

Memo

To: Finance Committee
From: Joseph *Joe* O'Hara, Executive Director
CC: Kathleen O'Brien, CFO
Nancy Turo, Controller
Date: 10/3/2018
Re: Audit Schedule – 1/31/2019 Financial Statement Audit

I'm requesting Finance Committee & Board approval for the following timeline for the preparation, review and approval of the audited financial statements for the year ending January 31, 2019.

- April 6 - 14, 2019 – PEACE, Inc. staff prepare the financial statements and notes to the financial statements
- April 22, 2019 (Monday) – start of fieldwork by auditors (The Bonadio Group) & prepared financial statements are handed to The Bonadio Group.
- April 15, 2019 – notify NYS Department of State CSBG (within 15 business days) about audit exit conference date and time (reference email from Katrina Abel dated 3/2/18)
- May 3, 2019 (Friday) (approximate) – last day of audit fieldwork
- May 14, 2019 (Tuesday) – DRAFT of financial statements will be emailed to Finance Committee members only.
- May 16, 2019 (Thursday) (approximate) – draft of financial statements released by The Bonadio Group & presentation to Finance Committee by Gail McIntyre (this would mean that the regularly scheduled Finance Committee meeting of May 13, 2019 be switched to the date of Thursday, May 16, 2019)
- May 17, 2019 (Friday) (approximate) – draft of financial statements mailed to Board of Directors **(as long as the draft is approved by the Finance Committee on May 16, 2019 and no changes are necessary).**
- June 24, 2019 (Monday) – Board of Directors meeting – “approves” audited financial statements

Please let Nancy Turo, or me, know if you have any questions.

Thanks for your support.