



CITY OF BEVERLY HILLS  
BEVERLY HILLS CITY COUNCIL / AUDIT LIAISON COMMITTEE  
SPECIAL MEETING  
CITY HALL – THIRD FLOOR CONFERENCE ROOM  
Monday, January 28, 2008

The Beverly Hills City Council / Audit Liaison Committee meeting was called to order at 3:30 p.m.

**1. ROLL CALL**

Present: Council Members Barry Brucker and Frank Fenton, City Treasurer Eliot Finkel, City Manager Roderick J. Wood, Assistant City Manager Katie Lichtig, Director of Administrative Services and Chief Financial Officer Scott G. Miller, Assistant Director of Administrative Services Noel Marquis, Accounting Manager Sharon Rahban, the Audit Team from Mayer, Hoffman & McCann, P.C., Director of Economic Development and Marketing Alison Maxwell and Karen Fremming who acted as Secretary of the meeting.

**2. REPORT FROM MAYER, HOFFMAN & McCANN, P.C. RE: FY 2005-06 AUDIT**

The Auditors reviewed in detail the audit findings during their audit of the Fiscal Year ending June 30, 2007 and issued an “Unqualified” opinion. Auditors found no material or significant weakness in the City’s statements. Cash collections and reconciliations was a major topic of discussion with the auditors. The sub-committee directed the CFO to work with the auditors to oversee and strengthen current cash collection procedures and change policies for better reconciliation.

**3. RISK MANAGEMENT 2008 AUDITING STANDARDS CHANGES**

New auditing standards were discussed pertaining to new SAS Pronouncements 104-111 effective the period beginning after December 15, 2007. Ethics and anti-fraud controls were discussed. This includes evaluations of all departments outside of Administrative Services including each department’s internal controls, use of funds, policies and procedures, implementation, etc. These changes will cause additional significant audit work and our auditors have requested a \$9,300 increase to their contract.

**4. CHAMBER OF COMMERCE FINANCIAL AUDIT**

After lengthy discussion, it was agreed that the Chamber of Commerce will undergo both a performance and financial audit. The committee agreed to have our CFO talk with our current financial auditors, to do the Chamber Financial Audit.

**5. RFP FOR BANKING SERVICES**

It was agreed that the City will develop a Request for Proposal (RFP) for all City banking services.

**6. UNIFUND – DEBT COLLECTION OPPORTUNITY**

It was agreed that the City will continue utilizing their current debt collection agency and will not need Unifund’s services at this time.

There being no further business, the meeting adjourned at 5:40 p.m.