



Staff Report

TO: Finance and Audit Committee Members
FROM: Jennifer Ustation, Interim Finance Director
DATE: June 14, 2021
SUBJECT: List of Sub-Committees

Background and Analysis:

As was requested at the previous meeting, a list of the current sub-committees is being brought forth to the Finance and Audit Committee for discussion.

On June 3, 2019, the Finance and Audit Committee established a sub-committee for Internal Control Review. The members assigned to this sub-committee are **Ginnetti and Cooley**.

On October 7, 2019, the Finance and Audit Committee established a sub-committee for each task that was assigned by the City Council.

List of Council Assigned Tasks:

1. Develop a CFD Training Program for Local Realtors and Develop a CFD Frequently Asked Question (FAQ) Document to Post on the City's Website, members assigned to this sub-committee were **Olvera, Bennecke and Parton**.
2. Assist with the Request for Proposal (RFP) Process for Independent Financial Audit Services, members assigned to this sub-committee were **Cooley, Ginnetti, Mohlenkamp and Parton**.
3. Evaluate the City of Beaumont Investment and Financial Policies, members assigned to this sub-committee were **Bengesa, Ginnetti, LeMasters and Mohlenkamp**, an updated investment policy was recently brought to the Finance Committee on May 10, 2021 and was approved by Council on May 18, 2021.
4. Evaluate the Security of the City of Beaumont's Telecommunications System(s), which resulted in discussions of the IT department to present policies and procedures to the Finance and Audit Committee to address this priority. This task has been completed.
5. Develop a Process for Grant Reporting, which resulted in discussions of a presentation to the Finance Committee on grants to address this priority.
6. Develop a Financial Training Program for the General Public, members assigned to this sub-committee were **Cooley and Mohlenkamp**.

Recommended Action:

Review Internal Control task and assign sub-committee members as needed,

Review CFD Training Program and FAQ task and assign sub-committee members as needed,

Review the City of Beaumont Investment and Financial Policies task and assign sub-committee members as needed,

Review Process for Grant Reporting task and assign sub-committee members as needed, and

Review Financial Training Program task and assign sub-committee members as needed.