

Audit/Finance Committee

Agenda

Teleconference

Wednesday, April 29 – 1:00 pm – 1:30 pm

Introduction & Call to Order

J. Alexander

Review and Approval of Meeting Minutes

- Action needed: Approval of Meeting Minutes

J. Alexander

FY25 Single Audit Review

- Action needed: Acceptance of Single Audit

C. Shirock/
J. Alexander

Open Discussion

J. Alexander

Date of Next Meeting

- To be determined – FY27 Budget Meeting

J. Alexander

Adjournment

J. Alexander

Advance Central PA

Audit/Finance Committee
Meeting Notes

November 10, 2025 – 2:30 pm

The Audit/Finance Committee of Advance Central PA held a meeting Monday, November 10, 2025 via Teams.

Members in Attendance

Jamie Aurand
Angela Harding
Todd Taylor

The following staff attended:

Brooke Gessner
Erica Mulberger

The following guests attended:

Chris Shirock

Members Excused

Susan Swartz
Stacy Richards

Call to Order

Jamie Aurand called the meeting to order at 2:35 p.m. welcoming Chris Shirock from Young, Oakes, Brown, and Co. (YOBCO).

Review and Approval of Meeting Notes



Angela Harding made a motion to approve May 14, 2025, Audit Finance Committee meeting notes. Todd Taylor seconded the motion. The motion was unanimously approved with no abstentions.

FY24 Single Audit Review

Chris Shirock reviewed the single audit report with the members.

Chris thanked Advance Central PA for choosing YOBCO to conduct the audit and shared that it had been a smooth and efficient process. He expressed that there was a clean opinion of the audited materials.

Chris guided the committee through the report. The statement of financial position showed net assets of \$684,396. Net assets with donor restrictions (sustainability funds) and net assets in total increased due to industry partnership match.

Chris reviewed the Statement of Functional Expenses and pointed out that the administrative costs were around 4.19%, which has been consistent for Advance Central PA. Chris drew attention to Note 2 of the Schedule of Expenditures of Federal Awards, which stated that the WIOA cluster were reviewed. As a low-risk auditee, 20% of federal awards must be tested, and these programs accounted for 66% of funds.

There were no material weaknesses and one audit finding, in which the formula on a spreadsheet to determine administrative versus program percentages stopped working. Advance Central PA took steps to remedy and ensure that this would not happen again in the future. The PA Department of Labor & Industry accepted this corrective action.



Todd Taylor made a motion to accept the Single Audit for Fiscal Year 2024 as presented by Young, Oakes, Brown & Company P.C. Angela Harding seconded the motion. The motion was unanimously approved with no abstentions.

Date of Next Meeting

The next meeting of the Audit/Finance Committee is to be determined.

Adjournment

Jamie Aurand adjourned the meeting at 2:46 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brooke Sessman".

Finance Manager