



6.20.2011 Audit Committee Meeting Minutes

To: Kristi Campos, Audit Committee Chairman

A handwritten signature in blue ink, appearing to be 'KAC', is written over the 'To:' line.

From: Chris Compton, Secretary

CC: Sterling Cheatham
Debra Mack
Allison Collins
Stephanie Jacobs
Bryon Dorey

Date: July 20, 2011 REVISED

Call to order:

Kristi Campos, Audit Committee Chairman, brought the meeting to order at 10:05 am on June 20, 2011 in the City Manager's Conference Room.

Members Present:
Kristi Campos
Charlie Rivenbark
Earl Sheridan

Staff Present:
Sterling Cheatham

Debra Mack
Chris Compton

Summary of Action Items:

1. Review for Approval – Requests for Additional Travel Funds.

- Sterling Cheatham reported that Council Member Laura Padgett was the only Council Member to submit a request for additional travel funds. These funds are leftover funds from other Council Members who had not used all of their individual travel allotments.
- Ronald Sparks had also used all of his individual travel allotment and had indicated that he might have additional travel to be reimbursed. He has since reviewed his travel expenses. He reported that they were not of a significant amount and that he would not be requesting a reimbursement.
- Ms. Padgett's travel requests were for the current fiscal year; which had not yet been submitted for reimbursement; pending any funds remaining in the City Council Travel Budget. Ms. Padgett has already used all of the funds

from her individual travel allotment, as well as some funds from the Special Committee Service and the Pooled Account allotment accounts.

- The additional travel reimbursement is for \$2,291.37; which is in addition to the \$5,284.47 already reimbursed for this fiscal year – for a grand total of \$7,775.84.
- A line-by-line review of the travel request indicated two trips for NLC Board meetings. The NLC Board Meeting on March 11, 2011 in Washington, D.C. for \$731.40; the NLC Board Meeting on June 11, 2011 in Washington, D.C. for \$776.40; and a trip to Raleigh totaling \$74.96 total \$1,582.96. The request for an additional reimbursement of \$708.81 was not approved.
- A motion to approve a travel reimbursement of \$1,582.96 to Laura Padgett for her NLC Board Meetings was made by Charlie Rivenbark and seconded by Earl Sheridan. Approval of the motion was unanimous.

2. Review for Approval – Travel Allocation for 2011 - 2012

- Sterling Cheatham reviewed this item. He noted that an additional \$1,000 of travel monies will be included in the City Council Travel Budget for the 2011-2012 fiscal year.
- Sterling Cheatham noted that the Audit Committee should determine how these additional funds would be distributed to the City Council Members.
- The Audit Committee decided that the additional \$1,000 would be allocated equally among the seven Council Members for fiscal year 2011-2012, or an additional \$143.
- Those members who exceed their individual travel allotments for 2011-2012 must present in-person to the Audit Committee any requests for additional travel fund reimbursements.
- The 2011-2012 Travel Allocation and enforcement policy will be presented as a Resolution at an upcoming City Council Meeting.
- Sterling Cheatham will draft the letter on behalf of the Audit Committee to the Council Members, explaining the travel allocations and enforcement policy for the coming year.

Adjournment:

The meeting was adjourned at 10:25 a.m.

Next Meeting Date:

Monday, August 15, 2011, in the City Manager's Conference Room, following the Agenda Briefing meeting.