

BOARD AUDIT COMMITTEE 2019 WORKPLAN

January 1, 2019 to December 31, 2019

#	ACTIVITY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	NOTES
Board Audit Committee Meeting Dates														
1	Meeting Dates	•				•	•		•		•		•	On-going.
Board Audit Committee Management														
2	Draft Audit Charter	•												Complete.
3	Finalize Audit Charter						•							Full Board approval of Audit Charter planned for August 2019.
4	Review and update BAC Work Plan	•				•	•		•		•		•	On-going.
5	Review and Update Annual Audit Work Plan						•		•		•		•	Full Board approved Annual Audit Work Plan on 6/25/19.
6	Prepare risk assessment tri-annually													Next Risk Assessment scheduled to be completed in October 2021.
7	Evaluate Board Auditor performance												•	
8	Provide status report to full Board quarterly													Report to be provided to Board in non-agenda the month after each BAC meeting.
9	Receive training from independent auditor annually													Scheduled for first meeting in 2020.
10	Conduct self evaluation annually													Scheduled for first meeting in 2020.
11	External Financial Auditor meeting with individual Board members													Schedule as needed.
Board Audit Committee Special Requests														
12	Review staff CAS update every 6 months										•			On-going. Combined with Procurement/CAS Mgmt Audit Review for Oct 2019 BAC mtg.
13	Review staff Form 700 procedure presentation					•								Complete.
14	Review staff presentation on QEMS & ISO Certification					•								Complete.
15	Review information on ISO Certification at other agencies					•								Complete.
Management and 3rd Party Audits														
16	Review QEMS Annual Report													Scheduled for early 2020.

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17	Participate in financial statement audit procurement process													Next procurement scheduled for January 2022.
18	Review draft audited financial statements												•	Financial auditor to present and contact Board members.
19	Review Procurement/CAS Management Audit Report										•			
20	Water Utility Fund Audit								•					Revenue/Cost Allocation audit between North/South zones. Results available at August BAC Meeting.
21	FEMA Audits													FEMA National Flood Insurance Program Community Rating System 5-year Verification Audit to begin 8/6/19. Completion TBD.
22	Grant Audits													No upcoming audits.
23	CalPERS Employment of Retired Annuitants Audit						•							Audit Results: Valley Water did not fully complete the process of enrolling/reporting the hours of 3 out of 30 retired annuitants. Staff reported having made the required adjustments since the audit was conducted.
24	CalPERS Special Compensation Audit													In the process of reclassifying the plant operators' shift premium payments retroactively to 2013 as the last step to complete this audit. Staff will bring the audit report to the BAC meeting immediately following the availability of results.
25	CalPERS Temporary Upgrade Pay Audit													Audit to determine whether temporary upgrade pay reported by employers was in compliance with the Public Employees' Retirement Law. Auditors scheduled to perform audit onsite on 8/12/19 - 8/13/19. Staff will bring the audit report to the BAC meeting immediately following the availability of results.
Audit - Lower Silver Creek														
26	Review Lower Silver Creek Final Draft Audit Report	•												Complete. Final Audit Report presented to full Board on 2/26/19.

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27	Review Lower Silver Creek Final Draft Mgmt Response	•												Complete.
Audit - Change Order														
28	Initiate Change Order Audit			•										Complete.
29	Review Change Order Audit Progress Report						•		•		•		•	On-going until audit complete.
30	Review Change Order Audit Draft Report Presentation										•			
31	Review Response to Change Order Audit Final Draft Report												•	
Audit - District Counsel (Tentative)														
32	Initiate District Counsel Audit					•								
33	Review District Counsel Audit Progress Report						•		•		•		•	On-going until audit complete.
34	Review District Counsel Audit Draft Report Presentation												•	
35	Review Response to District Counsel Audit Final Draft Report												•	
Audit - Real Estate (Tentative)														
36	Initiate Real Estate Audit					•								
37	Review Real Estate Audit Progress Report						•		•		•		•	On-going until audit complete.
38	Review Real Estate Audit Draft Report Presentation												•	
39	Review Response to Real Estate Audit Final Draft Report												•	

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