

**Minutes of Buncombe County Audit Committee**  
**February 16, 2017**  
**9:00 AM**

**Members Present:** Kendra Ferguson, Larry Harris, Andrew Hoffman, Al Whitesides, Diane Price, and Danny Yelton

**Also Present:**

**County Staff:** Tim Flora, Jennifer Durrett, Dustin Clark, Michael Greene, Eric Hardy, Irene Wolfe, and Blair Chamberlain

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The Audit Committee Chairman, Larry Harris, called the meeting to order at 9:03 AM.

**Meeting Minutes**

The minutes from the November 10, 2016 meeting were presented. There was no discussion. Kendra Ferguson motioned to accept the minutes. Al Whitesides seconded the motion. All present Committee members voted in favor of the motion.

**Audit Contract Discussion**

Finance Director, Tim Flora, presented the Gould Killian audit contract for FY2017. He stated the price of the contract had not changed, totaling \$98,000 with a \$9,500 contingency. The need for the contingency being that the Finance Department will be in the midst of implementing a new ERP system and they may need additional assistance in preparing the financial statements from the auditors. Tim also noted that the FY2016 amount billed by Gould Killian was under \$98,000.

Larry Harris recommended to the Committee to approve the FY2017 audit contract. Al Whitesides made the motion to approve the FY2017 audit contract, Diane Price seconded; the motion passed 6-0.

**Management Letter Update**

Jennifer Durrett, Audit and Financial Reporting Manager, updated the Committee on the FY2016 Management Letter which raised concerns about subrecipient monitoring. Jennifer informed the Committee that training has taken place for County departments as well as SEFSA training for the Finance and Budget departments. Guideline documents are being prepared as a resource for County departments to help determine subrecipients and their monitoring requirements.

**Business Analytics Presentation**

Dustin Clark, Business Intelligence Analyst, gave a presentation about business analytics in the County. His presentation gave an overview of what the Business Intelligence team does and how it benefits the County as a whole as well as how it benefits financial reporting and internal audit. He showed the CFO Dashboard, TDA Dashboard, and risk assessment reports.

**Internal Audit Update**

Tim Flora, Finance Director, updated the Committee on the Internal Audit position. He informed the Committee the position has been filled and the new Internal Auditor will begin on March 13, 2017. The

position has been moved out from under Finance and will now be under the Business Systems Improvement Project which is part of Budget and Management Services. Immediate duties will be to design the internal controls with the new ERP system and ongoing responsibilities will be to perform routine departmental audits to improve departmental polices and internal controls.

### **Audit Committee Member Update**

Jennifer Durrett, Audit and Financial Reporting Manager, updated the Committee that the former banking representative, Al Whitesides, is now serving on the Committee as the Buncombe County Board of County Commissioners representative. The vacancy for a banking representative will be appointed at the next Board of County Commissioners meeting. There was one applicant, Mike Knepshield, the Auto Finance Portfolio Manager of Home Trust Bank.

### **Conclusion of Meeting**

Larry Harris recommended to adjourn the meeting at 10:04 AM. Danny Yelton made a motion to adjourn, Kendra Ferguson seconded, and the motion passed 6-0.