

**Audit Committee Meeting Minutes
City of Columbia City
April 19, 2022 - 2:30 PM**

Report for Period Ending March 31, 2022

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

The meeting was called to order at 2:30 pm by Chair, Barbara Gordon.

The minutes were read and accepted: Motion made by Nell Harrison, 2nd by Suella Kovich, and approved unanimously.

The Committee received monthly invoices and credit union information and found that the supporting data was acceptable. The Office Supervisor/Finance Clerk, Kim Karber, answered all questions pertaining to the committee's financial questions and the committee then congratulated the City Administrator for having no expenditures that exceeded the budgeted line items during the previous quarter.

The Committee then conducted a review of the General Ledger, the City's Monthly Financial Documents Binder, the Expense versus Budget Report, and the provided Revenue Analysis Report. The committee also received and reviewed the Journal Entry Report for the reporting period.

The committee additionally reviewed eleven (11) randomly selected checks and examined the City's banking statements from the previous quarter. Additionally, Chair Gordon signed the Springbrook General Ledger Journal Entry Report.

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

Meeting adjourned at 4:50 pm.

Next meeting will be held on September 13, 2022 at 2:30 pm.

Minutes taken by Nell Harrison, Secretary.