

Northland Pioneer College Audit Committee Meeting

MINUTES

NOVEMBER 7, 2017

1:00 PM

PDC – TIPONI CENTER

ATTENDEES	Jeanne Swarthout, PhD, - Northland Pioneer College President (Chair) Maderia Ellison, Associate VP, Chief Business Officer Paige Peterson, Navajo County Finance Director; Local Government Business Officer Neal Ranstrom, (CPA – AZ); Local Community Member with CPA Amber Hill, Controller Debra Kester, Navajo County Treasurer (Guest) Cammy Darris, Navajo County Assessor (Guest) Terrie Shevat, Assistant to CBO (Secretary)
ELECTRONIC HANDOUTS	1. Agenda; NCCCD 2017 CAFR Preliminary Draft Report; FY1617 SEFA Draft
ABSENT	

DISCUSSION Maderia called the meeting to order at 10:00 AM

Audit Committee

Introductions: Members and guests introduced themselves to the group.

Charter and Members: Maderia reviewed the Audit Committee Charter, noting one purpose of the Audit Committee is to help advise. She stated changes will be made to the charter with no action required to include an update to the makeup of the Audit Committee and title changes. Maderia mentioned the Audit Committee was established approximately six years ago and meetings are currently held three times a year.

Guests

Overview of Valuation and Assessment process: Cammie discussed the locally assessed valuation noting we are looking at an approximate three percent increase with no major changes. She will have better numbers by the end of November. Dr. Swarthout asked where the County is at in the valuation three-year cycle. Cammie stated they assess all values county wide every year and further explained the process noting they are unable to visit every parcel and try to canvas at least 20% of the county each year. Cammie talked about current building projects noting that most of the activity is in the Southern end of the county and is mostly residential.

Upcoming trends and forecasts: Debra stated property tax collections are along the lines they have been for the past few years. Maderia reported having noticed a trend about four years ago where the receipts in the Fall were pushed out a month further. Debra explained the timing for mailing tax bills will affect the County's ability to process payments. She mentioned tax bills were mailed out later this year than last year due to problems with rates, so unlike last year at this time, they don't have everything processed. The group discussed the possible one percent tax cap for homeowners.

Fiscal Year 1617 Audit and CAFR

CAFR issuance – November 9th

Amber reported on the CAFR stating the target date to issue is November 9. She mentioned there are several minor changes which need to be made following review by the professional practices group. Maderia invited Paige and Neal to provide their feedback on the draft CAFR. Maderia stated the CAFR will be submitted to GFOA for review in early December and hopes to receive a response in early March.

Single Audit – November 17th

Amber reported the Schedule of Expenditures of Federal Awards (SEFA) will be released on November 17. Dr. Swarthout mentioned the college will receive a finding related to an organization wide approach to risk management.

Fiscal Year 1617 Expenditure Limit Report

Target date for submission to Auditors – December 6: Amber stated the target date to submit the ELR to the Auditor General is December 6 and she hopes it will be finalized by December 21.

Formula calculation: Amber explained that the new formula calculation is more favorable to the FTSE side providing the College with a larger ELR. Dr. Swarthout noted the State counts FTSE two years in the rear, so although changes to the EL calculation was passed two years ago, this is the first year the statutory formula comes into play for NPC.

Exclusions: Discussed within expenditure limit formula calculation.

General Fund carry forward: Amber stated NPC used just over one million carry forward with thirty million remaining.

Other

Budget Book: Maderia mentioned that NPC is looking to develop a Budget Book and asked Paige for some insight. Paige discussed the County's Budget Book noting she felt it was too large and could be simplified. She said the new County Manager would like to see this done again; however, there are no plans to develop a new Budget Book this year or next.

NEXT MEETING TUESDAY, FEBRUARY 6, 2018 - 10:00 A.M. - NPC PDC TIPONI CENTER CONFERENCE RM

APPROVED November 30, 2017
