

**Bowling Green Audit Committee**  
*Special Meeting*  
**November 19, 2012**

The Bowling Green Audit Committee convened in a special meeting at 3:30 p.m. on November 19, 2012 in the City Hall Commission Chamber. The meeting was called to order by Chairman David McKillip. Members of the Committee present were: Audit Professionals Cristi Pruitt and David McKillip, General Business members Scott Gary and Tony Witty, Ex-Officio member City Manager Kevin DeFebbo and City Commissioner Joe Denning. Absent: none. Also present were Mountjoy Chilton Medley, LLP representatives Trish Featherston and Drew Ulmer, Internal Auditor Deborah Jenkins, Chief Financial Officer Jeff Meisel, Comptroller Wilma Brown, Senior Staff Accountant Erin Ballou and Assistant City Clerk Ashley Jackson. There was a full quorum of the board present.

**Review and discuss the Comprehensive Annual Financial Report (CAFR) of the City of Bowling Green for the Fiscal Year Ending June 30, 2012 presented by Mountjoy Chilton Medley, LLP.**

The Committee requested a brief overview of the audit from Mountjoy Chilton Medley, LLP. Mr. Ulmer provided a summary of the Management's Discussion and Analysis, financial statements, notes to financial statements, budgetary comparison schedules – major funds (general and special revenue) and pension schedules, non-major governmental funds and the statistical section, all of which was included in the Comprehensive Annual Financial Report (CAFR). Mountjoy Chilton Medley, LLP reported that this year there was a clean unqualified opinion, no recommendations were reported, and no disagreements arose during the course of the audit.

In addition, the financial highlights of the Management's Discussion and Analysis were reviewed and the following was briefly discussed:

- The City's assets exceeded liabilities at the close of the fiscal year by \$171 million (net assets). This amount includes \$8.3 million of resources that are restricted to specific projects by laws, regulations or contractual agreements. A total of \$20.6 million of resources are unrestricted and are available to fund the City's outstanding obligations and future program.
- The City's net assets increased \$15.4 million this year. Net assets and governmental activities increased \$14.6 million and net assets of business-type activities increased by \$0.8 million.
- As of June 30, 2012, the City's governmental funds reported combined ending fund balances of \$50 million, an increase of \$0.7 million from the previous year. Of this amount, \$4.3 million in the General Fund was unassigned and available for spending.
- The City's governmental activities total debt decreased by \$6.4 million due to the payment of principal on outstanding debt and business type activity debt decreased by \$0.7 million due to the payment of principal on outstanding debt.

After discussion concluded, motion was made by Mr. Denning and seconded by Mr. Gary to approve **Resolution No. 2012 - 1 of the City of Bowling Green Audit Committee approving the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2012, as prepared by Mountjoy Chilton Medley, LLP.** Resolution No. 2012 - 1 was approved by unanimous vote.

(Special Minutes-Bowling Green Audit Committee – November 19, 2012)

**The next quarterly meeting is scheduled at 3:30 p.m. on January 14, 2013.**

Internal Auditor Deborah Jenkins announced the next quarterly meeting date.

**Adjournment.**

There being no other business to be conducted, at 5:00 p.m. Chair Mr. McKillip declared the meeting adjourned.

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Date Approved

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David McKillip, Chair

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Ashley Jackson, Assistant City Clerk