



08.17.2020 Audit Committee Meeting Minutes

To: Clifford Barnett, Audit Committee Chairman

From: Chris Compton, Secretary

A handwritten signature in black ink, appearing to read 'Cliff Barnett', is positioned to the right of the 'From:' field.

CC: Sterling Cheatham
Allison Collins
Jennifer Maready
Bryon Dorey

Date: August 17, 2020

Call to order:

Clifford Barnett, Audit Committee Chairman, brought the meeting to order at 10:25 a.m. on August 17, 2020, in the Wilmington Convention Center.

Members Present via

Zoom:

Clifford Barnett
Charlie Rivenbark
Kevin Spears

Staff Present:

Allison Collins
Jennifer Maready
Sterling Cheatham
Tony Caudle (Zoom)

Meredith Everhart

Chris Compton

Summary of Action Items:

- 1. Review for Approval – Approval of the June 15, 2020 Audit Committee Meeting Minutes**
 - A motion was made by Councilman Kevin Spears and seconded by Councilman Charlie Rivenbark to approve the June 15, 2020 Audit Committee Meeting Minutes. The motion was unanimously approved.
- 2. Review for approval – City of Wilmington Procurement Card Program – Internal Audit Report for the Fiscal Year 2018-2019 & Fiscal Year to Date 2019-2020 – Released May 7, 2020**
 - Allison Collins gave background on the report, reviewed the recommendations and process updates and answered questions from Committee members.
 - A motion was made by Councilman Charlie Rivenbark and seconded by Councilman Kevin Spears to approve the City of Wilmington Procurement

Card Program – Internal Audit Report for the Fiscal Year 2018-2019 & Fiscal Year to Date 2019-2020 – Released May 7, 2020. The motion was unanimously approved.

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3. Review for Approval – City of Wilmington Fiscal Year 2019-2020 Annual Cash Count Audit Memo – Released June 26, 2020

- Allison Collins reviewed the report and noted that the Police Department was the only audit performed.
- A motion was made by Councilman Charlie Rivenbark and seconded by Councilman Kevin Spears to approve the City of Wilmington Fiscal Year 2019-2020 Annual Cash Count Audit Memo – Released June 26, 2020. The motion was unanimously approved.

4. Provided for Information – City Council Travel Memo for the Fiscal Year Ended June 30, 2020 for the Fiscal Year 2019-2020

- Allison Collins reviewed the report for the current period.

5. Provided for Information – Internal Audit work Plan for the 2020-21 Fiscal Year

- Allison Collins reviewed the plan and answered questions from Committee members.
- Any additions to the Work Plan should be shared with Sterling Cheatham and Allison Collins.

6. Confidential Item Provided for Information – Internal Audit Fraud, Waste and Abuse Hotline Memo for the 2019-2020 Fiscal Year – Released July 17, 2020

- Allison Collins reviewed the report and answered questions from Committee members.

Adjournment

- The meeting was adjourned at 10:45 am.