

MEMORANDUM

TO: Audit Committee Members

FROM: Ken B. Moore, Executive Director *Ken B. Moore*

DATE: January 23, 2020

RE: 2020-2021 Committee Charges

This memorandum is to confirm your appointment by the Conference Executive Board Chairman to the Audit Committee.

The Audit Committee is assigned the following tasks for 2020-2021:

- As needed or at least every three (3) conduct a solicitation for bids for the purposes of 990 preparation and financial audit/review.
- Continue its oversight of ISSC audit activities.
- In consultation with the independent auditor and management, review the results of the annual audit and related comments; and report to the Board of Directors on audit activities.
- Provide an open avenue of communications among the independent auditor, office management and the Executive Board.

If you are unable to participate in the activities of this committee, please contact us by phone at 803-788-7559 or by email at issc@issc.org. Thank you for your interest and support of the ISSC and we look forward to working with you. Your Committee Chairperson will be contacting you soon.

/ccm

Audit Committee:

	Last Name	First Name	Email Address
	Gerhardt	Johnathan	johnathan.gerhardt@state.nm.us
	Schuster	Robert	robert.schuster@dep.state.nj.us
	Erskine	AJ	ajerskine@bevansoyster.net