



Minutes
Coburg Finance | Audit Committee
City Hall, 91136 N. Willamette
October 29th 2019

COMMITTEE MEMBERS PRESENT: Cathy Engebretson, Chair; Patrick Kocurek, Coleen Marshall

COMMITTEE MEMBERS ABSENT: Terry Dawson, Vice Chair

COUNCIL LIAISON: John Lehmann

STAFF PRESENT: Tawnya Ellis, Accountant

MEETING RECORDED BY: Raymond Stevenson, Administrative Assistant

CALL TO ORDER

Ms. Engebretson called the meeting of the Coburg Finance | Audit Committee to order at 5:30 pm

APPROVAL OF MINUTES

September 3rd 2019 Minutes

Ms. Marshall moved, seconded by Mr. Kocurek to approve the September 3rd 2019 minutes as presented. The motion passed unanimously 3:0

FINANCE REPORTING CITY OF COBURG – SEPTEMBER 30th 2019

Ms. Ellis advised that it is very early in the fiscal year and the City has not received its taxes so there really is not much to report on at this time. All funds are within budget. Ms. Taylor had reviewed July through August so the City is doing great.

REVIEW OF FINANCE ADMINISTRATIVE POLICIES

Ms. Engebretson introduced again the Fiscal Policies and Accounting procedures and wanted to continue where the committee had left off from the previous session in September.

Councilor Lehmann brought up the topic of discussion from the previous session about purchases orders and how he had met with Ms. Heath. She was able to give Councilor Lehmann a background as to why the city does not use purchase orders and she was able to answer his questions from the previous meeting.

The committee discussed further the topic of purchase orders.

Ms. Engebretson really thought that there should be more discussion and possibly even a presentation or recommendation to council.

Councilor Lehmann suggested postponing the topic until the January meeting. Ms. Engebretson agreed.

Ms. Marshall asked Ms. Ellis for any updates with Springbrook.

Ms. Ellis advised she has seen improved response time and problems are actually getting fixed now. But there is still more time and research required before the City will be able to decide what they would like to do.

Ms. Engebretson wanted to discuss expenditure controls. Ms. Ellis advised that expenditures are recorded in the month that they happen.

Ms. Engebretson discussed how she wanted to see the expenditures recorded in real time. Ms. Ellis explained her process and how she is in constant contact with the directors in regards to their expenditures so that she can keep it as close to real time as possible.

Ms. Engebretson suggested that a policy should be written up to specifically address what Ms. Ellis is currently doing with the City's expenditure controls.

The committee discussed what an expenditure control policy would look like and the committee came back to wanting to implement a purchase order policy.

The Committee decided to pick up and continue with the finance administrative policies again when they meet again in January.

The committee finished by recapping with bullet points of the meeting for Ms. Engebretson to present to City Council.

REPORTING TO CITY COUNCIL

Ms. Engebretson would prepare a Finance Audit Committee update for City Council.

ADJOURN

Ms. Engebretson adjourned the meeting at 7:00 pm.

APPROVED by the Finance | Audit Committee on this 29th day of January 2020.



Cathy Engebretson
Cathy Engebretson, Chair 2/11/20

ATTEST: *Sammy L. Egbert*
Sammy L. Egbert, City Recorder