

# **CBB Audit Committee**

## **Committee Purpose**

The Audit Committee will work with the independent auditors engaged by the Board to ensure that its books and records, internal accounting controls and management practices assure the proper level of accountability for the Beef Checkoff Program.

## **Committee Responsibilities**

- Consider and recommend an independent audit firm for the succeeding year for approval by the Beef Board.
- Consider and recommend any changes to the frequency of audits/reviews conducted by an independent audit firm for the succeeding year for approval by the Beef Board.
- Meet with the auditors to discuss the audit procedures performed and the results thereof. Also discuss any suggestions from the audit firm relating to improvements in the Board's internal accounting controls and procedures.
- Present the results of the annual audit to the full Beef Board.
- Consider the staff's recommendations and resolutions of issues identified by the auditors.
- Review the results of CBB's contract compliance reviews.

## **Committee Procedures**

- The Audit Committee will meet twice per year at the Beef Board's summer and winter meetings and will be "staffed" by the Chief Financial Officer of the Beef Board.
- At the summer meeting, the Committee will
  - meet with Board's audit firm to discuss current year audit planning
  - be interviewed by the audit firm in accordance with generally accepted auditing standards
  - review staff resolutions of issues identified by the auditors
  - Consider, every 3 – 5 years, directing staff regarding requests for proposals from audit firms for the next year's audit
- At the winter meeting, the Committee will discuss with the audit firm the results of the Board's annual audit and recommend the independent audit firm for the next fiscal year.

*(As revised February 6, 2015)*

## **CBB Audit Committee**

### **Page 2**

#### **Committee Procedures (continued)**

- The Committee's chairman and members will be Beef Board members and will be appointed by the Beef Board's elected officers.
- Given the small size of this Committee and the types of issues discussed, it is important to ensure the continuity of Committee members.