

**BEST, Inc. Audit Committee Meeting Minutes
December 9, 2014**

The Audit Committee of the Business Employment Skills Team, Inc. Board of Directors' was called to order at 5:20 p.m. by Chairperson Chuck Phillips.

Members Present: Chuck Phillips, Lisa Lynch

Members Absent: Kim Gouker

Others Present: Kathy Day, Pam Furlan, Annette Pace, Jessica Green

Minutes from October 27, 2013 were reviewed. Motion to approve the October 27, 2013 Meeting Minutes was made by Lisa Lynch. Chuck Phillips seconded the motion. Motion carried.

The Committee then reviewed the PY 13 Audit Report and acknowledged that it was a good report. Kathy reminded them that the period audited was under three different fiscal leaders. Chuck asked if any one present had any concerns, and none were indicated.

Kathy told members that the Audit contained no management recommendations.

The Committee then discussed detail transaction testing noting DCEO performs this during the monitoring visits. Kathy also noted a big help was staff being knowledgeable on the MIP (Accounting Software) System. Lisa and Chuck concurred there being a clean audit and expressed their appreciation for all of the hard work performed by staff.

Members held a brief discussion on the FDIC limit. Jessica was asked to follow-up about the limits for all accounts held by BEST, Inc.

With there being no further business, Chuck motioned to recommend the approval of the PY 13 Audit as presented. Motion was seconded by Lisa Lynch and carried.

Kathy Day

Minutes Approved _____