

Audit Oversight Committee

Meeting Minutes

June 10, 2008

I. Call to order

Jeffrey Gittler, Chair, called to order the regular meeting of the Durham County Audit Oversight Committee at 4:00 p.m. on June 10, 2008, in the County Manager's, 2nd floor conference room, 200 East Main Street, Durham, NC 27701.

II. Roll call

The following members and presenters were present:

Mr. Jeffrey S. Gittler, Chair
Mr. Manuel L. Rojas
Commissioner Lewis Cheek
Mr. George Quick, Presenter
Mr. Richard Edwards, Auditor Director

III. Initial business

- A. The minutes were approved as read.
- B. The committee decided to postpone officer election until the September regular meeting. One member present at the meeting, Mr. Gittler, announced his intention to resign from the committee, therefore, the committee reasoned it would be appropriate to postpone the election until the Committee had fuller member participation.
- C. Mr. Quick, the Finance Director, informed the Committee that the RFP for the external financial auditor was in progress. Mr. Quick said he expected minimum participation from auditor firms because the universe of auditor firms in the area is limited.
- D. The Committee discussed approval of the Annual Audit Plan, ultimately deciding that all Committee members should comment before approval. The Committee agreed that the Committee Chair would solicit comments and canvass members for their approval or disapproval via email.
- E. Richard Edwards, the Audit Director, reported that the accounting cycle walkthroughs to prepare for the 2009 Financial Audit was completed on schedule and at a lesser cost than CBH estimated.
- F. Richard Edwards responded to general Committee Member comments regarding the April 2008, Register of Deeds Audit Report.
- G. The next regular meeting was scheduled for Tuesday, September 9, 2008 at 4:00 p.m. in the County Manager's conference room.

IV. Adjournment

Mr. Gittler adjourned the meeting at approximately 5:30 p.m.

Minutes submitted by: Samuel A. Maclin

Minutes approved by: