

AGENDA REPORT

TO: Mayor Pat Humphrey and the Clare City Commission
FROM: Steven J. Kingsbury, Treasurer, Finance Director and
Director of Information Technology
DATE: December 2, 2009
RE: Approval of Audit Reports

For the Agenda of December 7, 2009

Background The public accounting firm of Burnside & Lang of Midland, Michigan conducted an independent audit of the City of Clare's financial records for the City's fiscal year ending June 30, 2009. A qualified representative from Burnside & Lang is scheduled to publicly present the results of the audit to the Clare City Commission at its regularly scheduled meeting on December 7, 2009. No significant adverse findings were discovered or noted during the course of the independent audit. A draft copy of the complete audit report will be provided to the City Commission prior to the aforementioned meeting for their review.

The Treasurer/Finance Director, City Clerk and City Manager have each reviewed the audit report and have formally acknowledged the results in writing.

The City Commission is asked for formally approve the audit findings and results as presented by Burnside & Lang.

Issues & Questions Specified Should the Clare City Commission formally approve the audit findings?

Alternatives

1. Approve the audit findings.
2. Do not approve the audit findings.
3. Defer/delay decision to a subsequently scheduled City Commission meeting.

Financial Impact The City of Clare is required to file the results of its annual audit with the Michigan Department of Treasury; failure to do so will result in the withholding of state revenue sharing and render the City ineligible for other state-funded programs to include grants. Approval of the audit is necessary to allow City Staff to file the audit with appropriate state and federal agencies.

Recommendation I recommend that the City Commission formally approve the audit results presented by Burnside & Lang by adoption of Resolution 2009-077 (*copy att'd*).

Attachments

1. Cover Letter and Audit Report.
2. Management Acknowledgement Letter.
3. Resolution 2009-077.

The draft/presentation copy of the Audit Report had not been delivered by Burnside & Lang by the commission packet deadline. Therefore, the Audit Report and Management's Acknowledgement Letter will be e-mailed to the City Commission upon receipt and will also be made available in printed form Monday night.