

<b>Committee Name:</b>	Audit Committee	<b>Session #:</b>	<b>Report #:</b>
<b>Committee Chair:</b>	Elyce Dilworth	<b>Vice Chair:</b>	Jill Gellatly
<b>Minutes recorded by:</b>	Jeanne Ensign	<b>Date/time of meeting:</b>	June 6, 2013/ 9:25 a.m.

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## Motions Passed:

1.

<b>Number of committee members present:</b>	4	<b>Absent:</b>	1	<b>Number of other delegates present:</b>	
<b>Committee members present (list all, including chair and vice chair):</b> Elyce Dilworth (Chair), Jill Gellatly (Vice Chair), Jeanne Ensign, Paul Griffin, Ralph Davis (ex-officio) and Susan Kuhlman (ex-officio)					

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## Minutes

The meeting was called to order at 9:25 a.m.

1. Review of Draft Materials – The Audit Committee (the “Committee”) reviewed and discussed the draft financial statements, Board report, management representation letter and Form 990 tax return. The Committee summarized their comments on the various documents for further discussion with representatives from Kerkering, Barberio & Co. (“K&B”) later in the meeting.
2. Report from Chief Financial Officer – In response to the Committee’s request, Susan Kuhlman reviewed internal control procedures for Swimming Saves Lives and distributed various related materials. Jeff Perout, Web Developer, joined the meeting to discuss the new registration system. The Committee also reviewed a list of audit considerations provided by K&B for the new system and discussed the items with Ms. Kuhlman and Mr. Perout. The Committee thanked Mr. Perout for his participation and he left the meeting.
3. Presentation by K&B - Rob Lane, Rebecca Stoner and Kevin Zollner of K&B joined the meeting to discuss the 2012 audit results and tax return. Mr. Lane reviewed the required communications with the Committee and noted K&B would be issuing an unmodified opinion. He also indicated no material weaknesses were detected in the internal control system, no illegal acts or irregularities were noted and there were no audit adjustments or management recommendations. Mr. Lane noted USMS had adopted the Florida Uniform Prudent Management of Institutional Funds Act (“FUPMIFA”) during 2012 and reviewed the impact of FUPMIFA on the 2012 financial statements.

The Committee discussed their comments and questions with K&B relating to the financial statements, board report and tax return. K&B noted they were pleased with the quality of the audit materials and the assistance provided by Ms. Kuhlman and her staff during the audit.

Ms. Kuhlman was excused from the meeting so that the Committee could meet in executive session with K&B.

The Committee thanked K&B for their presentation and Messrs. Lane and Zollner and Ms. Stoner left the meeting. Ms. Kuhlman rejoined the meeting.

4. Agenda for Convention – The Committee discussed proposed agenda items for Convention including the review of the Audit Committee Charter.
5. Executive Session – The Committee met in executive session with Ms. Kuhlman.  
There being no further business, the meeting was adjourned.

The meeting was adjourned at 5:03 p.m.

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