

**Audit Committee Meeting Minutes
City of Columbia City
June 6, 2023 - 2:00 PM**

Report for Period Ending March 31, 2023

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

The meeting was called to order at 2:00 pm by Vice Chair, Rebecca Pickering.

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

The committee reviewed the monthly invoices and the provided Inroads Credit Union banking information; finding that all supporting data was acceptable. The committee then reviewed all Inroads Credit Union monthly charges with Kim Karber, Office Supervisor/Finance Clerk, and was advised that monthly fees are now \$25/per month resulting in a yearly savings of approximately \$3,000.00 in contrast to the previous financial institution that was utilized for the City's banking needs.

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.

The committee additionally reviewed sixteen (16) randomly selected checks and examined the City's banking statements from the previous quarter. Additionally, Vice Chair Pickering 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 September 12, 2023 at 2:00 pm.

Minutes taken by Suella Kovich, Secretary.