AUDIT COMMITTEE
AGENDA

DATE: January 31, 2024
LOCATION: City Hall 4th Floor Conference Room
TIME: 3:00 PM

I. CALL TO ORDER – Director of Internal Audit

II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)

III. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
   A. Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, chair meetings, represent the Audit Committee before City Council or any other official body as necessary, correspond as necessary in regard to Audit Committee issues, prepare Director's annual performance evaluation, and coordinate with Human Resources to hire (or terminate) in regard to the Director's position.
   B. Vice Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, fill in for or provide assistance to the Chairperson related to any of the duties listed above.

IV. FINANCIAL STATEMENT AUDIT PRESENTATION BY Mauldin & Jenkins

V. ADOPTION OF MINUTES
   A. October 25, 2023 Audit Committee Meeting

VI. DEPARTMENT REPORT
   A. Budget Report
   B. Update on Internal Audit Activity
   C. Financial and Compliance Audit Procurement

VII. NEW BUSINESS
   A. Ethics Policy Acknowledgement

VIII. COMMITTEE ACTION REQUIRED
   A. None

IX. CITY COUNCIL ACTION REQUIRED
   A. None

X. ADJOURNMENT OF PUBLIC MEETING

XI. PUBLIC COMMENTS (5 minutes each)

XII. NEXT MEETING - **April 24, 2024 3:00 PM**

XIII. EXECUTIVE SESSION – Vote by the Committee to go into executive session.

During executive session and for the remainder of the meeting, the Audit Committee will be discussing only matters that are considered confidential under TCA Section 9-3-405 (d). These items may include:

A. Items deemed not subject to inspection under TCA Section 10-7-503 and 10-7-504
B. Current or pending litigation and pending legal controversies
C. Pending or ongoing audits or audit related investigations
D. Information protected by federal law
E. Matters involving information under TCA Section 9-3-406 where the informant has requested anonymity.

At this point in the meeting everyone other than Audit Committee members and those asked to attend by the Audit Committee to address an item related to the categories above will be asked to leave.

XIV. ADJOURNMENT OF EXECUTIVE SESSION

UNAPPROVED

AUDIT COMMITTEE
MINUTES

DATE: October 25, 2023
LOCATION: CITY HALL FOURTH FLOOR CONFERENCE ROOM
TIME: 3:00 PM

I. CALL TO ORDER – Vice Chairperson
The meeting was called to order by Dr. Jennifer Thayer at 3:00 PM.

II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)
Audit Committee members present: Dr. Jennifer Thayer, Dr. Elizabeth Rankin, Councilperson Karen Reynolds
Audit Committee members absent: Marcia Demorest
Quorum verified? Yes
Internal Audit attendees: Stephanie Fox, Jennifer Osteen
Other Attendees: Trey Judd, Laura Wright, Patrick Wilkinson

III. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON (if necessary)
A new chairperson was elected due to the resignation of Dr. DiPaolo Harrison.

A. Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, chair meetings, represent the Audit Committee before City Council or any other official body as necessary, correspond as necessary in regard to Audit Committee issues, prepare Director's annual performance evaluation and obtain the annual ethics acknowledgement, and coordinate with Human Resources to hire (or terminate) in regard to the Director's position.

   Dr. Rankin made a motion to elect Dr. Jennifer Thayer as chairperson. Councilperson Reynolds seconded. The motion was approved unanimously.

B. Vice Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, fill in for or provide assistance to the Chairperson related to any of the duties listed above.

As Dr. Thayer was the previous vice chairperson, Councilperson Reynolds made a motion to elect Dr. Rankin as vice chairperson. Dr. Thayer seconded. The motion was approved unanimously.

IV. ADOPTION OF MINUTES: July 27, 2023 Audit Committee Meeting

Councilperson Reynolds made a motion to adopt the minutes. Dr. Rankin seconded. The minutes were approved as presented.

V. DEPARTMENT REPORT

Stephanie presented the department reports listed below.

A. Budget Report - FY 2024
B. Update on Internal Audit Activity
C. Results of Peer Review

VI. NEW BUSINESS

A. None

VII. COMMITTEE ACTION REQUIRED

A. FY 2024 Audit Plan Revision

Stephanie presented the proposed revision to the FY 2024 audit plan.

Dr. Rankin made a motion to approve the revision to the FY 2024 audit plan. Councilperson Reynolds seconded. The motion was approved unanimously.

B. Audit Committee Candidate Consideration

The Committee members reviewed the resumes and discussed the qualifications of the candidates being considered for the positions on the Audit Committee for the 2024 and 2025 calendar years.

VIII. CITY COUNCIL ACTION REQUIRED

A. Nomination of Audit Committee Members for January 2024 - December 2025

Dr. Rankin made a motion to nominate Patrick Wilkinson and Trey Judd to serve on the Audit Committee from January 2024 through December 2025. Councilperson Reynolds seconded. The motion was approved unanimously.

IX. ADJOURNMENT OF PUBLIC MEETING

Dr. Rankin made a motion to adjourn the public meeting and go into executive session. Councilperson Reynolds seconded. The public meeting was adjourned at 3:21 PM.

X. PUBLIC COMMENTS (5 minutes each)

XI. NEXT MEETING - **January 31, 2024 3:00 PM**

XII. EXECUTIVE SESSION - Vote by the committee to go into executive session.

During executive session and for the remainder of the meeting, the Audit Committee will be discussing only matters that are considered confidential under TCA Section 9-3-405 (d). These items may include:

A. Items deemed not subject to inspection under TCA Section 10-7-503 and 10-7-504
B. Current or pending litigation and pending legal controversies
C. Pending or ongoing audits or audit related investigations
D. Information protected by federal law
E. Matters involving information under TCA Section 9-3-406 where the informant has requested anonymity.

At this point in the meeting everyone other than Audit Committee members and those asked to attend by the Audit Committee to address an item related to the categories above will be asked to leave.

The following items were discussed:
Pending or ongoing audits or audit related investigations

XIII. ADJOURNMENT OF EXECUTIVE SESSION
The executive session was adjourned at 4:09 PM.

CITY OF CLARKSVILLE

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1100 General Fund								
10415211 Salaries and Wages-Inter.Audit								
10415211 4111	Full-Time Employe	304,221	4,122	308,343	120,351.72	.00	187,991.28	39.0%
10415211 4112	Part-Time Employe	2,700	0	2,700	.00	.00	2,700.00	.0%
10415211 4113	Longevity Pay	400	0	400	400.00	.00	.00	100.0%
10415211 4211	Health Insurance	53,820	0	53,820	21,060.00	.00	32,760.00	39.1%
10415211 4212	Dental Insurance	1,587	0	1,587	621.00	.00	966.00	39.1%
10415211 4213	Life Insurance	203	0	203	78.48	.00	124.52	38.7%
10415211 4214	Disability Insura	1,311	0	1,311	507.28	.00	803.72	38.7%
10415211 4221	Social Security C	22,396	0	22,396	8,725.69	.00	13,670.31	39.0%
10415211 4231	TCRS Contribution	39,642	0	39,642	17,018.14	.00	22,623.86	42.9%
10415211 4261	On-the-Job Injury	1,001	0	1,001	583.60	.00	417.40	58.3%
TOTAL Salaries and Wages-Inter.Audit		427,281	4,122	431,403	169,345.91	.00	262,057.09	39.3%
10415213 Operating Expenditures-Int.Aud								
10415213 4310	Official/Administ	3,750	0	3,750	3,282.67	.00	467.33	87.5%
10415213 4321	Employee Training	12,750	0	12,750	2,245.00	.00	10,505.00	17.6%
10415213 4322	Memberships & Con	3,553	0	3,553	840.00	.00	2,713.00	23.6%
10415213 4323	Employee Testing	210	0	210	211.59	48.00	-49.59	123.6%
10415213 4324	Software License	1,800	0	1,800	292.63	.00	1,507.37	16.3%
10415213 4325	Software Renewals	735	0	735	.00	.00	735.00	.0%
10415213 4334	Accounting/Auditi	99,500	0	99,500	52,050.00	.00	47,450.00	52.3%
10415213 4442	Rental of Equipme	85	0	85	35.23	57.92	-8.15	109.6%
10415213 4521	Property Insuranc	282	0	282	291.00	.00	-9.00	103.2%
10415213 4522	Automobile Insura	363	0	363	211.75	.00	151.25	58.3%
10415213 4523	General Liability	2,331	0	2,331	1,585.00	.00	746.00	68.0%
10415213 4530	Communications	275	0	275	103.30	.00	171.70	37.6%
10415213 4580	Travel	300	0	300	.00	.00	300.00	.0%
10415213 4610	General Supplies	1,450	0	1,450	1,102.29	.00	347.71	76.0%
10415213 4640	Books & Periodica	1,080	0	1,080	.00	.00	1,080.00	.0%
10415213 4650	Other Equipment P	3,730	0	3,730	2,154.82	.00	1,575.18	57.8%
TOTAL Operating Expenditures-Int.Aud		132,194	0	132,194	64,405.28	105.92	67,682.80	48.8%
GRAND TOTAL		559,475	4,122	563,597	233,751.19	105.92	329,739.89	41.5%

** END OF REPORT - Generated by Fox, Stephanie **

Internal Audit Department Metrics

Audit Committee Report

Week Ended: **1/26/2024**

Audits/Projects Status

Planned Fiscal Year	Audits/Projects	Status: Not Started	Status: Planning	Status: Fieldwork	Status: Reporting	Status: Issued	Comments
2023/2024	Parking Voids and Appeals					X	
2024	Building and Codes		X				On Hold
2024	City Hall Access Control		X				
2024	Senior Management Expense Audit (CY 2021-2022)	X					
2024	FY 24 Ethics Survey		X				

Budgeted vs. Actual Hours by Audit/Project

Planned Fiscal Year	Audits/Projects	Total Budgeted Hours	FYTD Actual Hours	Previous FY Actual Hours	Total Project Actual Hours	Planned Days	Actual Days	Remaining Days
2023/2024	Parking Voids and Appeals	550	748.25	179.25	927.50	206	303	-97
2024	Building and Codes	800	5.75		5.75			
2024	City Hall Access Control	400	172.25		172.25	96	30	66
2024	Senior Management Expense Audit (CY 2021-2022)	400						
2024	FY 24 Ethics Survey	300	28.25		28.25			
	Possible Consulting Engagements	150						
	Hotline Investigations	225	13.25					
	Other Technical Assistance for Departments	100	13.00					
	Follow Up on Past Audits	500	117.00					
	Annual Risk Assessment	150	89.25					
	Total	**3,575**	**1,187.00**					

Audit Utilization Rates

Auditor	Target Utilization	December: Audit Hours	December: Total Hours	December: Utilization	Year to Date: Audit Hours	Year to Date: Total Hours	Year to Date: Utilization
Stephanie	**40%**	39.00	144.75	**26.94%**	329.00	1,032.50	**31.86%**
Jennifer	**75%**	95.25	157.50	**60.48%**	638.50	998.25	**63.96%**
Rebecca	**75%**	14.25	56.50	**25.22%**	90.75	182.50	**49.73%**

Continuing Education Hours*

Auditor	Percent of 40 Hours Completed for CY 2024
Stephanie	3%
Jennifer	11%
Rebecca	0%

* 40 Hours of CPE per year are required. We track CPE on a calendar year basis to align with CPE reporting.

Hotline Report Summary

Report Status	Prior to Last Report Date	New	YTD Total
Open	0	0	0
Closed	3	7	10
		Total Reports:	**10**

MEMORANDUM

TO: All Employees

FROM: Human Resources

SUBJECT: City of Clarksville Ethics Policy

DATE: April 1, 2012

Effective February 6, 2007, the City of Clarksville adopted Ordinance 72-2006-07, which is an amended version of the City's former Ethics Policy. The underlying purpose of this policy is to make sure that employees maintain a high standard of honesty, integrity, impartiality, and conduct to ensure the proper performance of Government business and maintenance of confidence by citizens in their Government.

Employees, in the context of this Ordinance, include "all fulltime and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, council, commission, committee, authority, corporation, or other instrumentality appointed or created by the City."

The purpose of this memo is to notify all City of Clarksville employees of the content of Ordinance 72-2006-07 and to make employees aware of their duties and obligations under this Ethics Policy. Employees may access a copy of Ordinance 72-2006-07, Ethics Policy, in its entirety on the city intranet from a city computer at: http://citysource/ or from City Code Title 1 Chapter 6, Code of Ethics, on the City of Clarksville website at www.cityofclarksville.com.

To ensure all employees are properly notified of the Ethics policy as well as their individual responsibility for compliance, each employee is required to acknowledge that they have been made aware of the contents of the Ethics Policy. Employees will be directed on how to access a copy of Ordinance 72-2006-07 in its entirety or will be provided with a copy of the Ordinance if so requested.

Your signature and return of this completed form to your supervisor certifies that you are aware of the contents of Ordinance 72-2006-07, City of Clarksville Ethics Policy. Your department head will be responsible for answering questions and providing further clarification as necessary, or you may also contact the City Attorney or Director of Human Resources directly.

Ethics Policy-Certification

My signature below certifies that I have read or had explained to me the contents of the Ethics Policy for the City of Clarksville. I also certify that if I am currently in violation, or later become in violation, of any part of this policy, I will promptly bring it to the attention of my immediate supervisor or department head. I understand that a violation of the City Code of Ethics by me may result in disciplinary action being taken against me.

_________________________________ ____________________

Employee Signature Date

____

Employee Name (PRINT LEGIBLY)