

**Audit Committee Meeting Minutes
City of Columbia City
February 18, 2025 – 2:30 PM**

Report for Period Ending December 31, 2024

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

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

The December 11, 2024 minutes were read and accepted: Motion made by Rebecca Pickering, 2nd by Nell Harrison, and approved unanimously.

The committee reviewed 15 checks and verified the supporting documentation. The committee verified with the City Administrator that during the previous quarter our committee was unable to verify the two signatures on checks issued to the authorized check signers for the city due to access /security requirements. To enable the committee to validate these checks for the proper signatures, the committee request the City Administrator provide the committee with a copy of all cancelled checks issued to authorized check signers during the quarter.

The committee asked the City Administrator to provide a signed and dated copy of the Investment and Cash balance summary and, if a difference, add a notation that the difference is acknowledged and either a brief description of the resolution or a notation that they will look for it in the next month.

The committee requests a review by the council of the email address format to develop generic departmental addresses. Because of employee changes there is a need to move from personal names for most of the city email addresses. An example of the suggested format for bills would be: accountspayable@columbia-city.org.

Meeting adjourned at 4:35 pm.

Next meeting will be held on May 6, 2025 at 2:30 pm.

Minutes taken by Suella Kovich, Secretary.