

**Audit Committee Meeting Minutes
City of Columbia City
January 29, 2019 - 2:30 PM**

Report for Period Ending December 31, 2018

PRESENT: Barbara Gordon, Chair
Sue Ziglinski, City Council Representative
Rebecca Pickering, Committee Member
Suella Kovich, Committee Member
Nell Harrison, Committee Member

The meeting was called to order at 2:30 pm.

The minutes were accepted: Motion made by Nell Harrison, 2nd by Rebecca Pickering.

Nominations for Chair were made: Barbara Gordon accepted the nomination and it was agreed that she should remain committee chair for the year of 2019.

The position of secretary was postponed as it was suggested that perhaps there was not a policy that the council representative automatically because secretary.

The audit committee then conducted a review of the expenses and asked for some clarification of certain expenditures.

The committee then met with the City Administrator to discuss the financial report and review certain checks.

There was a discussion of Bank Transfers and the difficulty of the transfer from the Bank of the West to InRoads Credit Union. The administrator will review if we have received all of the promises that InRoads Credit Union (St. Helens Credit Union) made when trying to convince the City of Columbia City to change to InRoads Credit Union.

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

Next meeting will be held on May 14, 2019 at 2:30 pm.

Minutes taken by Susan Ziglinski

Representative of the City Council