

COUNCIL AUDIT COMMITTEE MINUTES OF AUGUST 9, 2018

A meeting of the City Council Audit Committee was held on Thursday, August 9, 2018 in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, MI 49660.

MEMBERS PRESENT: Roger Zielinski, Lynda Beaton, Erin Pontiac

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager Thad Taylor, Finance Director Ed Bradford

Call to Order – Chair Roger Zielinski called the meeting to order at 2:00 p.m.

Public Comments - None

Discussion on Audit Committee Responsibilities – Reviewed the role of the committee. City Council revised the Council Guidelines a few years ago to follow the Government Finance Officers Association’s best practices for Audit Committees. A copy of the GFOA Best Practices for Audit Committees was distributed and reviewed.

Auditor field work is scheduled for the last week of August. Request for Proposals are conducted every five years to select an auditing firm. The Audit Committee participates in this process and makes recommendations to City Council. It was suggested that the Committee consider increasing this to seven years next time to better establish a working relationship with the selected firm.

CONSENSUS: A private meeting/conference call will be scheduled for mid-September with the Auditor following completion of their field work; with a separate meeting that same day with City Administration to discuss any questions or concerns regarding the audit process. Following those meetings a short report will be drafted and given to City Council.

Adjourn – Following miscellaneous discussion the meeting adjourned at the Call of the Chair at 2:30 p.m.

Cynthia J. Lokovich, CAP-OM
Executive Secretary