AUDIT COMMITTEE
MINUTES

DATE: July 30, 2025
LOCATION: City Hall 4th Floor Conference Room
TIME: 3:00 PM

I. CALL TO ORDER – Chairman
The meeting was called to order by Trey Judd at 3:02 pm.

II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)
Audit Committee members present: Elizabeth Rankin, Lynn Stokes, Trey Judd
Audit Committee members absent: Keri Lovato
Quorum verified? Yes
Internal Audit attendees: Stephanie Fox, Rebecca Darden, Emily Hammer
Other Attendees: Christen Wilcox, City of Clarksville Interim Chief Financial Officer

III. ADOPTION OF MINUTES
A. April 30, 2025 Audit Committee Meeting
Elizabeth Rankin made a motion to adopt the minutes. Lynn Stokes seconded.
The motion was approved unanimously.

IV. DEPARTMENT REPORT
A. Department Update
B. Quality Assurance and Improvement Program - Annual Review Results
C. Annual Report
D. Other Required Communications from Auditing Standards

Stephanie presented the department report, results of the department's annual quality review, and the department's annual report. She also presented other information required by auditing standards, including the department's independence, mandate, charter, and strategy.

V. COMMITTEE ACTION REQUIRED
A. FY 2026 Audit Plan Approval
Lynn Stokes made a motion to approve the FY 2026 Audit Plan.
Elizabeth Rankin seconded.
The motion was approved unanimously.

B. Internal Audit Charter Approval

Elizabeth Rankin made a motion to approve the Internal Audit Charter.
Lynn Stokes seconded.
The motion was approved unanimously.

VI. CITY COUNCIL ACTION REQUIRED

A. None

VII. ADJOURNMENT OF PUBLIC MEETING

Lynn Stokes made a motion to adjourn the public meeting and move into executive session. Elizabeth Rankin seconded. The public meeting was adjourned at 3:53 pm.

VIII. PUBLIC COMMENTS (5 minutes each)

IX. NEXT MEETING - **October 29, 2025 3:00 PM**

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

At this point in the meeting everyone other than Audit Committee members and those asked to attend by the Audit Committee to address a pending audit issue will be asked to leave.

A. Ongoing audits and investigations
B. Hotline reports

XI. ADJOURNMENT OF EXECUTIVE SESSION

The executive session was adjourned at 4:22 pm.