



City of Goodyear

See meeting location
below

Meeting Minutes

City Council Subcommittee: Audit

Monday, June 22, 2020

4:30 PM

City Hall, Room 117
190 N. Litchfield Rd.
Goodyear, AZ 85338

CALL TO ORDER

Finance Manager Jared Askelson called the meeting to order at 4:30 p.m.

ROLL CALL

Present: 3 - Councilmember Pizzillo, Councilmember Lauritano and Councilmember Hampton

Staff Present: Deputy City Manager Dan Cotterman, Finance Director Doug Sandstrom, Finance Manager Jared Askelson, Accounting Supervisor Christen Wilcox, Management Assistant Amie Gressett

CITIZENS COMMENTS/ APPEARANCES FROM THE FLOOR

None.

BUSINESS

Finance Manager Jared Askelson introduced Auditor Crimson Singleton from HintonBurdick, PLLC who gave an overview of the timeline for this year's audit.

1. Discussion of Upcoming Comprehensive Annual Financial Report (CAFR) Audit

Finance Manager Askelson opened the floor to the committee members for input into what items they want to ensure are included in this year's audit.

Councilmember Pizzillo, Councilmember Lauritano and Councilmember Hampton asked the auditors to review the following areas:

- a) Employee leave, promotional increases and proper approval of overtime.
- b) Purchase cards and cash handling procedures and controls.
- c) Overall review of internal control processes
- d) Software and financial system security
- e) Contract bidding, approving and billing
- f) Security parameters for employees working from home

Deputy City Manager Cotterman also asked about the auditing of Phishing attempts. Finance

Manager Askelson stated that we have internal controls in place that consisted of review within the purchase order and contracting process as well as multiple approval levels set up in the financial software program. Auditor Crimson Singleton stated that they will be sampling transactions to make sure internal controls are in place and working appropriately.

Finance Manager Askelson stated that our Information Technology (IT) Department has been educating employees to help them recognize phishing attempts and to report suspicious emails and invoices to IT before opening or processing payments.

2. Discussion of Special Audit Issues and Input from Audit Committee

All were discussed above.

3. Auditors' Comments and/or Questions

None.

INFORMATION ITEMS

None.

NEXT MEETING

ADJOURNMENT

There being no further business to discuss, Finance Manager Jared Askelson adjourned the meeting at 4:56 p.m.

Respectfully Submitted by:

Amie Gressett, Management Assistant

Doug Sandstrom, Finance Director

Date: _____