

**Audit Committee Meeting Minutes
City of Columbia City
February 15, 2022 - 2:30 PM**

Report for Period Ending December 31, 2021

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

The meeting was called to order at 2:30 pm by Acting Chair, Rebecca Pickering.

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

The Committee received monthly credit union information and found supporting data acceptable.

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 then met with the City Administrator to discuss budget expenditures related to overtime costs associated with the Police Department, resulting in their recommendation to the City Administrator of an increase in this line item for the upcoming fiscal year. They also noted that unforeseen weather conditions during the past summer directly impacted the City's increased expenditures for water purchases from the City of St. Helens.

The committee additionally reviewed twenty-five (25) randomly selected checks and examined the City's banking statements from the previous quarter. The Finance Clerk/Office Supervisor also informed the Committee that the City's external financial auditors have begun interim prep work for the City's upcoming annual financial audit and that she and the City Administrator had been providing the auditors with the required financial information and additional reports via email and scanning/dropping data files into the auditors secured system.

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 April 19, 2022 at 2:30 pm.

Minutes taken by Nell Harrison, Secretary.