

Municipal Audit Committee

Minutes

- The December 11, 2018, meeting of the Municipal Audit Committee was called to order by Chair, Dr. Eric Higgins at 2:00 PM. All committee members were present. Others attending: Bernie Hayen, Director of Finance; Emily Sheldon, Audit Manager, Berberich Trahan and Company, CPAs, LLC.
- **Item One** – Minutes
 - The minutes of September 21, 2017, were approved as presented. (*Motion/second by Bloodgood/Jankovich*).
- **Item Two** – New Business
 - Bernie Hayen, Director of Finance, explained the quick departure of the City's former auditor, Varney & Associates, and the hiring of Berberich Trahan to complete the 2017 City audit. Emily Sheldon, Audit Manager with Berberich Trahan discussed the fraud checklist with members of the Municipal Audit Committee Board. Ms. Sheldon then explained that it was likely there would be significant findings related the 2017 City audit and the separation of duties within the Finance Department. Mr. Hayen explained that recent vacancies affected by the City's 'hiring freeze' made such segregation of duties very difficult. Board member and Mayor, Mike Dodson asked if there existed an algorithm that could be used to scan accounts payable files to ensure better fiduciary controls. Mr. Hayen said he would research same and report back to the Board.
 - Bernie Hayen, Director of Finance, explained the organizational structure of the Finance Department and additional vacancies that would be occurring in the near future. The Board asked that Mr. Hayen send them members the current organizational chart of the Finance Department.
- **Item Three** – Next Meeting Date
 - The next meeting date will be in early 2019 (possibly January 22) when Emily Sheldon, Audit Manager, Berberich Trahan and Company, CPAs, LLC, will present a draft of the 2017 City audit including any findings contained within the annual management letter.
- **Item Four** – Adjournment
 - The December 11th meeting of the Municipal Audit Committee was adjourned at 2:55 PM.