



**SPECIAL MEETING AGENDA
CITY OF STILLWATER AUDIT COMMITTEE
APRIL 23, 2025
3:30 PM
Norman McNickle Municipal Complex, Room 1112B
723 S Lewis Street
Stillwater, OK 74074**

- 1. Call Meeting to Order
- 2. Introduction of Members, External Auditors and City Staff
- 3. Public Comment

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city or their authorized legal representatives may address the Audit Committee at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby prior to meetings.

4. General Orders

The Audit Committee will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

a.	Approval of minutes of the December 18, 2024 special meeting
b.	Discussion, consideration and possible direction to staff on the following:
i.	follow-up to fiscal year 2024 audit
ii.	implementation of new and application of existing Governmental Accounting Standards Board pronouncements
c.	Consider recommendation to the City Council to select a firm for the external audit of the City of Stillwater and related trusts for the fiscal year ending June 30, 2025.

5. Adjourn

NOTE: The Audit Committee may take action including a vote or series of votes on all items listed on this agenda unless the item specifically indicated that no action will be taken.

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405-742-8209.

On April 21, 2025 @ 8:45 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S Lewis Street, Stillwater, OK.

**SPECIAL MEETING MINUTES
CITY OF STILLWATER AUDIT COMMITTEE**

DECEMBER 18, 2024

11:00 AM

**Norman McNickle Municipal Complex, Room 1112B
723 S Lewis Street
Stillwater, OK 74074**

1. Call Meeting to Order

Meeting was called to order by Chair Kelly Cox at 11:00 a.m.

2. Introduction of Members, External Auditors and City Staff

Members Present: Chair Kelly Cox, Austin Pollard, Rachel Domnick, Randy Murray

Ex-officio member present: Councilor Kevin Clark, Assistant City Manager and Finance

Director Christy Cluck

**City Staff Present: Assistant City Attorney Ashlyn Garis, Accounting Manager Jared Thulin,
City Clerk Teresa Kadavy**

Audit Staff Present: Brett Carnes, HSPG & Associates

3. Public Comment

No public comment.

4. General Orders

- | | |
|----|---|
| a. | Approval of minutes of the October 30, 2024 special meeting |
|----|---|

	Motion by Pollard, second by Murray to approve the minutes from the October 30, 2024 special meeting.
--	--

	Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea.
--	---

	Motion carried with four yea votes.
--	--

- | | |
|----|--|
| b. | Receive auditor communication and consider recommendation to the City Council to accept the Annual Comprehensive Financial Report for the City of Stillwater for the |
|----|--|

	<p>fiscal year ended June 30, 2024.</p> <p>Brett Carnes reviewed the auditor communication letter and explained the responsibilities of the external auditor and the procedures used in the audit. Carnes reported that the City’s Annual Comprehensive Financial report was presented fairly in all material respects according to Generally Accepted Accounting Principles (GAAP) and therefor was issued an unmodified opinion.</p> <p>Carnes, Cluck and Thulin answered the Committee’s questions.</p> <p>Motion by Murray, second by Domnick to recommend to the City Council to accept the Annual Comprehensive Financial Report for the City of Stillwater for the fiscal year ended June 30, 2024.</p> <p>Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea. Motion carried with four yea votes.</p>
c.	<p>Receive auditor communication and consider recommendation to the City Council to accept the Single Audit Report for the fiscal year ended June 30, 2024.</p> <p>Brett Carnes reviewed the Single Audit Report including how major programs are identified. He reported that the Single Audit Report is free of any findings, resulting in an unmodified opinion.</p> <p>Carnes, Cluck and Thulin answered the Committee’s questions.</p> <p>Motion by Pollard, second by Domnick to recommend to the City Council to accept the Single Audit Report for fiscal year ending June 30, 2024.</p> <p>Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea. Motion carried with four yea votes.</p>
d.	<p>Receive auditor communication and consider recommendation to the City Council to accept the Passenger Facility Charge Program Audit for fiscal year ended June 30, 2024.</p> <p>Brett Carnes reviewed the audit compliance report with the committee and reported that the Passenger Facility Charge Program was issued an unmodified opinion.</p> <p>Motion by Domnick, second by Pollard to recommend to the City Council to accept the Passenger Facility Charge Program Audit for fiscal year ending June 20, 2024.</p> <p>Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea. Motion carried with four yea votes.</p>

- e. Discuss spring meeting date to provide a pre-audit update and to recommend audit firm selection to City Council (no action will be taken on this item).

Assistant City Manager and Finance Director Christy Cluck reported that she would like to have a spring meeting possibly in March to touch base on staff actions since the audits concluded, new GASB standards planned for implementation, recommendation to City Council on engagement of audit firm and other updates as needed.

5. Adjourn.

Motion by Murray, second by Domnick to adjourn the December 18, 2024 Audit Committee Special Meeting.

**Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea.
Motion carried with four yea votes.**

Meeting adjourned at 11:49 a.m.

Kelly Cox, Chair

Christy Cluck, Asst City Manager & Finance Director