

**Bowling Green Audit Committee**  
*Special Meeting*  
**November 7, 2016**

The Bowling Green Audit Committee convened in a special meeting at 3:30 p.m. on November 7, 2016 in the Conference Room at Neighborhood and Community Services. The meeting was called to order by Chair Scott Gary. Members of the Committee present were: Audit Professionals Cristi Pruitt and Jeffrey Stein, General Business members Scott Gary and Tony Witty. Absent: City Commissioner Joe Denning and Ex-Officio member City Manager Kevin DeFebbo. Also present were Chief Financial Officer Jeff Meisel, Assistant Chief Financial Officer Erin Ballou, Debbie Smith and Ben Dennison of Mountjoy Chilton Medley, LLP, Internal Auditor Deborah Jenkins and Assistant City Clerk Ashley Jackson. There was a quorum of the board present.

Chair Gary called the meeting to order and Ms. Jenkins provided introductions.

**Approval of Minutes.**

Chair Gary announced that the first item of business was to approve the minutes of the July 11, 2016 regular meeting, which was mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Witty and seconded by Mr. Stein, to accept the minutes as written. The minutes were approved as written 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, 2016 presented by Mountjoy Chilton Medley, LLP.**

Chairman Gary requested the report from Mountjoy Chilton Medley, LLP. Mr. Dennison 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. Ms. Smith further reviewed the financial statements, notes to financial statements, budgetary comparison schedules – major funds (general and special revenue) and pension schedules, non-major governmental funds and the Debt Service Fund as well as Capital Projects Fund, all of which included in the Comprehensive Annual Financial Report (CAFR). There was discussion throughout the presentation regarding CERS and the Police and Firefighters Retirement Fund. It was asked how the City prepared for the pension liability, and Jeff Meisel said the City paid into CERS as instructed, and it was based on an assigned rate determined by the State. In addition, it was mentioned that the current rates on the Transpark and Ballpark bonds were a savings for the City and includes no extensions, and further there was discussion about the conservative approach with the budget which allowed the City to build a fund balance and no new debt had been issued since 2008; also the modified approach for City streets infrastructure capital assets and how the computerized pavement management system operated was revealed. Ms. Smith confirmed there were no disagreements with staff and all City staff was very resourceful, and there was no need for communications with other financial entities, no major issues or difficulties, and reiterated that there were no deficiencies with the Financial Audit. She also briefly reported on the Single Audit of the federal grant programs which was a requirement to be included in the audit report.

Once all discussion ended, motion was made by Ms. Pruitt and seconded by Mr. Witty to approve **Resolution No. 2016 - 1 of the City of Bowling Green Audit Committee approving the Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending June 30, 2016, as prepared by Mountjoy Chilton Medley, LLP.** Resolution No. 2016 - 1 was approved by unanimous vote.

(Minutes-Bowling Green Audit Committee – November 7, 2016)

Mr. Meisel expressed appreciation to Assistant Chief Financial Officer Erin Ballou for arranging most of the CAFR information and to Mountjoy for promptly preparing the audit. Staff made a comment that the Board of Commissioners was to review and approve the CAFR, following the Audit Committee's approval, on November 15, 2016.

**The next quarterly meeting is scheduled at 3:30 p.m. on January 9, 2017.**

Ms. Jenkins announced the next quarterly meeting date.

**Adjournment.**

There being no other business to be conducted, at 4:45 p.m. Chair Gary declared the meeting adjourned.

January 9, 2017  
Date Approved

  
Tony Witty, Vice Chair

  
Ashley Jackson, Assistant City Clerk