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Date: October 25, 2022

**TO: MEMBERS, AUDIT COMMITTEE**

<b>I. AGENDA ITEM # AND TITLE:</b>	Open Agenda Item 3c – Consent Calendar: Review and Approval of Audit Committee Agenda Items for 2023
<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 a March/April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2023 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.

In 2021, the Special Investigation Unit (SIU) One-Way Communication Updates was removed from the annual agenda

The staff has reviewed the Audit Annual agenda for 2023 and has one recommended changes, to note that Internal Audit now provides the Model Audit Rule (MAR) update, quarterly as part of their regular audit report.

**VII. RECOMMENDATION:**

To approve the attached Audit Committee 2023 agenda items as presented.

<b>2023 Audit Committee Substantive Agenda Items</b>				
<b>Standing Items</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 (includes Model Audit Rule 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
Audit Considerations Related to the Strategic Plan	X	X	X	X
Report to the Board	X	X	X	X
<b>Audit Topics</b>	<b>Feb</b>	<b>May</b>	<b>Aug</b>	<b>Nov</b>
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 2024 Audit Plan				X
Ratification of Engagement of External Auditor for 2024 Audit			X	
Report of External Auditor: 2023 Audit Plan				X
Review and Approval of 2024 Audit Committee Agenda and Schedule				X
<b>Total Substantive Items</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>10</b>

*Note: Normally the 4 meetings are set for February, May, August & November with an March/April placeholder for Board Continuing Education but there is flexibility to accommodate scheduling conflicts and for 2023 the first meeting is in February.*

*Recommendation - One recommended changes, to note that Internal Audit now provides the MAR Update, quarterly as part of their regular audit report.*