

Municipal Audit Committee



Minutes

Friday, October 22, 2021 | 3:00 P.M. | City Hall-Rieger Room

1. MEETING OPENING

a. Call to order The meeting was called to order by Dr. Eric Higgins, at 3:03 P.M.

b. Roll Call

Municipal Audit Committee: *Jane Bloodgood; Commissioner Mark Hatesohl; Dr. Eric Higgins, Rich Jankovich*

City Staff: *Rina D. Neal, Director of Finance; Daniela Whitman, Senior Accountant*

AGH: *Cindy McSwain*

BT&Co., P.A.: *Stacey Hammond, Emily Sheldon*

c. Public Comments There were no public comments.

d. Approval of Minutes from June 24, 2021 Meeting: Jane Bloodgood made a motion to approve the minutes as presented. This motion was seconded by Rich Jankovich and approved with a vote of 4/0.

2. OLD BUSINESS

a. Finance Department Staffing Update

- Rina Neal gave a department staffing update.
- The Department has four positions needing to be filled: Senior Administrative Assistant; Staff Accountant; Controller; Treasurer.
- Discussed the following:
 - Timeline and implementation of the pay study
 - Potential internal control deficiencies as a result of not being fully staffed
 - Potential impact on bond ratings if audit isn't completed on time
 - The need to fill positions should be a priority
 - The need for the continuation of services provided by AGH even if fully staffed to provide guidance and updates on changes in accounting standards

3. NEW BUSINESS

- a. Election of Chair of the Municipal Audit Committee
 - Dr. Eric Higgins was nominated to be the Chair. Motion by Mark Hatesohl with a second by Rich Jankovich. Motion was approved 4/0.
- b. Discuss 2020 Municipal Audit (Stacey Hammond, Emily Sheldon, BT&Co., P.A.)
 - Emily Sheldon provided a Summary of Results from the SAS Report.
 1. The financial statements were presented fairly. The City received an unmodified opinion, which is the highest audit opinion.
 2. The City eliminated the prior year significant deficiency and there were no internal control deficiencies for 2020.
 - Presentation of the 2020 Audit to the City Commission on November 2nd-Dr. Higgins and BT&Co. will be present for the meeting.
- c. Preparation for 2021 Audit Plan
 - Continuing to work with AGH-Cindy McSwain gave an update on the staff member, Alicia Simon, Manager of the Government Audit Team, who will assist us on our audit.
 - Grant Review and GASB 87 Lease Review-Rina and Cindy provided updates to the Committee on the need to collect data from the various departments
 - Future Manhattan Housing Authority Audits-Rina provided an update on the inclusion of the Housing Authority in the City's financial statements due to them being a component unit and discussed the need to communicate timeline for the completion of their audit to include in the City's financial statements.
- d. Report on 2021 Municipal Audit Process (BT&Co., P.A.)
 - Rina will schedule a Pre-Audit Meeting to discuss the Audit Plan and any other matters with AGH and BT&Co. the first week in November.
- e. Set date for next meeting of Municipal Audit Committee
 - January 21, 2022
 - April 15, 2022

3. ADJOURNMENT: The meeting was adjourned by Rina Neal at 4:01 P.M.

Minutes submitted by Rina D. Neal