

Bowling Green Audit Committee
Special Meeting
October 30, 2023

The Bowling Green Audit Committee convened in a special meeting at 3:30 p.m. on October 30, 2023 in the City Hall Commission Chamber. The meeting was called to order by Chairperson Pamela Napier. Members of the Committee present were: Audit Professionals Jill Price and Pamela Napier, General Business members Dr. Dan Myers and Barry Pruitt and Ex-Officio member City Manager Jeff Meisel. Absent: Commissioner Carlos Bailey. Also present were Assistant City Manager/Chief Financial Officer Katie Schaller-Ward, Assistant Chief Financial Officers Erin Ballou and Sean Weeks, John Hill and Ben Dennison of MCM CPAs & Advisors, LLP, City Internal Auditor Deborah Jenkins and Assistant City Clerk Hope Spiller. There was a quorum present.

Approval of Minutes.

Chairperson Napier announced the first item of business was to approve the minutes of the July 11, 2023 regular meeting, which were included with the agenda for review prior to the meeting. Motion was made by Mr. Pruitt and seconded by Dr. Myers to accept the minutes as written. The minutes were approved by unanimous vote.

Review and discuss the Annual Comprehensive Financial Report (ACFR) of the City of Bowling Green for the Fiscal Year ended June 30, 2023, presented by MCM CPAs & Advisors, LLP.

John Hill of MCM CPAs & Advisors, LLP provided a brief overview of the requirements of MCM, as well as the City, and stated overall the audit went well and there was great cooperation and open communication with no fraud or illegal acts or difficulties or disagreement with management. He also acknowledged the City for receiving the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Finance Reporting. Ben Dennison of MCM CPAs & Advisors, LLP further highlighted the Management's Discussion and Analysis (MD&A) financial highlights, Statement of Net Position and Activities and reviewed the changes in Outstanding Debt. He concluded stating there were no material weaknesses or deficiencies. Assistant City Manager/Chief Financial Officer Katie Schaller-Ward and City Manager Jeff Meisel thanked Erin Ballou and the Finance Department, as well as MCM for their work in completing the audit.

Once all discussion ended, motion was made by Ms. Price and seconded by Dr. Myers to approve **Resolution No. 2023 - 1 of the City of Bowling Green Audit Committee approving the Annual Comprehensive Financial Report for Fiscal Year Ending June 30, 2023, as prepared by MCM CPAs & Advisors, LLP.** Resolution No. 2023 - 1 was approved by unanimous vote.

Discuss RFP process for new external audit contract.

City Internal Auditor Deborah Jenkins stated the Request for Proposal (RFP) for the new five (5) year external audit contract was set to be posted on November 8th and proposals were scheduled to be opened December 6th. She further stated proposals would be sent to Audit Committee members for review and would be discussed at the regular January meeting.

Adjournment.

There being no other business to be conducted, at 4:15 p.m. Chairperson Napier declared the meeting adjourned.

(Minutes-Bowling Green Audit Committee – October 30, 2023)

January 9, 2024
Date Approved

Pamela E. Napier
Chair

Hope Spiller
Hope Spiller, Assistant City Clerk

Minutes prepared by Assistant City Clerk Hope Spiller