

Advancement | UCF Foundation, Inc.

UCF Foundation Board of Directors

Audit Committee Meeting
Thursday, April 15, 2021
Virtual Meeting

MINUTES

IN ATTENDANCE: Eva Tukdarian, *Chair*, Jessica Blume, Paul Gregg, Mark Plaumann

ABSENT: N/A

STAFF: Jennifer Cerasa, Karen Cochran, Glen Dawes, Lauren Ferguson, Erick Kepfer, Ashley McConnell, Chris Meister, Robert Taft (UCF Audit)

GUESTS: Amy Chapman, Aaron Crall, Molly Duvall, Alicia Ornelas-Perez, Bryan Simkanich

WELCOME AND CALL TO ORDER

Director Tukdarian, Chair of the Audit Committee, called the meeting to order at 12:01 p.m., stating that the meeting was covered under the Florida Sunshine Law and the public and press were invited to attend.

ROLL CALL AND QUORUM CONFIRMATION

Roll call was performed and a quorum was confirmed.

CONFLICT OF INTEREST DISCLOSURE

Chair Tukdarian asked the committee members if there were any conflicts of interest to declare regarding the items of business listed on the agenda. No conflicts were disclosed.

MINUTES

The minutes from the September 30, 2020 meeting were unanimously approved as written.

NEW BUSINESS

(AC-1) UCF Foundation 990

UCF Foundation tax return documents were provided to the committee for review in advance of the meeting. Amy Chapman, Tax Principal with CliftonLarsonAllen (CLA), presented the IRS Forms 990 and 990-T, and Florida Department of Revenue form F-1120 and all related disclosure forms for the year ended June 30, 2020. The total federal tax liability from unrelated business income was \$4,562.

No tax was due to the State of Florida.

It was noted that program revenue increased by 35% and capital gains increased by 88% from the previous year and they were recorded in the tax return. Functional expenses showed an increase in technology and a decrease in travel, largely due to the impact of COVID-19.

The committee discussed the Foundation's relationship with the university and asked CLA to reconsider for inclusion on Schedule R of the 990. It was noted that while earlier investigations concluded that the University of Central Florida is not considered a related organization, recent changes to the UCF Foundation Bylaws regarding UCF oversight provides cause to re-evaluate.

A motion was made by Paul Gregg and seconded by Jessica Blume to recommend approval of IRS Forms 990 and 990-T and Florida Department of Revenue form F-1120 for the fiscal year ended June 30, 2020 to the Executive Committee, subject to further investigation for the inclusion of UCF in Schedule R.

The motion passed unanimously.

(INFO-1) FY2021 Audit Plan

Aaron Crall, Audit Principal with CliftonLarsonAllen (CLA), introduced the audit team and presented the audit plan for the year ending June 30, 2021. Deliverables and timeline were established, with interim field work commencing on May 17th and final reporting to be delivered to the Committee later this year. The independent auditors identified key areas of risk that will drive the audit including significant estimates, investment activity, conditions and restrictions on contributions, new service providers, and COVID-19 impacts. CLA stated they will be examining internal controls and processes following key employee departures that occurred within the year.

(INFO-2) Audit Committee Charter Review

The Committee conducted its annual review of their charter for necessary amendments. It was noted to add specific language for oversight of the tax return and related forms to bring formal committee responsibilities in line with the actual work of the committee. It was recommended that staff draft changes to the charter for consideration at the next meeting.

PUBLIC COMMENT

There were no public comments.

CLOSING REMARKS AND ANNOUNCEMENTS

Chair Tukdarian called for recommendations to bring on additional members for the Audit Committee.

ADJOURNMENT

Director Tukdarian adjourned the meeting at 1:09 p.m.

Approved by Audit Committee on September 24, 2021.

Respectfully Submitted by:



Eva Tukdarian, *Chair*, Audit Committee

12/15/2021

Date

Prepared by:

Ashley McConnell, Executive Assistant