

Audit Committee Meeting
November 12, 2019

Minutes

Call to Order

The Butte County Audit Committee meeting was called to order on November 12, 2019 at 2:05 PM by Supervisor Lucero.

Committee Members Present:

Debra Lucero, Supervisor
Shari McCracken, CAO
Graciela Gutierrez, Auditor-Controller
Troy Kidd, Treasurer-Tax Collector
Meegan Jessee, Deputy Administrative Officer (Absent)

Also Present:

Josh Crane, Internal Auditor
Rich Gonzalez, CliftonLarsenAllen (CLA)
Steve Dunbar, Grand Jury
Betty Pennington, Grand Jury
Jim Marxmiller, Grand Jury
Sara Heimbecher, Grand Jury
Donovan Rhinehart, Admin Analyst

I. Review and Approve Minutes

Minutes from May 6, 2019 Audit Committee meeting were reviewed. With one grammatical change recommended by Graciela Gutierrez, a motion was made to approve the minutes by Shari McCracken and seconded by Troy Kidd. The Audit Committee passed the motion unanimously.

May 6, 2019 Minutes –

<http://www.buttecounty.net/Portals/1/AuditCommittee/Minutes/AuditCommitteeMinutes050619.pdf?ver=2019-11-12-151502-060>

II. Report from CliftonLarsenAllen (CLA) on FY 18/19 Audit

Rich Gonzalez, CLA – The main purpose of the audit is to provide reasonable assurance that statements are free of material misstatement. CLA is not giving absolute assurance and they are not looking for fraud, but they are giving reasonable assurance that statements are not materially misstated. So far, they have found no issues.

CLA is doing year-end fieldwork. The audit is broken up into phases, the planning phase, interim fieldwork, year-end and reporting. So far, there are no findings.

CLA audits the County's financial statements and the Single Audit. The Single Audit is a compliance audit of federal programs administered by the County. CLA also audited three grants – Department of Insurance, Boats & Water Ways and Victim Witness. Grants audited, are selected as part of the contract and at the request of grantors. Small grants are not audited on the Single Audit due to a dollar threshold.

Jim Marxmiller, Grand Jury asked about the Neal Road Recycling and Waste Facility. Rich stated that a separate financial audit is prepared for the Neal Road enterprise funds. CLA issues a separate report as required by CalRecycle.

III. Update on Review of Payroll Clearing Fund 1420

CLA was hired to reconcile the Payroll Clearing Fund - 1420. As a result of the audit, two separate subcommittees were formed and have now joined. They are working to prepare a draft policy and procedures for fund 1420. The policy will go before the Audit Committee and then the Board of Supervisors. They are making progress, but the Camp Fire & staff changes have put them behind schedule. They should have a draft ready for the next Audit Committee meeting.

IV. Public Comment

No Public Comment

The meeting was adjourned at 3:33pm