

**Audit Committee Meeting Minutes
City of Columbia City
September 17, 2024 - 2:30 PM**

Report for Period Ending June 30, 2024

PRESENT: Barbara Gordon, Chair
Rebecca Pickering, Vice Chair
Suella Kovich, Secretary
Rob Forman, Council Member

The meeting was called to order at 2:30 pm by Chair, Barbara Gordon.

The April 23, 2024 minutes were read and accepted: Motion made by Rebecca Pickering, 2nd by Barbara Gordon, and approved unanimously.

In reference to the minutes, the committee reviewed the transaction narrative for the transactions in question. The documentation received from the staff satisfied our inquiry into the journal entries.

The committee reviewed 15 checks and verified the supporting documentation.

Bank statements and State Pool statements were reviewed and match the Investment and Cash Balance Summary.

Also, in reference to the minutes, a general discussion with the City Administrator ensued regarding generic vs personal email addresses for the department staff. The City Administrator will look into the cost of setting up these 17 new email addresses.

After reviewing an invoice from a vendor in Washington State, the committee asked the City Administrator if the sales taxes paid to Washington by the city are currently getting reimbursed. The committee suggests a Washington Sales Tax line item be added to track for reimbursement.

Meeting adjourned at 5:10 pm.

Next meeting will be held on December 3, 2024 at 2:30 pm.

Minutes taken by Suella Kovich, Secretary.