



**City of Glenarden
Special Work Session
March 19, 2014 - 6:30PM
Minutes**

Council President – Carolyn Smallwood
Council Vice President - Elaine Carter
Councilwoman – Judy Diggs
Councilwoman – Deborah Eason
Councilman – James Herring
Councilwoman - Jennifer Jenkins
Councilwoman – Maxine Phifer
Mayor Dennis C. Smith
Treasurer – Christopher Wood (via telephone conference)

- Call to Order at 6:30PM
- Invocation led in Silent Prayer
- Roll Call

Councilwoman Diggs – Present
Councilwoman Eason - Present
Councilman Herring – Present
Councilwoman Jenkins – Present
Councilwoman Phifer – Late Arrival
Councilwoman Carter – Present
Councilwoman Smallwood- Present

We have a Quorum

- Motion to Adopt Agenda

Councilman Herring wants to add the Trash Contract to the agenda under Topic of Discussion

Councilwoman Jenkins motion to adopt the agenda with the amendments
Seconded by Councilwoman Carter

Councilwoman Diggs – Yes
Councilwoman Eason – Yes
Councilman Herring – Yes
Councilwoman Jenkins – Yes
Councilwoman Phifer – Late Arrival
Councilwoman Carter – Yes
Councilwoman Smallwood - Yes

6 Yes

Agenda Passed

- Topic of Discussion
 - ✓ Karen Dojan, Senior Manager & Kelli Miller of Weyrich, Cronin & Sorra
 - Has the audit begun – Preliminary information request have gone out, such as bank account balances, revenue balances and notes payable, however, not been able to do transactional testing at this point. Need a final trial balance for June 30, 2013 and accurate general ledger transactions ending June 30, 2013.
 - Why – A June 30, 2012 trial balances was not correct. June 30, 2013 needs to be in sync.
 - Adjusting journal entry from Lindsey and Associates were posted. Received from Lindsey and Associates they were not adequate to get the balances to agree.

- Another road block has been the current staff is not familiar with the reports coming from the financial office, which required additional work.
- Trial balance and general ledger for 2009, 2010, 2011 and 2012 were left opened.
- The books need to agree with the audit report. And then the audit can begin. In other words, opening records should match closed records.
- The Auditors have access to the prior audit report, and now have met with the predecessor of the past auditor.
- Journal entries have not been posted.
- Prior auditors took what they thought was the auditor's balances from prior year to roll forward - and they can do this, and this can be done with current software.
- To date all transactions have been posted, and 2012 has been closed, and a final trial balance and general ledger for June 30, 2013 is about to occur, and final information needed is ready for the auditors.
- The April 30th deadline for the audit to be completed - has a letter been offered to the State that the April 30th deadline will be met? The auditor states that the financial treasurer would have to prepare the letter for the State; however, the April 30th deadline does not look good to be met.
- The auditors are waiting to get the final information, receive the general ledger and then they can move forward.

- Additional fees, the books were not able to be audited at the time, due to un-recording postings, prior year balances, no closed-out books, and good opening trial balances, and the auditors ended up taking on that responsibility, because the staff needed the help with making this happen.
- There is a checklist to start the process and a list was sent to the Treasurer prior to the auditors' arrival.
- To-date not all information have been received – staff searching for records.
- The staff is noting gaps of information – since none of the finance staff were in the office at the recorded time.
- If a substantial amount of information is not retrievable then the auditors may need to offer an unqualified opinion.
- Issue with sage – has been addressed and reconciled.
- Auditor recommends that a request for another 30 – 45 day extension from the April 30th date/deadline be done.
- Auditors' guarantee that once finished with the audit the journal entries will be posted and this should not be factor again. And be on a good timeline for a State October 31st deadline.
- Day to day operation will be a strain during a standard audit - along with going into the 2015 budget.
- Mr. Wood states another person would certainly be a great deal of help.

- Ms. Miller asks is there is a method to contact the Council for future communication. Council offers the Council Clerk as the liaison for communication.
- Mr. Wood had a discussion with previous Interim City Manager, and Ms. Dozier to discuss with the IRS perhaps the burdensome of the fees to the municipality, to attempt to alleviate some of the penalty fees involved.
- Ms. Dozier states that the letter will need to come from the Treasurer.
- To date none of this action has occurred, it was at the time only a discussion, to give Mr. Wood some guidance on what will go into the letter.
- Auditor will meet again with the Council, at a future date.
- Councilman Herring notes that the question was asked and answered if all the information that was requested by the auditors was completed.
- Mr. Wood departs from the conference call.
- Councilman Herring states that he wants truthful and accurate statements.
- Question asked if Mr. Wood would be here on full time bases – Mayor Smith notes that sometime his schedule will get adjusted. Councilwoman Smallwood notes that with his salary that response is not acceptable. Stating that the Treasurer should be in the office on the core office hours of 9:00am until 5:00pm, and a

recommendation after the audit is done, his to offer the Treasurer time- off.

- Mayor has asked the attorney to review and get back to the mayor with a date for the RFP for Trash Contract- has not yet received a date from the Attorney.
 - Councilwoman Smallwood requests a hard copy of the RFP for her files.
 - The extended contract with Goode has not yet been signed off on to date.
 - Councilwoman Jenkins ask is there anything that the Council can do to assist – Mayor ask for addition person for the finance office.
 - Mayor states he is working on 3 names for the architect firms, to be delivered to the Council by next week.
 - City Manager Position – advertised and receiving responses – will be having interview next week.
 - Councilwoman Diggs offers to the Mayor that he bring forth to the Council at least three (3) candidate options for the Council Review for a City Manager.
 - Mayor has paperwork for a finance position.
 - Councilwoman Jenkins states that the Council is not the responsibility for choosing a City Manager for the Mayor, only vote the candidate up or down.
- Adjourn at 7:47PM

Submitted By:
Toni Taylor, Council Clerk