

CHO AUDIT COMMITTEE MEETING – Minutes
January 13, 2015
2:00 PM – Second Floor Conference Room
City Hall

The CHO Audit Committee meeting was convened at 2:00 PM. All four members of the Audit Committee were present and therefore based on Section III of the adopted resolution of March 21, 2012 a quorum was present. Those attending the meeting were Mike Heny, Betty Burrell, Don Long and Susan Perry of the Charlottesville-Albemarle Airport Authority Audit Committee; Robert M. Huff and Kristin Choate from Robinson, Farmer, Cox Associates; Melinda Crawford Executive Director and Penny Shifflett Director of Finance.

Ms. Choate presented the results of the FY 2014. Based on the testing conducted by Robinson, Farmer, Cox Associates there were no issues and an Unmodified Opinion was issued.

The Committee requested and Ms. Choate discussed the two internal control recommendations listed in the December 30, 2014 Robinson, Farmer, Cox Associates management letter.

The Audit Committee recommends the Authority incorporate these recommendations into their business processes to strengthen the internal control in the payroll area and in the reporting process of unclaimed property.

A discussion was held on the make-up of the Audit Committee for 2015. Mr. Heny announced that he will be leaving the position of comptroller on January 31, 2015. Since the City has not found a replacement at this time, Mr. Heny will discuss with Mr. Watts and the Director of Finance as to designate a replacement or wait until the Comptroller position is filled. Ms. Williams and Mr. Long will remain on the Committee. However Ms. Williams indicated she may not be able to complete the full term.

A motion was made and seconded to retain Robinson, Farmer, Cox Associates for the Fiscal Year 2015 Audit.

The meeting was adjourned.