

**Audit Committee Meeting Minutes
City of Columbia City
September 17, 2019 - 2:30 PM**

Report for Period Ending June 30, 2019

PRESENT: Barbara Gordon, Chair
Nell Harrison, Secretary
Rebecca Pickering, Committee Member
Sueella Kovich

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

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

The Committee received monthly credit union information and found supporting data acceptable.

The audit committee then conducted a review of the General Ledger, Combined Balance Sheet Report, and the provided Revenue Analysis Report.

The committee then met with the City Administrator to discuss the financial report and also reviewed twenty (20) checks, selected banking statements from the quarter, and deposit records for the months of April, May, and June of 2019. The Committee also conducted an in-depth conversation with the City Administrator and Finance Clerk regarding banking terminology used by Inroad Credit Union in their monthly account statements.

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

Meeting adjourned at 4:00 pm.

Next meeting will be held on November 12, 2019 at 2:30 pm.

Minutes taken by Nell Harrison, Secretary.