

Port of Peninsula Audit Status Meeting

Meeting Date: 3/15/2021

Timing & Staff Scheduling:

Audit Team Scheduled Absences: None.

Anticipated Staff: None.

Goal is to be done in with audit work in March. If we don't get support back quickly, this may be delayed.

Attendees:

- Beau Villarreal, Audit Lead
- Jay Personius, Port Manager
- Cindy Bade, Port Auditor

Remaining Planning Requests:

- Requested 1/4/2021:
 - Meeting minutes from December 17, 2018 through current
 - Financial Trend Responses (Revenue & Expenditure Trend tab)
 - Policies for:
 - Payroll
 - General Disbursements
 - Credit Cards (if not included in General Disbursement Policy)
- Requested 3/4/2021
 - Further responses to vendor trend (additional detail, such as dollar amounts)

Accountability Audit (FY: 2017-2019):

Area (from entrance agenda)	Outstanding Items	Issues Identified	Comments
None until after planning is complete.	N/A	N/A	N/A

Additional Items:

- I have completed as much as I can for this audit until I receive support, so I'm working on a different audit until more documentation is given.