

**Audit Committee Meeting Minutes
City of Columbia City
September 8, 2015 - 4:30 PM**

Report for Period Ending June 30, 2015

PRESENT: Barbara Gordon, Chair
Nell Harrison, Secretary
Sue Kovich, Committee Member

The meeting was called to order at 4:30 p.m. 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 checks cleared for the months of April, May and June 2015 were reviewed.

Report as follows:

All checks were reviewed for alterations, etc., as well as for authorized signatures that were issued and cashed during the months of April, May and June 2015. Beginning bank balance was matched with closing bank balances for previous month. All deposits reviewed were correct.

Random invoices were pulled and matched to checks. All files were found to be orderly and all checks issued were well documented by invoices/bills and contracts applicable. Blank checks were in secured storage. The invoice for check #18819 issued to Julie Sandstrom, Northwest Apparel, could not be located.

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

The next meeting was set for October 20, 2015 at 3:00 p.m.

Meeting adjourned at 5:30 p.m.

Nell Harrison
Audit Committee Member/Secretary