

CITY OF WEST COVINA

AUDIT COMMITTEE

AGENDA

MONDAY, FEBRUARY 27, 2017, 5:00 PM
SPECIAL MEETING

WEST COVINA CITY HALL
MANAGEMENT RESOURCE CENTER, 3RD FL., RM. 314
WEST COVINA, CALIFORNIA 91790

Colleen Rozatti, Chair
Mike Spence, Vice Chair
Corey Warshaw, Audit Committee Member
James Grivich, Audit Committee Member
Darrell Myrick, Audit Committee Member

AMERICANS WITH DISABILITIES ACT

The Committee complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Committee Meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8:00 a.m. to 5:00 p.m. Monday through Thursday, at least 48 hours prior to the meeting to make arrangements.

AGENDA MATERIAL

Agenda material is available for review at the West Covina City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South and at www.westcovina.org. Any writings or documents regarding any item on this agenda not exempt from public disclosure, provided to a majority of the Committee that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall during normal business hours.

PUBLIC COMMENTS
ADDRESSING THE AUDIT COMMITTEE MEMBERS

Any person wishing to address the Committee on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance and submit the card to the Committee Secretary.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to three (3) minutes per speaker.

AGENDA

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AUDIT COMMITTEE**

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SPECIAL MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ORAL COMMUNICATIONS - Three (3) minutes per speaker

Please state your name and city of residence for the record.

1. APPROVAL OF MINUTES

JUNE 14, 2016, SPECIAL AUDIT COMMITTEE MEETING MINUTES

Motion by _____, second by _____
to approve the Special Audit Committee meeting minutes held on Tuesday,
June 14, 2016, as presented.
Motion carried by a vote of _____.

**2. UPDATE ON STATE CONTROLLER'S REVIEW REPORT OF
ADMINISTRATIVE AND INTERNAL ACCOUNTING CONTROLS AND
THE AUDIT REPORT OF THE SPECIAL GAS TAX STREET
IMPROVEMENT FUND, TRAFFIC CONGESTION RELIEF FUND, AND
PROPOSITION 1B FUND**

RECOMMENDATION:

It is recommended that the Audit Committee receive and file the update on the State Controller's Review Report of Administrative and Internal Accounting Controls and the Audit Report of the Special Gas Tax Street Improvement Fund, Traffic Congestion Relief Fund, and Proposition 1B Fund.

Motion by _____, second by _____
to file the State Controller's Review Report of Administrative and Internal Accounting Controls and the Audit Report of the Special Gas Tax Street Improvement Fund, Traffic Congestion Relief Fund, and Proposition 1B Fund.
Motion carried by a vote of _____.

3. COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND OTHER RELATED REPORTS FOR THE YEAR ENDED JUNE 30, 2016

RECOMMENDATION:

It is recommended that the Audit Committee submit to the City Council the following letters and financial reports for the year ended June 30, 2016:

- Comprehensive Annual Financial Report;
- Government Auditing Standards Letter;
- Audit Communication Letter;
- Best Practices Letter;
- West Covina Housing Authority Fund Financial Report;
- Air Quality Improvement Fund Financial Statements; and
- Agreed-Upon Procedures related to the City's calculation of the GANN Limit.

Motion by _____, second by _____
to approve the CAFR and other related reports for the year ended June 30, 2016.
Motion carried by a vote of _____.

ADJOURNMENT

Motion by _____, second by _____
To adjourn the meeting at _____.
Motion carried by a vote of _____.