

**Audit Committee Meeting Minutes
City of Columbia City
September 27, 2022 - 2:30 PM**

Report for Period Ending August 31, 2022

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

The meeting was called to order at 2:36 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 City Administrator, Mike McGlothlin, answered all questions pertaining to the committee's financial questions and explained the necessary upgrades to the City's financial management system, Springbrook.

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.

After reviewing the financial allocations for the City parks system, the Audit Committee recommended that the Budget Committee consider increasing the parks maintenance budget in the next fiscal year to cover for a lack of city personnel and volunteers, relative to the number of city parks, necessary to maintain parks within the system.

The committee additionally reviewed thirteen (13) 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 4:55 pm.

Next meeting will be held on January 24, 2023 at 2:30 pm.

Minutes taken by Nell Harrison, Secretary.