

**Audit Committee for City of Columbia City  
Report  
November 2, 2012**

**Members Present:**

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

Meeting was called to order at 10 a.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 July, August and September 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 January, February and March. 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.**

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.

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

A random selection of 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.**

Meeting was adjourned at 11:00 a.m.