

Bowling Green Audit Committee
Regular Meeting
July 14, 2014

The Bowling Green Audit Committee convened in a regular meeting at 3:30 p.m. on July 14, 2014 in the City Hall Commission Chamber. The meeting was called to order by Past Chair Cristi Pruitt. Members of the Committee present were: Audit Professionals David McKillip and Cristi Pruitt, General Business members Scott Gary and Tony Witty and Ex-Officio member City Manager Kevin DeFebbo. Absent: Commissioner Joe Denning. Also present were Public Works Director Jeff Lashlee, Fleet Manager Kris Crowe, Internal Auditor Deborah Jenkins and Assistant City Clerk Ashley Jackson. There was a quorum of the board present.

Approval of Minutes.

Past Chair Pruitt announced that the first item of business was to approve the minutes of the January 13, 2014 regular meeting, which were mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Gary and seconded by Mr. Witty to accept the minutes as written. The minutes were approved as written by unanimous vote.

FY2015 Chair and Vice-Chair nominations.

Ms. Jenkins explained that members are not eligible to serve more than two consecutive terms in one officer position. Motion was made by Mr. Witty and seconded by Mr. McKillip to nominate Ms. Pruitt to serve as Chair and Mr. Gary to serve as Vice-Chair for Fiscal Year 2015. All ayes, motion carried.

Present Fleet Operations Follow-up Report.

The Fleet Operations follow-up was performed by Ms. Jenkins. She reported that it went very well and overall with the original total of eleven recommendations, ten had been implemented and the one remaining recommendation was partially implemented. She commended the Fleet Operations Division for a job well done and its continued efforts to make improvements and changes. All the recommendations and its statutes were briefly discussed. Mr. Lashlee and Mr. Crowe were glad to see the recommendations made and recognized that the division had a more professional environment from the audit improvements. Following discussions, there were no questions or concerns from the Committee regarding the report.

Presentation and approval of the FY2014/2015 Audit Plan.

Ms. Jenkins reported on the FY2014/2015 Audit Plan. She explained that the risk factors were the same as in years past, however the percentages had changed. It was also noted that Ms. Jenkins would like to have an IT audit performed, unfortunately there are no funds available this year, but hoped to have that availability in Fiscal Year 2016. The upcoming audits that Ms. Jenkins has scheduled are as follows: 1.) complete License Division, 2.) Revenue collection within Fitness and various athletic programs, and 3.) Convention Center revenue audit. She further plans to continue unannounced cash counts, administering the Employee Ethics Hotline, as well as special requests and advisory needs from management. Also, she briefly reviewed attachments #1 and #2 for the Annual Audit Plan. Attachment #1 included the Fiscal Year 2015 Risk Assessment Worksheet indicating the departments and weighted scores. She reviewed the areas that were identified as high risk areas which included the following: Finance Department – Treasury and License Divisions, Information Technology Department and Parks and Recreation Department – Athletics, Aquatics, Recreation/Fitness, Golf Courses and Cemetery. Attachment #2 was the description of the available audit hours for Fiscal Year 2014/2015.

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Mr. Gary asked if the Internal Auditor would consider a revenue audit confirming that businesses in the community were paying its taxes accordingly. Ms. Jenkins indicated that she was starting the Convention Center revenue audit, and she would have to check her authority level for other specific revenue audits, but agreed it was something to consider for the future. She asked for the approval of the FY2014/2015 Annual Audit Plan. Motion was made by Mr. McKillip and seconded by Mr. Gary to approve the FY2014/2015 Annual Audit Plan as written. All ayes, motion carried.

The next quarterly meeting is scheduled at 3:30 p.m. on October 14, 2014.

Ms. Jenkins announced the next quarterly meeting date.

Adjournment.

There being no other business to be conducted, at 4:45 p.m. Chair Pruitt declared the meeting adjourned.

Date Approved

Cristi Pruitt, Chair

Ashley Jackson, Assistant City Clerk