



**The University Foundation
at Sacramento State**
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The University Foundation at Sacramento State
Audit Committee Meeting
Wednesday, April 15, 2026
Zoom

Committee Members Present:

Tina Treis, *Chair*
Alice Perez
Colette Harris-Mathews
Michael Reza

Guests:

Sonia Diwa, *Accounting Services*
Jennifer Barber, *AVP Alumni Relations*

MEETING MINUTES

- Chair Tina Treis called the meeting to order at 10:02 a.m. with a quorum
- Public Comments - none
- Approval of the April 15, 2026 agenda
 - Motion – Alice Perez
 - Second – Treis
 - Approved
- Approval of March 23, 2026 minutes
 - Motion – Perez
 - Second – Treis
 - Approved
- Final approval to continue using CLA for the UFSS Audit and Taxes
 - Motion – Perez
 - Second – Colette Harris-Mathews
 - Approved
- Reviewed the updated draft Audit Committee Charter and made edits
- Internal Controls Discussion
 - Sonia Diwa presented on the internal controls spreadsheet
- Discussion of Conflict-of-Interest and Whistleblower Policies
 - UFSS currently has a Conflict-of-Interest Policy
 - The committee will review the Alumni Association's Whistleblower Policy at a future meeting
- Reviewed the draft Annual Task Chart
 - Need to add more detail to some items on this chart.
 - Updated draft to be reviewed at next meeting

- Discuss Next Steps
 - Finalize the committee charter and Annual Task Chart
 - Discuss future committee members
 - Need to work on a new chair for the committee as Tina term on the Board is ending in 2027
- Other Business - None
- The meeting adjourned at 11:30 a.m.

Action Items:

- Whistleblower Policy:
 - Review the Alumni Association's policy
 - Once a Foundation policy is created, then run it by the Executive Committee before moving it to the full board for adoption
- Tina to talk to Bernice to understand the process for selecting board members serving on committees (volunteer, ask them to serve, etc.)
- Tina asked that Sonia's quarterly and year-end financial reporting checklists be shared with the Audit Committee
- Along with the financials because so much of the Advancement operating expenses are funded by the Foundation, Sonia will present a quarterly narrative report to the Finance Committee detailing why each account is over/under and why. This information will then be shared with the Executive Committee and then the full Board.
- Sonia will review expenses quarterly and report to the Finance Committee if there are any payments to Board members and why.
- Next Meeting: Review the existing UFSS Conflict-of-Interest Policy
- Finalize the committee charter and the Annual Task Chart
- Poll the members for a meeting date in June