

Audit Committee Meeting Minutes
City of Columbia City
November 13, 2017 - 2:30 PM

Report for Period Ending September 30, 2017

PRESENT: Nell Harrison, Secretary
Rebecca Pickering, Committee Member

The meeting was called to order at 2:30 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 10 checks which cleared for the months of July, August and September 2017 were reviewed.

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 Committee verified the list of manual journal entries for the month of August 2017.

All files were found to be orderly and all checks issued were well documented by invoices/bills and applicable contractors. The Committee reviewed the City credit card statements and purchases during the quarter. Records were securely stored.

The next meeting was set for February 5, 2018 at 2:30 PM.

Nell Harrison
Audit Committee Member/Secretary