

Audit Committee

September 29, 2011

5:00pm

The Audit Committee met on Thursday September 29, 2011 at 5:00pm in the Mayor's Conference Room of the Carter County Courthouse. Members present were Dave Wortman, Margaret Moses, Travis Holly and Margaret Pate.

Guest included Mayor Leon Humphrey, Trustee Randal Lewis, Leisa Wright, Circuit Court Clerk John Paul Mathes, Johnny Blankenship, Josh Stanley, Ingrid Deloach, Debbie Street, Icon Software Representatives Pete Zambri and Tom Gattone as well as other interested parties.

Chairman Dave Wortman called the meeting to order and welcomed everyone present. Motion to approve Minutes from the June 9, 2011 meeting was made by Dave Wortman and second by Margaret Moses, motion carried.

Circuit Court Clerk's Office updated the committee as to work performed by Blackburn Childress and Stegal and ICON Software. Johnny Blankenship stated that Blackburn, Childers and Stegal CPA firm has completed their adjustments to the Circuit Court Clerk's general ledgers. Several corrections were made to identify the problems on a monthly basis so it will not be an ongoing issue. ICON Software Corporation is assisting the office in their new software transition process. Tom Gattone, ICON's National Account Manager told the committee that Carter County is the first location in Tennessee to use the software and they are in the process of developing changes to the software to accommodate the requirements for Tennessee. Gattone also stated that the software streamlines the process and prevents the likelihood of user error; they will continue to work over the next month to make necessary changes. The new software will allow attorneys the ability to access copies of warrants, date served, court dates and other information online through the ICON software; this will eliminate outdated procedures in the Clerk's office. Josh Stanley was introduced as the new bookkeeper for the Clerk's Office.

Trustee's Office updated the committee on their progress of going to a new version of the Local Government Positive Pay Software package. Randal Lewis stated that the training and software cost his office \$875, the annual renewal for the software license will cost \$312.50. Leisa Wright stated the office is receiving batch reports from the Finance Department daily regarding checks written. One of the advantages of the program will be additional fraud protection. The bank will not cash checks that aren't listed in the file. Online access will also be available to review a list of the reconciled checks. The Trustee's Office reported they were pleased with the new procedures.

Mayor Humphrey suggested the committee appear before the Commission November 21, 2011 to outline what transpired in the Audit Committee meetings. Chairman Dave Wortman will address the County Commission on the resolution to the findings; he recommended the Circuit Court Clerk, John Paul Mathes and the Trustee, Randal Lewis address the Commission as well. Motion to adjourn was made by Dave Wortman, second by Travis Holly, there being no further business meeting was adjourned.

Respectfully Submitted,

Debbie Street
Recording Secretary