

**Audit Committee Meeting Minutes
City of Columbia City
April 11, 2019 - 2:30 PM**

Report for Period Ending March 31, 2019

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

The meeting was called to order at 2:30 pm.

The minutes were accepted: Motion made by Rebecca Pickering, 2nd by Nell Harrison.

Motion for the position of Secretary was made: Motion made by Barbara Gordon, 2nd by Rebecca Pickering for Nell Harrison to serve as Secretary to the Audit Committee. Nell Harrison accepted the position of Audit Committee Secretary for the year of 2019.

General Ledger: The Audit Committee membership said that the addition of system reference notes are a great benefit to the Committee, allowing for quick reference and easier understanding of the financial report.

The audit committee then conducted a review of the General Ledger, Combined Balance Sheet Report, and the provided Revenue Analysis Report.

The committee then met with the City Administrator to discuss the financial report and also reviewed eighteen (18) checks, selected banking statements from the quarter, and deposit records for the month of January 2019.

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

Meeting adjourned at 4:00 pm.

Next meeting will be held on September 17, 2019 at 2:30 pm.

Minutes taken by Nell Harrison, Secretary.