



AUDIT COMMITTEE MEETING MAY 2018 MINUTES (continued)

THE WEST VALLEY CITY AUDIT COMMITTEE MET ON THURSDAY MAY 31, 2018 AT 4:00PM IN THE ADMINISTRATIVE CONFERENCE ROOM LOCATED AT WEST VALLEY CITY HALL, 3600 CONSTITUTION BLVD, WEST VALLEY, UTAH. THE MEETING WAS CALLED TO ORDER AND CONDUCTED BY CHAIRMAN, LARS NORDFELT.

1. INTRODUCTIONS

Chairman Lars Nordfelt called the meeting to order and invited all to introduce themselves.

COMMITTEE MEMBERS: Ron Bigelow (Mayor is excused from this meeting), Lars Nordfelt (Chairman of Audit Committee & Councilmember), Cindy Adams (Committee Representative), Dean Lundell (Committee Representative).

STAFF PRESENT: Wayne Pyle (City Manager), Jim Welch (Finance Director), Don Groo (Chief Accountant), Nichole Camac (City Recorder, filling in for Abbey Smock who is absent), Nic Hales (Assistant Accounting Supervisor). **AUDITOR:** Phyl Warnock (Auditor)

2. APPROVAL OF FEBRUARY 15, 2018 MINUTES

Lars Nordfelt initiated discussion and approval of minutes in FEBRUARY 15, 2018. Any questions? None. Motion to approve. Dean Lundell Seconded. Minutes Passed.

RESULT: Minutes passed.

3. AUDIT ENGAGEMENT LETTER

Audit Engagement Letter from Keddington & Christensen, LLC for the Audit of 2018. Phyl Warnock clarified what the letter states the process and responsibilities of the Auditor. Mr. Warnock confirmed that the Auditors are responsible for audit standards and obtain reasonable not absolute assurance that the financials are free of material mistakes. The Audit report is an assessment of internal controls and reporting procedures for the purpose of verifying the accuracy and effectiveness of the audit, not reporting an opinion on if these internal controls are correct. The Audit is responsible to report significant issues with the audit to the City that they feel are relevant and important. Any questions?

- a. **ANY SPECIFIC THING WE SHOULD FOCUS ON:** Jim states that every year the State Auditor's office posts issues or things they are looking for; is there anything that Phyl's office should focus on or notifications that they have received this year he will be focusing on? Phyl states that they just follow whatever rules they set, no matter new or not. Wayne commented on his concern from the State Auditor's office as well, asking Jim if there was anything he has noticed that the city should be focusing on. Jim stated he likes to be proactive and make sure we are in compliance with whatever the State Auditor has listed. Some of the consistent problems that smaller municipalities like us have had are: credit card usage, travel policy, but he feels like that those issues stem from lack of training, new employees, etc. He stated that these reminders from the State Auditors office just helps us fine tune our policies in those areas. He stated that a lot of it is based on good practices and that he believes we are ahead of the curve in keeping ahead of protentional problems.

Phyl then stated that he appreciates auditing West Valley City because of our attitude in wanting to find any issues if there are any, that we desire to make things better and change whatever issues may arise. It makes for a very pleasant audit without push back or conflict.

Are there any further questions or concerns on this subject? None.



AUDIT COMMITTEE MEETING MAY 2018 MINUTES (continued)

4. MOTION TO APPROVE ENGAGEMENT LETTER.

Motions to approve, Cindy Adams seconds motion. Members approve motion.

RESULT: Motion approved.

5. MOTION TO ADJOURN

Motion to adjourn meeting by Lars Nordfelt. Cindy seconded. Members approved adjournment.

RESULT: Meeting adjourned.