

# ***Audit Oversight Committee***

## ***Meeting Minutes***

March 18, 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 March 18, 2008, in the County Manager's, 2<sup>nd</sup> 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  
Commissioner Ellen W. Reckhow, Vice Chair  
Mr. Samuel A. Maclin, Secretary  
Mr. Manuel L. Rojas  
Commissioner Lewis Cheek  
Mr. Michael Ruffin, County Manager  
Mr. George Quick, Presenter  
Mr. Richard Edwards, Auditor Director

### **III. Initial business**

- A. The minutes were approved as read.
- B. Mr. Quick, the Finance Director, informed the Committee of the intention to bid the external auditor contract. He informed the Committee that the Finance Department was in the process of preparing the RFP and that he expected to have minimum bid activity. Mr. Quick said he only knew of three firms in the area that conduct local government financial audits. Mr. Quick said he would update the Committee at its June meeting.
- C. The committee appointed itself the officer nominating committee for its upcoming officer selections. The nominating committee will nominate and elect officers at the June 10<sup>th</sup> Committee meeting for fiscal year 2009.
- D. Richard Edwards informed the committee that he expected to complete the walkthrough audit steps requested by CBH well before CBH's deadline. CBH's deadline was established to ensure that the 2008 financial audit began on schedule. As of the day of the Committee meeting, Mr. Edwards estimated that he was nearing completion of 50 percent of the work, and was awaiting CBH's review and acceptance of the work.

- E. During discussion of the General Services Audit report, questions arose regarding whether the background statement addressing ownership of buildings housing liquor stores was accurate. Richard agreed to further investigate the matter and report to the Committee. Richard corrected the statement in a memo to the committee on March 19, 2008.
- F. The next meeting was scheduled for Tuesday, June 10, 2008 at 4:30 p.m. in the County Manager's conference room.

**IV. Adjournment**

Mr. Gittler adjourned the meeting at approximately 6:30 p.m.

Minutes submitted by: Samuel A. Maclin

Minutes approved by: