

Port of Peninsula Audit Status Meeting

Meeting Date: 1/15/2021

Timing & Staff Scheduling:

Audit Team Scheduled Absences: None.

Anticipated Staff: None.

Goal is to be done in with audit work in early February. If we don't get support back quickly, this may be delayed.

Attendees:

- **Beau Villarreal, Audit Lead**
- **Jay Personius, Port Manager**

Remaining Planning Requests:

- Requested 1/4/2021:
 - Meeting minutes from February 26, 2018 through current
 - System reports showing annual pay for all employees for 2015, 2016, 2017, 2018, 2019, and 2020 (if available)
 - System reports showing total paid to vendors by year for 2015, 2016, 2017, 2018, 2019, and 2020 (if available)
 - Financial Trend Responses
 - Fuel Analysis (you mentioned you might be able to put some information together for me to show me the actual profit made each year, since the majority of what is listed at revenue really offsets with expenditures, and the Port makes \$0.20 per gallon)
 - Policies for:
 - Payroll
 - Cash Receipting
 - General Disbursements
 - Credit Cards (if not included in General Disbursement Policy)
 - Support for key controls we discussed. The full list is in the 1/4/2021 email, and includes support for controls over payroll, cash receipting, general disbursements, and credit cards.

Accountability Audit (FY: 2017-2019):

Area (from entrance agenda)	Outstanding Items	Issues Identified	Comments
None until after planning is complete.	N/A	N/A	N/A

Additional Items:

- I have completed as much as I can for this audit until I receive support, so I'm working on a different audit until more documentation is given.