



**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.	<p>Approval of minutes of the October 30, 2024 special meeting</p> <p>Motion by Pollard, second by Murray to approve the minutes from the October 30, 2024 special meeting.</p> <p>Cox-Yea, Pollard-Yea, Domnick-Yea, Murray-Yea.</p> <p>Motion carried with four yea votes.</p>
b.	<p>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.

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.

Carnes, Cluck and Thulin answered the Committee's questions.

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.

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

- c. Receive auditor communication and consider recommendation to the City Council to accept the Single Audit Report for the fiscal year ended June 30, 2024.

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.

Carnes, Cluck and Thulin answered the Committee's questions.

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.

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

- d. 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.

Brett Carnes reviewed the audit compliance report with the committee and reported that the Passenger Facility Charge Program was issued an unmodified opinion.

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.

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

- 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