Minutes of the audit committee

Held Wednesday, May 14, 2025, 08:00, at 1400 West Fulton Market, Chicago, and by video.

CHAIR	SECRETARY	QUORUM	OPENED	CLOSED
Dana Whitfield	**Ava Cruz**	**Met — 3 of 4**	**08:04**	**09:22**

PRESENT

Dana Whitfield (chair), Elena Marsh, Sam Ortiz, Ava Cruz (secretary)

IN ATTENDANCE AND APOLOGIES

In attendance: Jordan Ellis, Meridian Consulting (items 2–3)
Apologies: Riley Thompson

1. Minutes and matters arising

The minutes of February 12, 2025 were approved without amendment. Of the four actions carried, three are closed; the external auditor's management letter remains outstanding and is now expected in June.

RESOLVED — that the minutes be approved and signed, and the outstanding action be carried forward.

2. Collections policy, phase 3

Jordan Ellis presented the draft collections policy prepared with Meridian Consulting. The committee accepted the dunning ladder and the aged-debt model, and questioned only the write-off delegation: the draft allows a collector to write off up to $500 without a second signature, which the committee considered too high for a first release.

RESOLVED — that the policy be approved with the write-off delegation reduced to $250 for the first six months, and reviewed at the November meeting.

3. Order-to-cash engagement

The committee noted that phase 3 is nine days behind because sign-off of the policy at item 2 had been held. With that approval given, the consultants confirmed the phase can still close on July 4 without additional fees.

NOTED — no further action; the chair thanked Meridian for holding the fee.

4. Internal audit plan, 2026

Three areas were proposed for the 2026 plan: supplier onboarding, inventory counts at the Fulton Market site, and access controls in the billing platform after go-live. The committee asked that the billing review be scheduled no earlier than three months after cutover so the process is settled.

RESOLVED — that the 2026 plan be approved as amended, with the billing review scheduled for Q4.

ACTIONS

ITEM	ACTION	OWNER	BY
1	Chase the external auditor's management letter	Ava Cruz	June 20
2	Reissue the policy with the $250 delegation and circulate	Jordan Ellis	May 23
4	Schedule the billing access review for Q4 2026	Sam Ortiz	July 31

ATTESTATION

These minutes are a true record of the proceedings of the audit committee of Toyco Manufacturing held on the date above, and were approved for signature by the chair. The next meeting is fixed for Wednesday, August 13, 2025 at 08:00.

Chair — Dana Whitfield

Secretary — Ava Cruz

Date