

**Audit Committee Meeting Minutes  
City of Columbia City  
October 17, 2016 - 10:00 AM**

**Report for Period Ending September 30, 2016**

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

The meeting was called to order at 10:00 AM. 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 14 checks which cleared for the months of July, August and September 2016 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 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.

The next meeting was set for January 23, 2017 at 10:00 AM.

Nell Harrison  
Audit Committee Member/Secretary