



AUDIT COMMITTEE MEETING AGENDA

Date: Tuesday, October 8, 2019
Time: 5:30 p.m.
Location: Lane Council of Governments
Park Place Building, 859 Willamette, 5th Floor, Eugene
Contact: Brenda Wilson, (541) 682-4395

Conversation with Auditor.

1. Auditor will provide Committee with a progress report on the current audit.

**MINUTES
AUDIT COMMITTEE
LANE COUNCIL OF GOVERNMENTS**

Tuesday, June 11, 2019
Buford Conference Room
Lane Council of Governments Office
859 Willamette Street, Suite 500
Eugene, Oregon

LCOG Audit Committee members in attendance were: Greg James, Sherry Duerst-Higgins and Mary Walston. Staff members present: Brenda Wilson, Keina Wolf – Fiscal Unit Manager, and David Joyal – Senior Financial Analyst. Also in attendance: Gatlin Hawkins of Isler CPA. Note that other members of the Executive Committee were present in the room, but not participating in the meeting.

Notes:

Greg James started the meeting. Because this is the beginning of a new audit season, the Committee elected a chair: Greg James was nominated by Mary and seconded by Sherry. The vote was unanimous 3:0.

Greg noted the contract with the current audit firm, Isler, was in the third of five years. The Committee members felt the auditors were doing a good job.

Brenda went over last year's items brought up in the conversation with the auditor: the loss of the Finance and Budget manager during the fiscal year; compensated absences liability; cash; procurement cards; public contracting rules; and grants. Brenda noted that the compensated absences liability had been resolved.

Greg welcomed Gatlin and asked him to describe what his firm usually did during interim fieldwork and any areas of concern. Gatlin described the process and noted that Isler would prepare our financial statements, but we would sign off on them. Gatlin reminded the committee that they do not design audits to detect fraud, but if they found something odd, they would review; or if we had concerns, to let them know and they would look into it.

Greg relayed areas the committee would like to auditor to review:

Procurement card process. LCOG recently moved to a new process where employees could check out procurement cards for travel and other purchases. Because this was a new process, it should be looked at to make sure the processes are correct.

Grants. The committee wanted to be sure LCOG was accurately accounting for time spent on grants and that we were meeting state and federal standards. Gatlin noted this would be done as part of the Single Audit.

Fiscal System. Look at the internal controls, separation of duties to make sure the system is still performing as expected.

Park Place Building. Making sure the financials are current and stated correctly and debt is in good standing.

Internal controls. Gatlin noted that every third year they will do an in-depth look at internal controls.

New programs. To make sure everything is OK.

Minutes where dollar amounts were discussed. Greg noted this was a problem in the past, and while they believed this had been resolved, it was always good to continue to check.

The meeting was adjourned at 5:55.

****The next meeting of the Audit Committee will be Tuesday, October 8, at 5:30 immediately followed by the Executive Committee.