

**Audit Committee Meeting Minutes
City of Columbia City
January 28, 2020 - 2:30 PM**

Report for Period Ending December 31, 2019

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

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

The minutes were accepted: Motion made by Barbara Gordon, 2nd by Suella 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 City Administrator to discuss the financial report and also reviewed ten (10) checks, selected banking statements from the quarter, and deposit records for the months of October, November, and December of 2019.

The committee requested a detailed General Ledger Journal Entry Report in order to better capture the line description of each individual journal entry that was conducted during the month of December, 2019. This report was compiled and provided to the committee by the City Administrator at the meeting.

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

The annual auditors report for fiscal year ending June 30, 2019 was reviewed by the committee with exceptions noted. The committee also commended the City Administrator for keeping expenses under budget.

Meeting adjourned at 4:00 pm.

Next meeting will be held on April 28, 2020 at 2:30 pm.

Minutes taken by Nell Harrison, Secretary.