

City of Blue Ridge Manor Meeting Minutes

Special Meeting for the Sole Purpose of Receiving the Audit

December 18, 2017

Next Meeting Date: Monday, January 22, 2018

A special meeting of the City of Blue Ridge Manor was held on December 18, 2017 at Trinity Presbyterian Church (the regular meeting place Middletown Fire Department, Division 2, being unavailable that evening.) Notice was given and signs posted pursuant to statute. The meeting came to order at 7 p.m., Mayor Carla Kreitman presiding.

The following were present:

Mayor Carla Kreitman, Commissioners Klose, Sims and Conliffe, were present. Commissioner Lady was unable to be present.

John McIntyre, of McIntyre & Wooldridge, PSC, Certified Public Accountants prepared the audit for the City of Blue Ridge Manor and presented his findings to the Commission. He provided a clean opinion as to the accounting of the city and noted that in 2016, the cash and investments of the city totaled \$556,000 and in 2017 the cash and investments of the city totaled \$578,000.

He audited the books utilizing two methods, the first set the accrual method and the second set a modified accrual basis, where all capital improvements were expensed.


The auditor recommended that its reconciliation procedures done by email be signed, and also recommended a general ledger account be created to separately capture taxes received from previous years to enhance the monitoring of delinquent taxes.

The auditor also recommended that the BB&T account be collateralized because its current balance exceeds the \$250,000 threshold. An additional recommendation was to post to accounting records, interest earned on a quarterly basis to enhance monitoring of these investments.

Upon presentation, the auditor offered to do the UFIR for the city and forward the findings to the state agencies. He reminded the Commission of the requirement to publish and as previous years, the summary will be printed in the newsletter which goes by mail to all residents and a full copy of the audit will be scanned and provided on the website.

Mr. McIntyre returned the books and ledgers of the City. Those present unanimously voted to accept the findings of the audit and the meeting was adjourned at 8:20 p.m.

Respectfully submitted: Carla Kreitman, Mayor


M. Elyth D. D. D., Clerk/Treasurer