

**Audit Committee for City of Columbia City Report  
September 16, 2011**

**Members Present:**

**Lisa Bush, Chairman  
Barbara Gordon, Secretary  
Casey Wheeler**

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 month of June were reviewed.

**Report as follows:**

A random selection of 20 checks were reviewed for alterations etc as well as for authorized signatures that were issued and cashed during the month of June. Beginning bank balance was matched with closing bank balance for previous month. All deposits reviewed were correct.

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

A minimum of twenty checks were pulled and reviewed against check ledger and invoices. 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.

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

A random selection of 20 invoices were pulled and compared against the general ledger. All invoices were documented and followed the correct procedures for payment.

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

The next meeting of the committee will be in January at a date to be determined when a review of the second quarter will be conducted.