
Minutes

**Presbyterian Mission Agency Board Audit Committee Meeting
September 24-25, 2013**

**Marriott Louisville East
Thoroughbred Room**

Conference Call

ATTENDANCE:

Molly Baskin, Chair
Thomas Fleming
Ellen Pearre Cason
Richard Turpen
Kears Pollock, Vice Chair

EXCUSED:

Chris Rhodes

STAFF:

Timothy Stepp, PMA
Kenneth Bryan, PMA
Linda Valentine, PMA
Earline Williams, PMA
Denise Hampton, PMA
Dorothy Smith, PMA

Guests:

Cynthia Pierce, Crowe Horwath
Steve Roy, Crowe Horwath
Kristen McDonner, Crow Horwath
Dave Calzi, EY
Lisa Mather, EY
Neal Thomas, EY
Simon Keemer, DDAF
Crissy Fiscus, DDAF

Tuesday, September 24, 2013:

Ms. Baskin opened the Audit Committee with prayer.

MOVED, SECONDED, and CARRIED: The Audit Committee adopted the agenda.

The audit committee entered executive session with management.

The audit committee arose from executive session with management. No actions were taken.

The audit committee adjourned with prayer.

Wednesday, September 25, 2013:

Ms. Baskin opened the Audit Committee with prayer.

MOVED, SECONDED, and CARRIED: The Audit Committee adopted the agenda.

MOVED, SECONDED, and CARRIED: The Audit Committee approved the July 10, 2103 minutes as revised.

The committee briefly discussed the Audit Committee section of the Operations Manual and its need to be updated. No actions were taken.

The committee discussed the possibility of scheduling quarterly meeting to review financial information. It was agreed that the committee would request to meet with management, staff and the finance committee quarterly to review PCUSA financial information.

The committee received and approved the following internal control reviews:

- Information Technology
- Corporate Credit Card
- Payroll

Kears Pollock asked for clarification on the contract with ADP. Specifically, does the contract address tax penalties and who is responsible.

The committee received and approved the Tsunami audit as well as an update on the Tsunami Audit. This included new processes and procedures for all national PDA responses. The staff is currently working on finalizing the national procedures and is working on the processes and procedures for the international responses.

The audit committee entered executive session with management.

The audit committee arose from executive session with the following actions:

1. **To minimize the risk associated with employment separation, the Audit Committee recommends that all system and corporate credit card access shall be immediately removed from separated employees. This expedient action shall be taken regardless of the circumstances associated with the separation of employment. This recommendation would aid the organization safeguarding of assets as well as ensuring that network data security policies are providing reasonable assure of ongoing protection of systems, programs, and data while retaining unproblematic access by authorized use**
2. **To engage Crowe Horwath as the external auditor for the Presbyterian Church (USA).**

The audit committee adjourned with prayer.