

**Audit Committee Meeting Minutes
City of Columbia City
August 30, 2016 - 3:00 PM**

Report for Period Ending June 30, 2016

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

The meeting was called to order at 3:10 PM. 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 April, May and June 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. The check numbering system malfunctioned in April, which was duly noted and accounted for. Blank checks were secured in locked storage.

Other than the check numbering malfunction, no audit exceptions were noted.
Acceptable procedures are in place by staff.

The 2015-16 fiscal year revenues and expenditures that varied more than \$1,500.00 from the amount budgeted were reviewed and found acceptable.

The next meeting was set for October 17, 2016 at 10:00 AM.

Meeting adjourned at 4:55 PM.

Nell Harrison
Audit Committee Member/Secretary