

## Port of Peninsula Audit Status Meeting

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**Meeting Date:** 3/4/2021

**Timing & Staff Scheduling:**

Audit Team Scheduled Absences: None.

Anticipated Staff: None.

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

**Attendees:**

- Beau Villarreal, Audit Lead
- Jay Personius, Port Manager
- Cindy Bade, Port Auditor

**Remaining Planning Requests:**

- Requested 1/4/2021:
  - Meeting minutes from December 17, 2018 through current
  - Financial Trend Responses (Revenue & Expenditure Trend tab)
  - Policies for:
    - Payroll
    - General Disbursements
    - Credit Cards (if not included in General Disbursement Policy)
- Requested 2/22/2021
  - Per the payroll information you sent, it appears to show Commissioner's being paid different amounts. However, you said they should have been paid the same amount per month. You planned to follow up to help explain the differences. I sent a table breaking down the Commissioner pay detail you had sent me to show you what I was seeing on 3/4/2021.
- Requested 3/4/2021
  - Responses to vendor trend

**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.