

**INTERNAL AUDIT COMMITTEE MEETING  
MONDAY, DECEMBER 19, 2022 1:00 P.M.**

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Present: Committee Members: Chairperson, Vernon Hartley, Vice Chair, Aaron Bank; Ashby Foote and Angelique Lee. Directors: Shanekia Jordan, Clerk of Council, Sabrina Shelby, Chief Deputy Clerk of Council and Attorney Catoria Martin.

Absent: None.

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The meeting was called to order by **Chairperson Hartley**.

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**Chairperson Hartley** recognized **Councilmember Banks** motion to add an additional item for discussion **President Foote** seconded. Thereafter, **Chairperson Hartley**, called for vote on said item of discussion:

Yeas – Banks, Foote and Hartley.

Nays – None.

Absent – None.

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**DISCUSSION: INTERNAL AUDIT MANAGEMENT OVERVIEW, 2021 Internal Audit Annual Report, 2022 Internal Audit Annual Report and Update on 2021 CAFR.** **Chairperson Hartley** recognized **Scott Hodges of Tann, Brown and Russ** to provide the committee with an update of 2021 CAFR. **Mr. Hodges** informed the committee that the CAFR has been changed to ACFR (Annual Comprehensive Financial Report). He also provided an update as the why the ACFR was not complete. **Mr. Hodges** informed the committee that grant funding and state funding is affected when ACFR completed by deadline. **Councilmember Banks** requested that the Finance Department provide the committee with a timeline as well as what incomplete information is needed to have ACFR completed. **Councilmember Foote** expressed concerns about unpaid invoices, checks and balances and departments being notified when invoices are due. **Chairperson Hartley** recognized **Fidelis Malembeka**, Chief Financial Officer, who gave an overview of discussion items. **Chairperson Hartley** recognized **Jillian Caldwell, Department of Finance Controller**, who also provided committee with details in regards to deadlines and delays of ACFR.

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**Note: Councilmember Banks** leaves meeting at 1:35 p.m.

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**DISCUSSION: POTHOLE REPAIR.** **Chairperson Hartley** recognized **Robert Lee, Department of Public Works, City Engineer**, who gave an overview of discussion item. **Mr. Lee** stated that the department was understaffed and manpower was needed. **President Foote** requested that an audit of equipment across the City of Jackson.

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There being no further business, the meeting was adjourned at 1:56 p.m.

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