



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

June 15, 2016

MEETING MINUTES

The meeting was called to order at 2:30 pm by Chair Hollowell followed by the pledge of Allegiance.

Attendance: Sharon Ward, Arden Engmark, Councilman Roland Winters, Councilman Skip Hall, Chair Tammie Hollowell, Chief Information Officer and Lindsey Duncan, Finance Director, was available by phone.

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

Absent, 2nd Chair Melissa Holdaway

Action to approve May 19, 2016 meeting minutes. Councilman Winter motioned to approve the minutes. Councilman Hall 2nd. 6 yes votes, motioned carried.

Discussion and approval of Audit Committee Charter. Councilman Winter motioned to approve the Audit Committee Charter. Ms. Ward 2nd. 6 yes votes, motioned carried.

Discussion and approval of Internal Audit Charter. Councilman Hall moved to approve the internal Audit Charter. Mrs. Duncan 2nd. 6 yes votes, motioned carried.

Discussion and approval of Audit Committee Ordinance, Councilman Winter motioned to approve the Audit Committee Ordinance. Mr. Engmark 2nd. 6 yes votes, motioned carried.

Discussion and approval of Draft Internal Audit Ordinance, Councilman Winter motioned to approve the Internal Audit Ordinance. Ms. Ward 2nd. 6 yes votes, motioned carried.

Discussion and approval to modify the FY2017 Audit Plan, on Tuesday \$63million capital improvement bond program will be voted on. If this item is approved to go to our voters and the voters pass it, Mr. Wingenroth would like to recommend an annual audit of the funds that were received from bond proceeds and how they were spent. A website called Surprise forward will track project spending. Ms. Holley advised that 40 hours needed for this audit will be adjusted from the 200 hour cash count project.

Councilman Hall moved to approve the modification to the 2017 audit plan to reflect an annual recap of bond proceeds. Councilman Winters 2nd. 6 yes votes, motioned carried.

Content of Audit Web Page, the external website has been updated and once the ordinances are approved by Council those documents will also be loaded to the site. The Committee was asked if their bios could be included to the site. The committee agreed to include their bio's. Mr. Wingenroth requested that "report to the nation" also be loaded to the site; this report advises where fraud happens in an organization.

Mr. Arden asked how we will be advising the public that this site exist. Once the ordinances are approved will send out a comprehensive press release.

Ms. Holley will check with Legal to find out when these ordinances will go to Council.

Future Agenda:

Audit report for CRS should be available in August. This report will review cash handling.

Date of next meeting, August 17, 2016 2:30 pm in the overflow room. Ms. Ward indicated that she will be out of town however she can still review any documents that are sent out.

Councilman Winters motioned to adjourn the meeting. Councilman Hall 2nd. 6 yes votes, motioned carried.

The meeting adjourned at 2:51 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
Gloria Bianco, Committee Secretary

DATE: 6/16/16

Mission statement:

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