

Bowling Green Audit Committee
Regular Meeting
April 13, 2015

The Bowling Green Audit Committee convened in a regular meeting at 3:30 p.m. on April 13, 2015 in the City Hall Commission Chamber. The meeting was called to order by Chair Cristi Pruitt. Members of the Committee present were: Audit Professionals David McKillip and Cristi Pruitt and General Business members Scott Gary and Tony Witty. Absent: Ex-Officio member City Manager Kevin DeFebbo and City Commissioner Joe Denning. Also present were Internal Auditor Deborah Jenkins and Assistant City Clerk Ashley Jackson. There was a quorum of the board present.

Approval of Minutes.

Chair Pruitt announced that the first item of business was to approve the minutes of the January 12, 2015 regular meeting, which was mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. McKillip and seconded by Mr. Gary to accept the minutes as written. The minutes were approved as written by unanimous vote.

Present Sloan Convention Center Management Contract Revenue Audit.

Ms. Jenkins briefly reviewed the revenue audit background and explained that John Q. Hammons Hotels Management, LLC, operator of the Holiday Inn University Plaza, manages the convention center. Also, under the current contract the Convention Center Corporation receives 11% of all room rental, catering and audio visual rental. The Convention Center Corporation owns the convention center and is made up of the City of Bowling Green Board of Commissioners and the Warren County Judge Executive. The objective of the audit was to review revenue that is due to the City from room rentals, food and beverage and audio visual rentals at the Sloan Convention Center to determine proper remittance was made in accordance with the management contract, said Ms. Jenkins. Furthermore, the scope of the audit rentals was from April 1, 2013 through December 31, 2014, and Ms. Jenkins concluded that the management company complied with the terms of the agreement.

Mr. Witty suggested adding some revenue history and Ms. Jenkins confirmed she would include some additional information to the background section of the audit report.

Review Ethics Hotline refresher for employees.

Ms. Jenkins discussed that she would be offering an ethics hotline refresher for all City employees through the internal Pure Safety training program and she provided an electronic presentation of the training.

Discuss FY2016 requested budget.

Ms. Jenkins reported that she had finalized her Fiscal Year 2016 budget request and the total projected budget was \$77,570. She summarized the various items that were budgeted and included professional services (external audit and Employee Fraud/Ethics Hotline), telephone costs (cell phone stipend), local meeting costs, dues-memberships-fees, travel costs, special education, local mileage reimbursement, operating supplies and books and publications.

The next quarterly meeting to be rescheduled to July 13, 2015.

Ms. Jenkins announced the next regular scheduled meeting date and time.

(Minutes-Bowling Green Audit Committee – April 13, 2015)

Adjournment.

There being no other business to be conducted, at 4:15 p.m. Chair Pruitt declared the meeting adjourned.

Date Approved

Cristi Pruitt, Chair

Ashley Jackson, Assistant City Clerk