

**Goochland County
Audit Committee Meeting
May 5, 2015 @ 1:30 PM
Administration Building
1800 Sandy Hook Road, Goochland VA 23063
Board Conference Room**

The Goochland County Audit Committee meeting was held on May 5, at 1:30 pm in the Board Conference Room. Present were Supervisors Peterson, Alvarez, and Lascolette, County Administrator Dickson, Deputy County Administrator Wack, Controller Barbara Horlacher, School Finance Director Debbie White, Treasurer Pamela Johnson, and School Board Member John Wright. A citizen was also in attendance.

1. Ms. Lascolette called the meeting to order.
2. After some discussion and nominations, the Committee selected Mr. Peterson as the Chair, and Mr. Alvarez as the Vice-Chair for 2015 on unanimous votes. Mr. Peterson then presided over the remainder of the meeting.
3. The minutes from the December 2014 meeting were unanimously approved as presented by staff.
4. Mr. Wack then proposed that the Committee consider approving an external audit contract with PBMares for the FY2015 audit with two optional renewals for the FY2016 and FY2017 audits. He noted that staff from the County, Schools, and Community Services all agreed that PBMares was the first choice of the three vendors interviewed during the RFP process. After some discussion, the Committee voted unanimously to recommend that the full Board of Supervisors approve the contract with PBMares. Ms. White requested that the Audit Committee consider the renewal in April, 2016.
5. Staff presented information on the current County purchasing card program including a draft of updated policies and procedures. A discussion followed during which Ms. Lascolette requested that the County report purchasing card transactions to the Board in a manner similar to the reporting used by the Schools. It was agreed that the County would begin to include detailed reconciliations of all purchasing card transactions in the August Board packet. It was also agreed that the Audit Committee would consider the updated purchasing card policies and procedures at the August meeting.
6. Adjournment until August in order to “kick-off” the FY2015 audit with PBMares.