

<p>Sue Seidl - Chairwoman Ray Espinosa LeRoy Goodman Stan Lau Jack Kennedy</p>	<p>FERNLEY AUDIT COMMITTEE MEETING AGENDA Fernley City Hall 595 Silver Lace Blvd. • Fernley, NV 89408 Phone: (775) 784-9830 • Fax: (775) 784-9839</p>
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September 18, 2017

The Chairman reserves the right to hear agenda items out of order, combine two or more agenda items for consideration, or remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items are action items unless otherwise noted.

10:00 a.m. OPEN MEETING – PLEDGE OF ALLEGIANCE

"To avoid meeting disruptions, please place cell phones in the silent mode or turn them off during the meeting. All meetings are recorded. When addressing the Council please speak clearly into the microphone. Thank you for your understanding."

1. ROLL CALL
2. PUBLIC INPUT. Public comment is limited to five (5) minutes per person. Items not agendized for this meeting cannot be acted upon other than to place them on future agendas. Public input is prohibited regarding comments, which are not relevant to, or within the authority of, the public body, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering, with the rights of other speakers
3. APPROVAL OF THE AGENDA
4. APPROVAL OF MINUTES FROM: December 21, 2016
Documents:
[12-21-16 AUDIT DRAFT MINUTES.PDF](#)
5. DISCUSSION REGARDING THE AUDIT CALENDAR
Documents:
[AUDIT CALENDAR.PDF](#)
6. PUBLIC INPUT. Public comment is limited to five (5) minutes per person. Items not agendized for this meeting cannot be acted upon other than to place them on future agendas. Public input is prohibited regarding comments, which are not relevant to, or within the authority of, the public body, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering, with the rights of other speakers

ADJOURNMENT

This notice and agenda is being posted before 9:00 a.m., 9/13/2017, in accordance with NRS 241.020 at the following locations: www.cityoffernley.org, <https://notice.nv.gov>, North Lyon County Fire Protection District 195 E Main Street, Senior Citizen's Center at 1170 W. Newlands Drive, Lyon County Social Services at 460 W. Main Street Suite 110, and Fernley City Hall at 595 Silver Lace Blvd. To obtain supporting material for this agenda please visit the City of Fernley website at www.cityoffernley.org or contact Kim Swanson, City Clerk, inside City Hall at 595 Silver Lace Blvd, Fernley, NV 89408, email cityclerk@cityoffernley.org or call (775) 784-9830. Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify Fernley City Hall, at least 24 hours in advance at (775) 784-9830 or email cityclerk@cityoffernley.org

Audit Committee Meeting Minutes

December 21, 2016

Chairwoman Seidl called the meeting to order at 3:30 p.m. at Fernley City Hall, 595 Silver Lace Blvd, Fernley, NV.

1. **ROLL CALL:** Board Member Sue Seidl, Board Member Stan Lau, Board Member LeRoy Goodman, Board Member Jack Kennedy. **Not voting:** City Finance Director Denise Lewis, Deputy City Treasurer Valerie Wagner, City Manager Daphne Hooper, Administrative Specialist Lillian Cabral, **Absent:** Board Member, Ray Espinosa.

2. PUBLIC INPUT

There was none.

3. APPROVAL OF THE AGENDA:

Motion: MOVE TO APPROVE THE AGENDA AS SUBMITTED, **Action:** Approved, **Moved by:** Board Member Goodman **Seconded by:** Board Member Lau, **Vote:** Motion passed (summary: Yes= 4, No= 0, Absent=1) Board Member Espinosa (Absent).

4. Approval of minutes from Audit Committee Meetings:

Motion: MOVE TO APPROVE MINUTES FROM 08/22/2016 AUDIT COMMITTEE MEETING AS SUBMITTED. **Moved by:** Board Member Goodman, **Seconded by:** Board Member Lau, **Vote:** Motion passed (summary: Yes= 4, No= 0, Absent=1) Board Member Espinosa (Absent).

5. PRESENTATIONS

5.1 Presentation, Review and Discussion regarding the City's 2016 Annual Audit Report.

City Treasurer Lewis shared comments of the Annual Financial Audit results. She reported that the City had no Financial Statement findings, and no Compliance findings adding it was the best audit in a few years and thanked her staff for their hard work.

Mike Spilker with Hinton Burdick CPAs & Advisors presented the Audit Report for FY2016. Mr. Spilker, highlighted different areas of expenditures from the City's Annual Audit Report. He stated there were no control deficiencies within the City's control, and commended the City for their work. The Annual Audit Report includes a clean opinion letter that is attached. Along with the City's financial auditing there is an accordence for governmental standard requiring the audit of the City's Compliance of Laws and Regulations and its internal controls for financial reporting. Mr. Spilker answered questions from the City Council.

Board Member Seidl asked if the City is making the right contribution for the employee's retirement at the time of their retirement. City Manager Hooper stated that the State mandates what the City must contribute.

Motion: MOVE TO APPROVE THE 2016 COMPREHENSIVE ANNUAL FINANCIAL REPORT AS SUBMITTED. **Action:** Approved, **Moved by:** Board Member Goodman **Seconded by:** Board Member Lau, **Vote:** Motion passed (summary: Yes= 4, No= 0, Absent=1) Board Member Espinosa (Absent).

6. PUBLIC INPUT:

There was none

7. ADJOURNMENT:

There being no further business to come before it, the Audit Committee meeting adjourned 4:07 pm.

Approved by the Audit Committee on September 18, 2017 by a vote of:

AYES: _____ NAYS: _____ ABSTENTIONS: _____ ABSENT: _____

Chairman Susan Seidl

ATTEST: Administrative Specialist, Lillian Cabral

City of Fernley
Tentative Schedule of Key Audit Dates
June 30, 2017

Task	Deliver Date
Audit Committee Meeting to discuss scope of 06/30/2017 audit	Sept 18
Final Trial Balance	Sept 29
Client Participation Schedules	Sept 29
Fieldwork	October 9 - 13
Exit Conference with Management	October 12 or 13
Draft of Financial Statements, provided by Hinton Burdick	Nov 13
Hinton Burdick to provide draft internal control letter, if applicable	Nov 13
City to provide any comments/suggestions related to financial statements	Nov 17
City to provide draft MD&A for review	Nov 17
Hinton Burdick to provide signed auditor's reports and other required required communication	November 30th
Audit Committee Meeting to discuss results of audit	December 20th
Presentation to City Council	December 20th