CITY COUNCIL
SPECIAL COUNCIL MEETING MINUTES
Audit Entrance Conference
November 7, 2012

The Special Meeting of the Monroe City Council was held on November 7, 2012, in the Council Chambers at City Hall. Finance Director called the meeting to order at 5:03 p.m. The purpose of this meeting is to explain the scope of the audit, and the timing and cost, as well. No Council action is anticipated at this meeting.

It was noted that the Councilpersons present were: Cudaback (entered Council Chambers at 5:15 p.m.), Kamp, and Davis.

Mayor Zimmerman was not present.

Staff present: Brazel, Feilberg, Warthan, Nelson, Sax, and Martinson.

Washington State Auditor's Office staff present: Jayne Bentler, Audit Supervisor; Tony Martinez, Acting Audit Manager; and Brian Goldrick, auditor in charge (Audit Lead).

City Attorney Zach Lell was not present.

AUDIT ENTRANCE CONFERENCE

1. **Scope of the Audit**
   Audit Supervisor Martinez explained the various types of audits and their services, such as the help desk. This year's audit will be a financial statement audit for 2011 and an accountability audit for the Fiscal Years 2010 and 2011.

   Audit Lead Goldrick gave details of what the auditors would be focusing on this year and explained the areas of highest risk.

   They will issue their report in December 2012.

   They explained the process taken to address any concerns from citizens and that the names remain confidential until the audit is completed.

   Councilperson Cudaback entered Council Chambers at 5:15 p.m.

   The auditors gave further details on how they conduct the audit. They will schedule the audit exit interview when they have completed their report.

2. **Timing and Cost of the Audit**
   Timing of the audit was addressed in their informational presentation. The cost of the audit is estimated to be $35,112 plus travel expenses.

ADJOURNMENT
There being no further business, the meeting was adjourned.

MEETING ADJOURNED: 5:17 p.m.

Dianne Nelson, Finance Director

Eadye Martinson, Deputy City Clerk

cc2012_1107_Special Meeting_Audit Entrance.docx