

**Audit Committee Meeting Minutes
City of Columbia City
January 24, 2023 - 2:30 PM**

Report for Period Ending December 31, 2022

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

The meeting was called to order at 2:32 pm by Chair, Barbara Gordon.

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

The committee then held elections for committee specific offices and the following officers were elected: Barbara Gordon was elected to the position of Chair, Rebecca Pickering was elected to the position of Vice Chair, Suella Kovich was elected to the position of Secretary, and Nell Harrison, after serving as Secretary, was noticed as Committee Member.

The committee reviewed the monthly invoices and credit union information and found that all supporting data was acceptable. The City Administrator, Mike McGlothlin, then answered all member questions pertaining to the city's financial operations during the above referenced reporting period.

The committee then conducted a review of the General Ledger, the Expense versus Budget Report, and the provided Revenue Analysis Report. The committee also reviewed the Journal Entry Report for the reporting period. Upon completion of the review of the Journal Entry Report, the committee recommended that the Journal Entry "Line Description" portion should add more description for items over \$100.00 and should also include the name of the authorizing supervisor who approved the purchase, in conjunction with the department/project name charging the expense.

The committee additionally reviewed eighteen (18) 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 5:00 pm.

Next meeting will be held on May 16, 2023 at 2:00 pm.

Minutes taken by Suella Kovich, Secretary.