

**Audit Committee Meeting Minutes  
City of Columbia City  
November 12, 2019 - 2:30 PM**

**Report for Period Ending September 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, 2<sup>nd</sup> by Sueella Kovich.

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 Finance Clerk to discuss the financial report and also reviewed ten (10) checks, selected banking statements from the quarter, and deposit records for the months of July, August, and September of 2019. The Committee also conducted an in-depth conversation with the Finance Clerk concerning banking statements for a better understanding of categories of deposits and credit fees.

The committee also requested follow up information from the City Administrator in regards to a negative cash and investments balance sheet entry for the month ending September 30, 2019, and for an explanation of general accounting terminology within the expense v. revenue analysis report. Both answers to these questions were provided to the committee by the City Administrator.

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

Meeting adjourned at 3:45 pm.

Next meeting will be held on January 28, 2019 at 2:30 pm.

Minutes taken by Nell Harrison, Secretary.