



JACKSONVILLE CITY COUNCIL

**TRUE COMMISSION
AUDIT COMMITTEE MEETING MINUTES
August 1, 2013
2:30p.m.**

**City Council Conference Room B
Suite 425, City Hall
117 W. Duval Street**

Attendance: Committee Members Marcella Lowe (Chair), Joe Andrews, Patti Anania, Danny Becton, George Spencer, Keith Johnson

Also: Jeff Clements – Council Research Division

The meeting was called to order at 2:30 p.m. by Chairwoman Lowe and the committee reviewed three audits.

Minutes

The minutes of the June 13, 2013 meeting were unanimously approved as distributed.

#732 – Purchasing Card Audit

Commissioner Becton reported on his review of the audit of the use of City purchasing cards – essentially credit cards issued to City employees to make certain types of purchases without the need to fill out a purchase requisition in advance and have a check cut by the Finance Department to make the purchase. Uses of the card are supposed to be monitored and approved by supervisory personnel after the purchase is made, thereby authorizing the City's credit card processing bank to release the purchase price to the vendor.

The audit made 9 findings and recommendations, including the need for better policies and procedures governing card use; the need for P-card coordinators in each using department to train and oversee cardholders in those departments; and the need to reduce the issuance of unnecessary cards, some of which were found never to have been issued to the end user or used by them. Documentation of use for travel purchases was problematic, with necessary receipts missing. The committee discussed proper travel documentation methods and forms based on their private-sector experiences.

Motion: the Audit Committee recommends that the TRUE Commission accept the audit with a recommendation to the City Council and the Mayor that all travel-related expenses should be documented on a travel expense form with all receipts attached following the completion of City employee travel, including a description of the purpose of the travel, to be signed by both the traveler and the traveler's approving manager upon submittal of the form – **approved unanimously.**

#734 – Jacksonville Sunshine Law Compliance Review

Motion: the Audit Committee recommends that the TRUE Commission accept the report without comment – **approved unanimously.**

#733 – Quarterly Budget Summary for the Quarter Ending March 31, 2013

Motion: the Audit Committee recommends that the TRUE Commission accept the report without comment – **approved unanimously**.

There being no further business, the meeting was adjourned at 3:00 p.m.

Jeff Clements, Chief
Council Research Division

Posted 8.2.13
4:00 p.m.