



Audit Committee
16000 North Civic Center Plaza
Conference Room – CH4F Council Conference Room
Surprise, AZ 85374

May 19, 2016

MEETING MINUTES

The meeting was called to order at 2:02 pm by Bob Wingenroth, City Manager. Mr. Wingenroth led the Committee with the pledge of Allegiance.

Attendance: Sharon Ward, Arden Engmark, Melissa Holdaway, Councilman Roland Winters, Lindsey Duncan, Finance Director, Tammie Hollowell, Chief Information Officer. Councilman Skip Hall arrived at 2:24 pm

Staff: Bob Wingenroth, City Manager and Carol Holley, Auditor

Ms. Holley provided highlights of several audits she has been working on during the FY16.

2013 Asset Disposal Report. There were 6 recommendations from the 2013 audit of the six recommendations 5 were implemented, the need for additional training and monitoring of the process to ensure compliance is still showing as a potential risk.

Stadium concession report was completed in April waiting on management responses. Responses should be received by mid-June. Objective of the concession audit was to look at the concession agreement to assure that all the revenue was received in a timely fashion. Conclusion is that enhancements can be made to the contract. The available documentation was not adequate or sufficient to provide assurance that all revenue due are being received.

Currently working on a City wide assessment of the Procurement Cards. Professional judgment will be used to select transactions based upon vendor name & dollar amount, type of transactions (i.e. travel expenditures or gift card purchases), reasonableness of charge, any potential personal charges, and reviewing 5- year trends for vendors for potential contracts.

Ms. Holley asked the committee if there was any feedback on the documents sent out. Mrs. Duncan mentioned Page 4 – 5 of the Audit Committee Charter. Finance will need to look at the review process of the financial statement, understanding that the Committee will need to approve prior to going to Council.

Page 6 last paragraph should be "Power set forth"

Page 8 Invited should be invite

Committee decided that more time is needed for review and comments.

Approval of April 14, 2016 meeting minutes – Councilman Winters moved to approve. Mrs. Holdaway 2nd. 6 yes votes. Motion carried

Chair and Vice-Chair Election – It was decided that Council members would not run for Chair and Vice-Chair, Councilman Winters nominated Tammie Hollowell as Chair, 6 yes votes. Motioned carried

Mrs. Hollowell called for nominations for Vice-Chair, Councilman Hall nominated Melissa Holdaway, 6 yes votes. Motioned carried

2016 Risk Assessment – Ms. Holley explained the template of questions used to determine risk, determine the ranking and from that produced a FY2017 Annual Audit Plan. The 2017 Audit Plan will be:

1. Implementing continuous monitoring program.
2. CRS Programs and Registrations
3. Police Property and Evidence Room
4. Contract Management of Human Services Community Vitality
5. Cash handling citywide
6. Follow-up of 2016 audits

Councilman Winters motioned to approve the 2017 Audit Plan, Mrs. Holdaway 2nd. 7 yes votes. Motion carried

Open Discussion – Discussed recent headlines and the goal of transparencies.

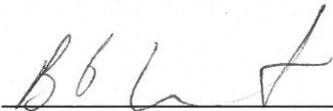
Future Agenda:

The discussion and approval of the Committee Charters and Ordinances

The next Audit Committee will be held June 15, 2016 at 2:30 p.m. in the Overflow Room

The meeting adjourned at 3:05 p.m.

Submitted by



Bob Wingenroth, City Manager

The foregoing instrument is a full, true and correct copy of the original document on file in the office of the City Clerk, City of Surprise, Arizona.

ATTEST BY:


Gloria Bianco, Committee Secretary

DATE:

6/17/16

Mission statement:

To provide independent, objective, accurate, and timely auditing services that are designed to improve operations, cultivate transparency, and accountability