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February 25, 2008

TO: Audit Oversight Committee Members
FROM: Dr. Peter Hughes, CPA, Director of Internal Audit
SUBJECT: February 28, 2008, Audit Oversight Committee Meeting, Agenda Item 10

Please find attached Agenda Item 10 for the Audit Oversight Committee Meeting for approval on February 28, 2008.

The 2008 meeting schedule presented follows the approved Internal Audit Department reporting cycle. As stated in the attachment, if a quorum cannot be achieved for the dates listed, the meeting will be rescheduled.

Recommended Action:
Approved 2008 Meeting Schedule of the Audit Oversight Committee for the dates and times listed:

May 29, 2008, 2 pm
August, 21, 2008, 2 pm
November 13, 2008, 2 pm

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Attachment

Audit Oversight Committee Proposed 2008 Meeting Schedule

The Internal Audit Department's reporting cycle is consistent with the County-wide reporting structures and is compliant with the AOC Charter approved by the Board of Supervisors on December 17, 2002.

Reporting Quarter

1st Quarter – July 1st through September 30th

2nd Quarter – October 1st through December 31st

3rd Quarter – January 1st through March 31st

4th Quarter – April 1st through June 30th

This reporting cycle was approved by the Audit Oversight Committee on June 6, 2005.

The proposed 2008 meeting schedule dates are as follows:

May 29, 2008 2:00 p.m.

August 21, 2008 2:00 p.m.

November 13, 2008 2:00 p.m.

Meeting Location:

333 W. Santa Ana Blvd, Building 10, 5th Floor, Conference Room A or B.

The AOC meetings adhere to Brown Act rules and require a quorum. If a quorum cannot be achieved for the dates listed, the meeting will be rescheduled.