1 Presentation on University Financial Statements Audit
 - 5.2 Other Business
6. Next Meeting Date – *January 25, 2018*
7. Adjournment

West Virginia State University
Audit Committee

Date/Time: 12/18/2017 -- 11:00 AM

Location:

West Virginia State University
Erickson Alumni Center
Grand Hall
Institute, WV

Purpose: To conduct regular business of the Committee in preparation for the December 8, 2017 Board of Governors meeting.

Notes:

This is a compliant meeting.

Meeting was approved: 11/28/2017 9:55:25 AM

**West Virginia State University Board of Governors
Audit Committee
Erickson Alumni Center, Grand Hall
Minutes
September 14, 2017**

1. Call to Order and Roll Call

Mr. Williams called the meeting of the West Virginia State University Board of Governors Audit Committee meeting to order at 10: 45 a.m.

Present: Mr. Lipscomb, Mrs. Pitchford, Mr. Williams, Mr. Swingle and Dr. Smith. Several members of the administration, faculty and staff were present.

2. Election of Committee Chair

Mr. Williams asked for nominations for a new Committee Chair. Mr. Swingle nominated Mr. Lipscomb, and Mrs. Pitchford seconded that nomination. The nomination passed.

3. Election of Presiding Officer in Absence of Committee Chair

Mr. Lipscomb asked for nominations for a new Presiding Officer in Absence of Committee Chair. Mrs. Pitchford nominated Dr. Smith, and Mr. Swingle seconded that nomination. The nomination passed.

4. Verification of Appropriate Notice of Public Meeting

Mr. Lipscomb announced the Verification of Appropriate Notice of Public Meeting.

5. Review and Approval of Agenda

Mr. Lipscomb asked for approval of the agenda as presented. Mrs. Pitchford made the motion, and it was seconded by Mr. Williams. The motion passed.

6. Review and Approval of Minutes of Previous Meeting

Mr. Lipscomb asked for approval of the minutes of the previous meeting. Mrs. Pitchford made the motion, and it was seconded by Dr. Smith. The motion passed.

7. University Recommendations and Reports

Mrs. Kristi Williams provided an update on the quarterly review of the Petty Cash and Imprest Funds, all of which were satisfactory with one exception in the Student Union but it had receipts that will replenish that fund. Auditors from CliftonLarsonAllen (CLA) will be present on campus September 18 thru 22, 2017 to perform field work. A draft of the financial statements is due to the West Virginia Department of Administration Financial Accounting and Reporting Section and a draft will be presented tomorrow with a copy going to the Higher Education Policy Commission. Mr. Melvin Jones agreed to send a copy of the draft to the BOG Audit Committee as well. Mrs. Williams explained

that the information will consist of adjustments that CLA is helping to update; student receivables and faculty housing receivables; all will consist of University numbers only.

7.1 Other Business

No other business was brought before the Committee.

6. Next Meeting Date
December 8, 2017

7. Adjournment
With there being no further business, Mr. Lipscomb asked for a motion to adjourn the meeting. Mr. Williams motioned to adjourn, and Mrs. Pitchford seconded the motion. The motion passed. The meeting adjourned at 10:58 a.m.

Respectfully submitted,

Natasha Tyson
Executive Administrative Assistant
Business & Finance