

November Meeting 16<sup>th</sup> & 17<sup>th</sup>, 2023 Minutes—Internal Work Sessions to determine Audit Parameters of CMR Board Financials.

Attending: Jaye Baldwin & Cindy Ruatti – remote work sessions.

Audit Scope: Internal Audit to ensure that no unauthorized purchases were made; that authorized purchases are within the scope of board authority. The invoices from vendors, committees purchases, board purchases, CMR Board bank ledgers and statements; any other documents that may be necessary to determine the above.

Period of Audit to include Oct 2021 to 2023: Due to no internal audit had been performed that this committee has been made aware of; also due to overlap for certain issues such as Insurance, Bookkeeping, Attorneys, so that all transactions can be evaluated fully.

Letter needs to submitted to board with the expectation that documents will be submitted within a timely manner within 2 weeks of letter received.

Note: Letter drafted – Nov 26, 2023

Internal Audit letter submitted to board Nov 27<sup>th</sup>, 2023.