

**Audit Committee Meeting Minutes
City of Columbia City
February 6, 2018 - 2:30 PM**

Report for Period Ending December 31, 2017

PRESENT: Nell Harrison, Secretary
Rebecca Pickering, Committee Member
Karli Ebert, Committee Member
Suella Kovich, Committee Member
Barbara Gordon, Committee Member (participated for a portion of
the meeting by telephone)

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 October, November and December 2017 were reviewed. Committee Members noted that occasionally a payee will sign a check that is made out to the payee, and perhaps this practice should be prohibited in the future. **MOVED (Rebecca), SECONDED (Sue) AND CARRIED UNANIMOUSLY TO RECOMMEND TO THE CITY COUNCIL THAT A PAYEE CAN NO LONGER BE A SIGNER ON A CHECK MADE OUT TO THE PAYEE.**

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 December 2017. Additionally, transfers between Bank of the West and the Oregon State Pool were verified.

All files were found to be orderly and all checks issued were well documented by invoices/bills and applicable contractors. Records were securely stored.

No audit exceptions were noted.

The Committee reviewed the Auditing Services Fee Proposal dated February 1, 2018 as submitted by Pauly, Rogers and Co., P.C. Leahnette said the RFP was sent to a wide range of municipal auditors, but Pauly, Rogers and Co. was the only one to respond. She said Pauly, Rogers and Co. has served the City well for many years now. **MOVED (Rebecca), SECONDED (Karli) AND CARRIED UNANIMOUSLY TO RECOMMEND THAT THE CITY COUNCIL PROCEED WITH AWARDING**

THE CONTRACT TO PAULY, ROGERS AND CO. IN ACCORDANCE WITH THEIR PROPOSAL.

The Committee discussed the monthly fees the City pays for banking services, and whether or not a new line item should be added to account for the fees, which are currently accounted for in the miscellaneous expense line item. MOVED (Rebecca), SECONDED (Karli), AND CARRIED UNANIMOUSLY TO RECOMMEND TO THE CITY COUNCIL THAT A NEW LINE ITEM BE USED TO ACCOUNT FOR BANKING FEES.

The next meeting was set for May 21, 2018 at 2:30 PM.

Meeting adjourned at 4:30 PM.

Nell Harrison
Audit Committee Member/Secretary