

Bowling Green Audit Committee
Special Meeting
November 9, 2020

The Bowling Green Audit Committee convened in a special meeting at 3:30 p.m. on November 9, 2020 via Lifesize video teleconference. The meeting was called to order by Chairman Brian Dinning. Members of the Committee present were: Audit Professionals Brian Dinning and Pamela Napier, General Business member John Ward and Ex-Officio member City Manager Jeff Meisel. Absent: General Business member Vivian Grise and City Commissioner Joe Denning. Also present were Assistant City Manager/Chief Financial Officer Katie Schaller-Ward, Assistant Chief Financial Officer Erin Ballou, Lee Ann Watters and John Hill of MCM CPAs & Advisors LLP, City Internal Auditor Deborah Jenkins and City Clerk Ashley Jackson. There was a quorum present.

Approval of Minutes.

Chairman Dinning announced the first item of business was to approve the minutes of the July 13, 2020 special meeting, which was mailed with the agenda to the members for their review prior to the meeting. Ms. Napier noted a necessary revision to a reference of the Vice Chairman. Motion was made by Mr. Ward and seconded by Mr. Dinning to accept the minutes as amended. The minutes were approved as amended by unanimous vote.

Review and discuss the Comprehensive Annual Financial Report (CAFR) of the City of Bowling Green for the Fiscal Year Ending June 30, 2020 presented by MCM CPAs & Advisors LLP.

John Hill of MCM CPAs & Advisors LLP provided a brief overview and described that this report provided opinions and reviewed the responsibilities of the City versus responsibilities of the auditor. The Management's Discussion and Analysis was a review of how the year was overall and the budgetary data. Lee Ann Watters further reviewed the financial statements, notes to financial statements, budgetary comparison schedules – major funds (general and special revenue), including information about the pension plan, non-major governmental funds and the Debt Service Fund, all of which were included in the Comprehensive Annual Financial Report (CAFR). Furthermore, she said the report concluded there were no material weaknesses or deficiencies, no indication of fraud or illegal acts, no difficulties in performing the audit, nor any disagreements with management.

Once all discussion ended, motion was made by Mr. Ward and seconded by Mr. Dinning to approve **Resolution No. 2020 - 1** of the City of Bowling Green Audit Committee approving the Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending June 30, 2020, as prepared by MCM CPAs & Advisors LLP. Resolution No. 2020 - 1 was approved by unanimous vote.

The next quarterly meeting is scheduled at 3:30 p.m. on January 11, 2021.

The next quarterly meeting date was announced.

Adjournment.

There being no other business to be conducted, at 4:30 p.m. Chairman Dinning declared the meeting adjourned.

(Minutes-Bowling Green Audit Committee – November 9, 2020)

1/13/21
Date Approved

Brian G. Dimmick
Chair

Ashley Jackson
Ashley Jackson, City Clerk

Minutes prepared by City Clerk Ashley Jackson