

**JOINT MEETING  
CITY OF HOLLAND  
CALLED COUNCIL MEETING  
AND**

**WORK SESSION  
CITY HALL - 104 WEST TRAVIS  
Tuesday, April 20, 2004  
6:30 P.M.**

**Minutes**

Meeting was called to order @ 6:30 P.M. Council members present were Roy Schlickheisen, Mae Smith, Eddie Bookman, Curt Murray, and Sharon Simmons arrived late.

1. Consider/Act On: Special Audit Project by Matthews, Ludwick & Templin; Patillo, Brown, & Hill; or Alton Thiele.

Proposals were reviewed by council. Mr. Thiele was present and followed up his proposal by saying that he had come by the city offices and looked over the systems and stated that the books needed to be updated keeping in mind that there are two time frames to consider one is reconciliations and getting everything to the point of it being able to be handed over to auditors for annual audit and the second part deals with going from October to present and the future. The City of Holland must be in compliance with the State Auditing Standards, Statement 34 for this year and the book-keeping system will have to be re-designed to implement the changes in preparation for the next audit. The fees will not exceed \$500 per month and additional services @ \$55 per hour.

The second proposal is to do the audit, and is an estimate.

Mr. Thiele desires to do the special audit, will come to the meetings and act as special advisor as needed.

Mr. Thiele stated that getting the system up to date is foremost and the City system, Quickbooks will be ok to continue to use. His plan is to split the accounting into two entities. One, the General Fund and secondly, a Utility Fund. Keeping in mind Statement 34 of the State Auditing Standards, the split accounting makes it more useful and made it look more like an enterprising account. Mr. Thiele said that what the council is getting in the monthly council meetings is a check register, not a report. You are not getting to see the revenue side versus the expenses for the month, gain or lose. That is what is needed for the council to make a decision whether to

spend the money, or whether you have the money to spend. Many of the accounts/funds are restricted with certain obligation requirements of that fund.

Mr. Thiele also added that Quickbooks is really good accounting software for the price because there are a lot of features, i.e., a statement of activity/financial reports could be produced which would show the budget year and monthly & quarterly reports. Once the budget gets entered into the system then it breaks it down and shows the comparison.

This would be my approach and the way I would handle it, and he thanked the council for their time.

1. Consider changes to Personnel Policy Manual

A. Adjourn

**THE WORK SESSION WILL BE INFORMAL & NO ACTION WILL BE TAKEN.**

Posted April 16, 2004  
8:00 P.M.  
Peggy Tracy, Interim City Secretary