

Minutes of Meeting
Exit Meeting – CliftonLarsonAllen
December 20, 2013
1:30 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Chief Deputy Clerk Pat Raffee, Finance Director David McDowell, Accounting Manager Pamela Bogaert, Senior Accountant Keith Taylor, and Deputy Clerk Brandie Bradley. Also present were CliftonLarsonAllen Manager Brian Shull and Auditors Nicole Bailey and Bre McCoy.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:33 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**
CliftonLarsonAllen Manager Brian Shull explained to the Board of County Commissioners (BOCC) that a majority of the fieldwork has been completed for this year's audit. Mr. Shull advised that this meeting would be an overview of the outcome of this audit. CliftonLarsonAllen Auditor Nicole Bailey stated that this audit resulted in seven (7) Management Letter Comments and one (1) Material Weakness, and she discussed each of these items at length with the attendees.

Management Letter Comments:

- Deferred Compensation Election Forms – Ms. Bailey explained that the Deferred Compensation Election Forms were not up to date, or were not in the employee files that they sampled. Without this documentation, the auditors were unable to verify that the amount being withheld by payroll matches the amount the employee has elected to have withheld. Ms. Bailey made a recommendation to the Board to obtain updated documentation for each employee and to retain these documents within each employee file.
- Airport Lease/Utility Agreements – Ms. Bailey advised that many of the Airport Leases are out of date and that the billing amount does not coincide with the amount stated in the lease. Ms. Bailey recommended that these leases be reviewed and updated.
- Iron Rangers and Cash Collections – Ms. Bailey recommended that the Board determine the number of Iron Ranger donation boxes and where each is located. She also recommended that the Board obtain a better understanding of how the donations are collected and accounted for, and ensure that these funds are being deposited into the appropriate accounts.
- Fund Balance Policy – Ms. Bailey explained that there is a wording error within the Fund Balance Policy that should be corrected. Ms. Bailey advised that the current wording within this policy indicates that these funds are assigned when, in fact, they should be committed.

- Inmate Cash Accounts – The current process allows for some of the staff at the Sheriff’s Department to book an inmate, release an inmate, and disburse the inmate’s funds. Ms. Bailey made a recommendation to segregate these duties, so that the person who is booking the inmate cannot release the inmate or disburse the funds to them.
- Property and Equipment – Ms. Bailey recommended that the County implement a reconciliation of fixed assets that will occur either monthly or quarterly, in order to make end of the year closing more efficient.
- Property and Equipment – Ms. Bailey also advised that the County needs to verify the procedure for recording a disposal, and that the gain/loss of the disposal is consistent throughout the year.

Material Weakness

- County Tax Collection Deposits and Tax Collector Refunds – Ms. Bailey explained that this material weakness is a carryover from the previous year’s audit. Ms. Bailey advised that tax collections and refunds are not being recorded in a timely manner within Logos. Also, the Civil Account is not recorded in a timely manner within the accounting system (based on transactions).

Mr. Shull and Ms. Bailey closed the meeting by reviewing improvements from last year that have removed some of the previous Management Comments and Material Weaknesses. Further, they advised the Board that there are still a few open audit items that they are working on with the County’s Auditor’s department.

- F. Staff Reports:** There were no staff reports.
- G. Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 1:54 p.m.

Respectfully submitted,

PAT RAFFEE, CHIEF DEPUTY CLERK

BY: _____
Brandie Bradley, Deputy Clerk