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# AUDIT AND BUDGET COMMITTEE MINUTES

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**Coast Community College District  
Audit and Budget Committee  
November 14, 2023  
Board Office Conference Room**

## **1. Call to Order**

The meeting was called to order at 3:00 p.m.

## **2. Roll Call**

Trustees Present: Trustee Mary Hornbuckle  
Trustee Jim Moreno

### **In Attendance**

Whitney Yamamura, Chancellor  
Marlene Drinkwine, Vice Chancellor of Finance and Administrative Services  
Christine Nguyen, Vice President of Administrative Services  
Rick Hicks, Acting Vice President of Administrative Services  
Paul Wisner, Director of Business Services  
Rachel Snell, Director of Internal Audit  
Debbie Franklin, Accounting Analyst  
Rupa Saran, Chief Information Technology Officer  
Julie Clevenger, Board Secretary  
Damian Clark, Senior Manager, Crowe LLP (via phone)

## **3. Opportunity for Public Comment**

There were no requests to address the Audit and Budget Committee.

## **4. Approval of Minutes: Meeting of September 12, 2023**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Committee voted to approve the minutes of the September 12, 2023 meeting as amended.

Motion carried with the following vote:

Aye:	Trustees Hornbuckle and Moreno
No:	None
Abstain:	None
Absent:	None

## **5. Internal Audit Quarterly Report**

District Director of Internal Audit Rachell Snell provided the Internal Audit update.

Projects completed included Golden West College review of Budget Cycle, Procurement Card Review, and Swap Meet Self-Reported Follow Up.

Projects in progress included Orange Coast College Audit of Radiologic Technology operations: Starting Fieldwork, Orange Coast College Audit of Recovery Kitchen operations: Starting Fieldwork, Districtwide Foundation Operations Review: Planning, Coastline College Gift Cards, External Audit Liaison: Ongoing, and Record Management—Internal Audit files Ongoing.

Continuing services included Retirement Board Vice Chair, Advisory Member of the District Consultation Council Board Policy and Administrative Procedure Subcommittee, and ALGA Mentor.

A full report of Internal Audit projects would be presented to the Board of Trustees at the December 6, 2023 Board meeting.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Committee voted to consider the Veteran's Resource Center for a future audit.

Motion carried with the following vote:

Aye:	Trustees Hornbuckle and Moreno
No:	None
Abstain:	None
Absent:	None

## **6. External Audit Progress Report**

Vice Chancellor Marlene Drinkwine and Damian Clark of Crowe LLP provided an update on the status of the external audit that summarized the auditor's responsibilities, planned scope and timeline. Phase one began in April, phase two occurred in August and September, and the reporting completion phase was in progress. Mr. Clark highlighted the following audit components: new accounting standard No. 96 – Subscription-Based Information Technology Arrangements from the Government Accounting Standards Board, corrected and uncorrected misstatements, required communications, Federal and State compliance, government-wide summary, and general fund summary. There were no audit findings and no adjustments to the District's financial statements.

## **7. FY24 Budget Update**

Vice Chancellor Marlene Drinkwine provided an update on the FY24 budget. Two outstanding variables remained pertaining to State revenue:

1. Collection of property and income taxes remained incomplete. Actual revenue would be reported after tax returns were calculated by the State in late November. The projected State budget deficit for 2024-25 had been lowered from \$14 billion to \$10 billion.
2. The State revenue deficit from 2022-23 remained unreported. The District closed FY23 with a 1% reported revenue deficit of approximately \$2.3 million. Actual FY23 State revenue would be reported in February.

#### **8. Future Agenda Items**

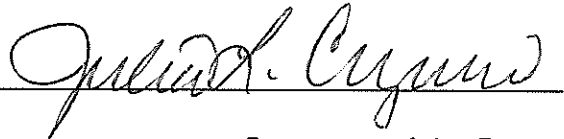
Internal Audit  
External Audit  
Budget

#### **9. Next Meeting Date**

The next meeting was scheduled for Tuesday, February 13, 2024 at 2:00 p.m.

#### **10. Adjournment**

The meeting was adjourned at 3:30 p.m.

A handwritten signature in cursive script, reading "Julie Clevenger", is written over a horizontal line.

Secretary of the Board  
Julie Clevenger