

**Audit Committee Meeting Minutes  
City of Columbia City  
August 11, 2014 - 10 AM**

**Report for Period Ending June 30, 2014**

**PRESENT:** Lisa Bush, Barbara Gordon, Nell Harrison - Committee Members

The meeting was called to order at 10:00 AM.

**Report as follows:**

1. The Audit Committee conducted a review of bank statements, deposits and checks issued and cashed on behalf of the City. Selected checks were reviewed for alterations, etc., as well as for authorized signatures that were issued and cashed during the month of April, May and June. It was noted that check number 18022 in the amount of \$73.98 issued to Quill Corporation contained only one signature - that of Council Member Sally Ann Marson. Back up documentation associated with the payment was reviewed and validated. Beginning bank balance was matched with closing bank balance for previous month. Committee Members had questions about cash handling procedures and cash balancing procedures, but the City Administrator was on vacation, so another meeting was set for August 25, 2014, 2 PM.

2. A minimum of ten 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 secured in locked storage. It was noted that check number 18059 was made out to Fredrick E. Bass, DBA Stone Art, and the bank reconciliation showed payment to Stone Art.

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

Meeting adjourned at 11:34 AM. Next meeting set for August 25, 2014 - 2:00 PM.

Nell Harrison  
Audit Committee Member/Secretary