

**CITY OF CUPERTINO - AUDIT COMMITTEE 2024 SCHEDULE AND WORK PLAN**

<b>January 29, 2024 Regular Meeting</b>	<b>March 21, 2024 Special Meeting</b>	<b>April 22, 2024 Regular Meeting</b>	<b>June 24, 2024 Special Meeting</b>	<b>July 22, 2024 Regular Meeting</b>	<b>October 28, 2024 Regular Meeting</b>	<b>December 16, 2024 (Tentative) Special Meeting</b>
	Appoint Audit Committee Chair and Vice Chair	Approve Prior Meeting Minutes	Approve Prior Meeting Minutes	Approve Prior Meeting Minutes	Approve Prior Meeting Minutes	Approve Prior Meeting Minutes
	Receive the committee's roles and responsibilities (CMC 2.88.100)	OPEB & Pension Trust Performance Report for Quarter Ending December 31, 2023 and March 31, 2024	FY 2022-23 ACFR and Supplemental Reports Review	OPEB & Pension Trust Performance Report for Quarter Ending June 30, 2024	OPEB & Pension Trust Performance Report for Quarter Ending September 30, 2024	Review of FY 2023-24 ACFR and Supplemental Reports (tentative)
	Receive PARS Presentation	Quarterly Treasurer's Investment Report for Quarter Ending December 31, 2023 and March 31, 2024	Moss Adams - Enterprise Risk Assessment Report	Quarterly Treasurer's Investment Report for Quarter Ending June 30, 2024	Quarterly Treasurer's Investment Report for Quarter Ending September 30, 2024	<b>Budget Format Review</b>
CANCELLED	Receive Chandler Investments Presentation	Internal Audit and Fraud, Waste, and Abuse Programs Update	Internal Audit Program	Internal Audit and Fraud, Waste, and Abuse Program Update	Internal Audit and Fraud, Waste, and Abuse Program Update	
	Receive The Pun Group Presentation	Annual Review of City Investment Policy		<del>Moss Adams – Citywide Policy Review report</del>	Internal Audit - Citywide Policy Review	
	Receive Moss Adams Presentation	Review of FY 2022-23 ACFR and Supplemental Reports (tentative)		<del>GANN Limit Agreed Upon Procedures (AUP) Review</del>	Annual Review of OPEB and Pension Trust Investment Policies	
	Receive Budget Feedback on the City's current recommended Service Level Reductions (SLRs)			<del>Investment Policy Agreed Upon Procedures (AUP) Review</del>	<del>Budget Format Review</del>	
	Budget Format Review			<del>Storm Drain Agreed Upon Procedures (AUP) Review</del>	Agreed Upon Procedures (AUP) Review - GANN Limit, Investment Policy, Storm Drain	
	Receive the proposed Audit Committee 2024 Schedule and Workplan				Discuss Agreed Upon Procedures (AUP) - Credit Card	
					Fiscal Year 2023-24 ACFR Update	

**Summary of Duties – Powers – Responsibilities of  
Cupertino Audit Committee**

**Source: Cupertino, CA Municipal Code, Chapter 2.88.100: Audit Committee**

The powers and functions of the Audit Committee shall be as follows:

- A. To review the annual audit report and management letter;
- B. To recommend appointment of auditors;
- C. To review the quarterly Treasurer's Investment report;
- D. To recommend a budget format;
- E. To review City investment policies and internal controls of such policies.
- F. To recommend appointment of internal auditors;
- G. To review internal audit reports.
- H. To review quarterly Fraud, Waste, and Abuse Program reports. (Ord. 22-2243 § 1, 2023; Ord. 20-2208, § 1, 2020; Ord. 1679, § 1 (part), 1995)