

**Audit Committee Meeting Minutes
City of Columbia City
December 22, 2015 - 3:12 PM**

Report for Period Ending September 30, 2015

PRESENT: Barbara Gordon, Chair (arrived at 4:00 PM)
Nell Harrison, Secretary
Sue Kovich, Committee Member
Lisa Moore, Committee Member

The meeting was called to order at 3:12 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 10 checks which cleared for the months of September 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 month. 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 ten checks were pulled and reviewed against the check register and invoices. All files were found to be orderly and all checks issued were well documented by invoices/bills and applicable contracts. Blank checks were secured in locked storage.

Leahnette noted that new Springbrook software causes fluctuating immaterial discrepancies between cash in the bank and cash in the general ledger at month end.

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

The next meeting was set for January 25, 2015 at 3:00 PM.

Meeting adjourned at 4:45 PM.

Nell Harrison
Audit Committee Member/Secretary