

COUNCIL AUDIT COMMITTEE MEETING MINUTES OF NOVEMBER 2, 2016

A meeting of the City Council Audit Committee was held on Wednesday, November 2, 2016 in the Second Floor Conference Room, City Hall, 70 Maple Street, Manistee, MI 49660.

MEMBERS PRESENT: Colleen Kenny, Robert Goodspeed

MEMBERS ABSENT: 1-Vacancy

OTHERS PRESENT: Independent Financial Expert Howard Vaas, City Manager Thad Taylor, Finance Director Ed Bradford, Ken Talsma / Anderson Tackman (via conference call), Jim Smith, Roger Zielinski, Lynda Beaton

Call to Order – Called to order at 4:30 p.m.

Public Comments - None

Role of Committee – The Audit Committee is responsible for the selection, retention, and oversight of the City’s independent auditors, using the Government Finance Officer’s recommended practice for Audit Committees as a guideline including a review of the draft audit prior to City Council presentation. Independent Auditor Howard Vaas assisted the Audit Committee in reviewing the auditor’s scope of work.

Conference Call with Auditor on Draft Audit – Conducted a conference call with Ken Talsma of Anderson Tackman on the draft June 30, 2016 audit. Mr. Talsma reviewed several areas of the draft audit including the auditor’s report, general fund, retirement fund, findings, new MDOT performance audit that will be required, and the draft letter to City Council.

The final audit is anticipated to be finalized by the end of next week and is slated to be presented to City Council at their December 6, 2016 meeting.

Conference call ended at 5:10 p.m.

Public Comments - None

Adjourn - The meeting adjourned at approximately 5:15 p.m.

Cynthia J. Lokovich, CAP-OM
Executive Secretary