

The City of Columbia City

In Columbia County on the Columbia River



Audit Committee Report for City of Columbia City November 17, 2010

As directed by the Audit Committee a review of deposits as well as checks issued and cashed on behalf of the City was conducted on November 17, 2010 by Sally Ann Marson. All bank statements as well as 20 checks which cleared for the month of October were reviewed.

Report as follows:

1. Selected checks were reviewed for alterations etc as well as for authorized signatures that were issued and cashed during the month of October. Beginning bank balance was matched with closing bank balance for previous month. All deposits reviewed were correct.

No audit exceptions were noted. Acceptable procedures are in place by staff.

2. A minimum of ten checks were pulled and reviewed against check ledger and invoices. All files were found to be orderly and all checks issued were well documented by invoices /bills and contracts applicable. Blank checks were in secured storage.

No audit exceptions were noted. Acceptable procedures are in place by staff.

3. Selected manual journal entries were reviewed and found well documented.

One minor audit exception was noted. Journal entry 000004 04 2011 dealing with abatement costs did not include the recording fee of \$31.00. Entry error only affects accounts receivable balance and was easily corrected by staff.

Sally Ann Marson
Audit Committee Member