

AUDIT AND FINANCE COMMITTEE MEETING MINUTES

Monday, September 20, 2021

In Attendance

Councilmembers: Councilwoman Letitia Hughes; Councilman Andre' Byrd

City Staff: Financial Services Department – Tracy L. Cormier - Managing Director Financial Services; Peter James – Assistant Budget Director; Melissa Adams-Accountant II; Caren Adams McCowan-Accountant II; City Manager Department – Brandon Wright - City Manager; Kristoff Bauer-Deputy City Manager

Patillo Brown & Hill, LLP Representative: Paula Lowe, CPA/Audit Manager

Councilman Andre' Byrd called the meeting to order at 11:07 a.m.

The agenda items discussed and their outcomes are as follows:

Approval of Minutes from March 1, 2021 Meeting – Councilman Byrd asked if there were any changes to the minutes before being approved. Councilwoman Hughes made a motion to accept the minutes as presented. Councilman Byrd seconded the motion. Motion approved unanimously.

Discussed Interim Audit work/review

- Paula Lowe discussed the objectives for fieldwork completed August 31st–September 3rd control testing 40-60 transactions. No exceptions found. An additional single audit for grant items totaling over 750k (CARES Act; TDEM) will be performed this year

Discussed Audit Schedule

- The Final Audit fieldwork will be the first two weeks of January 2022.

Fraud Hotline Status

- Fraud Hotline data dated back to 2017 was reviewed as part of the revamp process. Majority of the tips were code enforcement and police related issues with an improper voting for council member and a sugar momma financing a 17- year-old young adult claim.

Meeting Dates and Agenda items for Future Meetings-

- Next Audit committee meeting tentative date will be February 23, 2022.

Councilman Byrd adjourned the meeting at 11:31 a.m.