

**Audit Committee Meeting Minutes
City of Columbia City
May 8, 2017 - 1:00 PM**

Report for Period Ending March 31, 2017

PRESENT: Barbara Gordon, Chair
Nell Harrison, Secretary
Karli Ebert, Committee Member
Rebecca Pickering, Committee Member

The meeting was called to order at 1:00 PM. The Audit Committee conducted a review of deposits as well as checks issued and cashed on behalf of the City. All bank statements as well as 10 checks which cleared for the months of January, February, and March 2017 were reviewed.

All checks were reviewed for alterations, etc., as well as for authorized signatures that were issued and cashed during the month. Beginning bank balance was matched with closing bank balance for previous month. All deposits reviewed were correct. Blank checks were secured in locked storage.

All files were found to be orderly and all checks issued were well documented by invoices/bills and applicable contractors. Records were securely stored.

The Committee reviewed the listing for manual journal entries during the month of February 2017, and found everything to be in order and well documented.

No audit exceptions were noted. Acceptable procedures are in place by staff.

The next meeting was set for September 11, 2017 at 1:00 PM.

Nell Harrison
Audit Committee Member/Secretary