



333 Bush Street  
 San Francisco, CA 94104  
 (415) 263-5400  
 www.statefundca.com

Date: November 8, 2019

**TO: MEMBERS, AUDIT COMMITTEE**

<b>I. AGENDA ITEM # AND TITLE:</b>	Open Agenda Item 3c – Consent Calendar: Review and Approval of 2020 Audit Committee Agenda Items
<b>II. NAME AND PROGRAM:</b>	Hilda Padua, Board Liaison – Executive Office
<b>III. ACTIVITY:</b>	<input type="checkbox"/> Informational <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Action Proposed <input type="checkbox"/> Exploratory
<b>IV. JUSTIFICATION:</b>	<input checked="" type="checkbox"/> Standard/Required Item <input type="checkbox"/> Board Request – New Item <input type="checkbox"/> New Topic from Staff

**V. EXECUTIVE SUMMARY:**

It is a useful practice to construct a board agenda for the year ahead (annual calendar) indicating the substantive items to be addressed for each meeting, yet providing flexibility to consider other issues as they arise.

Part of the Board process is to set-up the annual calendar of agenda items for Board and Committee meetings, to be presented and approved at every November meeting.

Normally the four meetings are set for February, May, August and November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2020 the first meeting is February.

**VI. ANALYSIS:**

The annual agenda provides a useful starting point to ensure that all the standing items and key issues will be covered throughout the year, and leaves room for ongoing changes and flexibility. Moreover, it indicates when each key topic is coming up for discussion, which can be used in the preparation of Board information.

As the year progresses, and the annual agenda is translated into a series of meeting agendas, the annual agenda should be reviewed and appropriate modifications should be made to ensure that the individual agendas are as useful as possible.

**VII. RECOMMENDATION:**

To approve the attached Audit Committee 2020 agenda items as presented.

<b>2020 Audit Committee Substantive Agenda Items</b>				
<b><u>Standing Items</u></b>	<b>Feb</b>	<b>May</b>	<b>Aug</b>	<b>Nov</b>
Report of External Auditor	X	X	X	X
Report on Completed Audits	X	X	X	X
Quarterly Internal Audit Report	X	X	X	X
Update on Personnel Investigations	X	X	X	X
Update on Pension and Other Post Employment Benefits (OPEB) - if needed	X	X	X	X
Special Investigation Unit Update (one-way communication, unless presentation is requested)	X	X	X	X
Audit Considerations Related to the Strategic Plan	X	X	X	X
Report to the Board	X	X	X	X
<b><u>Audit Topics</u></b>	<b>Feb</b>	<b>May</b>	<b>Aug</b>	<b>Nov</b>
Model Audit Rule (MAR)	X	X		X
Review of Internal Audit Charter and Compliance with International Internal Audit Standards		X		
Review of Audit Committee Charter		X		
Review and Approval of Revised Internal Audit Plan			X	
Review and Approval of 2021-2023 Audit Plan				X
Ratification of Engagement of External Auditor for 2021 Audit			X	
Report of External Auditor: 2020 Audit Plan				X
Review and Approval of 2021 Audit Committee Agenda and Schedule				X
<b>Total Substantive Items</b>	<b>9</b>	<b>11</b>	<b>10</b>	<b>12</b>
<i>Note: Normally the 4 meetings are set for February, May, August &amp; November with an April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2020 the first meeting is in February.</i>				