MOAB CITY AUDIT COMMITTEE MINUTES
REGULAR MEETING
April 2, 2024

The Moab City Audit Committee held its Regular Meeting on the above date in Council Chambers. Archived audio is at www.utah.gov/pmn and video is at https://youtube.com/live/TOoztPSaHZ8.

Regular Meeting Attendance and Call to Order:
Chair David Everitt called the meeting to order at 12:04 p.m. Committee Members Tawny Knuteson-Boyd, Jennifer Williams, and Michael Black were in attendance. Ron Stewart of Gilbert & Stewart, auditors for the City of Moab, participated via electronic means. Also in attendance were Recorder Sommar Johnson, Assistant City Manager Bobby Tech, Human Resources Director Danielle Guerrero, and City Treasurer Marcy Mason. There were no members of the public in attendance.

Consideration of Adoption of the Bylaws —Approved
Chair Everitt explained that the bylaws were modeled based on the adopted bylaws of other City boards and committees. Committee member Black asked if they were based off the City Council's bylaws and Chair Everitt explained they were modeled after the RAP Tax Advisory Committee bylaws but modified accordingly. Committee member Black asked if the City Council also approves them or if the Audit Committee just approves them. Chair Everitt stated the Committee approves them.
Motion and Vote: Committee member Black moved to approve the ***Bylaws***. Committee Member Knuteson-Boyd seconded the motion. The motion passed unanimously.

Review and Recommendation to the City Council of the Draft Annual Audit and Accompanying Draft Management Letter —Approved
The committee discussed the draft annual audit and accompanying management letter with Ron Stewart from Gilbert and Stewart, the city's contracted auditor. Ron provided an overview of the audit process, focusing on three main areas: ensuring the financial statements' accuracy and compliance with accounting standards, evaluating internal controls, and checking for compliance with state laws. He explained the various tests and procedures performed, including examining financial balances, conducting analytical reviews, and assessing internal controls' effectiveness. Ron also highlighted the audit opinion, which stated that the financial statements fairly represented the city's financial position and complied with accounting principles.

Regarding internal controls, Ron mentioned identifying some deficiencies, particularly regarding year-end entries and fund balance limits. However, he acknowledged the city's efforts to address these issues and suggested ongoing monitoring and evaluation of controls throughout the year.

The committee members asked questions about specific audit procedures, such as interviews with staff and follow-up on questionnaire responses. They also inquired about proactive measures the council could take to address audit-related matters throughout the year, such as continuous evaluation of controls and budget monitoring. They expressed appreciation to Ron and the audit staff for their thorough work.

Motion and Vote: Committee member Williams moved to recommend forwarding the draft audit and management letter to the city council. Committee member Black seconded the motion. The motion passed unanimously.

Adjournment: Chair Everitt adjourned the meeting at 12:21 p.m.

APPROVED: ____________________ ATTEST: ____________________
David Everitt, Chair Sommar Johnson, City Recorder