



**STATE AUDIT COMMITTEE  
PLANNING CALENDAR**

	June 2011	September 2011	December 2011	March 2012
<b>1. Approve</b>				
A. Approve minutes	X	X	X	X
B. Approve State Audit Committee charter			X	
<b>2. Discussions and reviews</b>				
A. Review and comment on annual internal audit plan, annual internal audit report, internal audit budget and staffing.	X			
B. Review and comment on OIA Charter.			X	
C. Review OBM's process for preparing comprehensive annual financial report		X		
D. Review and discuss audit scope & approach, audited financial statements and single audit reports, external auditor required communication, legal and regulatory matters, and material internal control weaknesses	X	X	X	X
E. Regular status reports				
• Financial reporting update	X	X	X	X
• External audit update	X	X	X	X
• CAE update, including updates on internal audit plan, status of previously issued comments	X	X	X	X
• Agency management		X	X	
F. Member appointments	X			
G. Review internal audit compliance with IIA Standards				(Fall 2012 External Peer Review)
<b>3. Executive Session</b>				
A. Review internal audit preliminary audit reports and interim/security record audits and make final reports available to public	X	X	X	X
B. Review any suspected fraud/illegal activity			As necessary	
C. External audit interim update to consider key information or confidential matters			As necessary	
D. Evaluate CAE				X
E. Audit Committee Self-Assessment			X	

Revised September 2011