

Submitted by Chair Engebretson,

Please see below for the recap of the Coburg Finance-Audit Committee discussions from our recent Quarterly meetings

- Review of City of Coburg Fiscal Policies & Accounting Procedures (Ongoing)
  - Recent discussions focused on articulating appropriate qualifications for the City's 3rd party Financial Contractor role, which serves as a critical internal control to ensuring the City's financial statements are materially correct.
- Review of new resource recommended by independent auditor: "The AICPA Audit Committee Toolkit: Government Organizations." (Ongoing)
  - Committee to review City's written policy regarding avoiding conflicts of interest, specifically as it applies to Financial Contractors and Independent Auditors.
- Financing of SDC's discussion
  - Tim Gaines, City of Coburg Finance Director, raised the issue that the City's fee structure may not have been recouping its staffing cost for providing this service, and as a result, a new \$1,500 fee has been incorporated on the City's fee schedule to ensure taxpayers won't be subsidizing staff's time to administrate this benefit.
- Upcoming agenda item: Committee to review an issue that was resolved, but is related to the audit and reporting submitted to the State for FYE2020; the Committee will review the details and determine whether any additional internal controls, training, or any other mitigation might be needed to prevent a similar issue going forward.