

# **The City of Columbia City**

*In Columbia County on the Columbia River*



## **AUDIT COMMITTEE REPORT JANUARY 31, 2011 MEETING 2:00 p.m.**

- 1. Committee elected Lisa Bush, Chairman and Barbara Gordon as Vice Chair of the Audit Committee. Casey Wheeler will serve as Secretary.**
- 2. Casey reviewed the Committee charge and the timing of the various responsibilities of the committee.**
- 3. The committee reviewed the proposed Request for Proposal letter to CPA firms for the 2011 – 2016 audits. Motion by Barbara Gordon and seconded by Casey Wheeler to approve the RFP letter and to instruct staff to send it out. Motion carried.**
- 4. The committee then reviewed the Financial Report for the year ended June 30, 2010 prepared by the auditing firm of Pauly Rogers and Company PC. No exceptions were noted in the report. Motion by Barbara Gordon and seconded by Casey Wheeler to recommend to the City Council that they accept the annual Financial Report prepared by Pauly Rogers and Company PC. Motion carried.**
- 5. Quarterly review of bank statements, checks and invoices was conducted prior to the meeting and no exceptions were noted.**
- 6. Second quarter financial reports were reviewed.**
- 7. The next meeting of the committee will be on Monday, April 4<sup>th</sup> at 10:00 a.m. to review and determine the CPA to be selected from the RFP process for recommendation to the City Council.**
- 8. Meeting was adjourned at 3:00 p.m.**