

Minutes of Meeting
CliftonLarsonAllen – Planning Meeting
October 17, 2014
10:00 a.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Clerk Jim Brannon, Sheriff Ben Wolfinger, Treasurer Tom Malzahn, Finance Director David McDowell, Senior Accountant Keith Taylor, and Deputy Clerk Brandie Bradley. Present as representatives of CliftonLarsonAllen were Audit Manager Brian Shull and Accountant Nicole Bailey. Commissioner Jai Nelson was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 10:01 a.m.
- B. Introductions:** Introductions were made for all of the attendees.
- 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:

Audit Manager Brian Shull explained that the auditors are responsible for providing a professional opinion as to whether the County's financial reports are reasonably stated. In addition to auditing the financial reports, a single audit will be performed to test federal expenditures and measure the County's compliance with the federal laws and regulations. He further explained that at the end of the audit, three (3) audit reports will be provided to the Board. Mr. Shull went on to discuss the scope of the general audit process and explain the responsibilities of the auditors and the County.

Accountant Nicole Bailey reviewed the timeline of the FY14 external audit, which is scheduled to begin on November 17, 2014. The expected issuance date for the final report is February 2015. The attendees discussed that an initial draft report would be available to the Board in December 2014.

The Board made some inquiries about the process that the auditors use and Ms. Bailey explained how the individual parts of the audit are addressed. Mr. Shull explained the "risk based" approach and how it applies to the audit process. Commissioner Green inquired about how other public entities track accounts receivable and if the auditors review any of these processes. Mr. Shull stated that the method used by other entities to track accounts receivable is dependent on the type of money being received. He assured the Board that these processes could be reviewed as part of the internal controls component of the audit.

The attendees agreed that it would be beneficial to invite the Elected Officials that will be taking office in January to the exit meeting that will be held in December 2014. Ms. Bailey agreed to work with the Board's staff to set up the future meetings.

F. 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 10:19 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
