

Bluff Town Council Special Meeting
June 30, 2020
Bluff Community Center at 9:00 a.m.
Immediately after Budget Hearing
190 N 3rd East P.O. Box 324
435-672-9990

Regular meetings are held the first three Tuesdays of every month at 6:00 p.m. at the Bluff Community Center. Requests to be on the agenda may be submitted in writing to Ann Leppanen (ann@townofbluff.org) at least 4 days before the meeting. Agendas and minutes are posted at: townofbluff.org and audio, in addition, at the Utah Public Notice Website
This meeting was held electronically.

Minutes

The meeting started at 9:18 a.m.

Roll Call Mayor Ann K. Leppanen, Luanne Hook, Jim Sayers, Linda Sosa, Brant Murray excused absence

Approval of Bluff Town Council Work Session Minutes of June 16, 2020
Approval of Bluff Town Council Budget Hearing of June 16, 2020
Approval of Bluff Town Council Meeting Minutes of June 16, 2020
Approval of Bluff Town Council Emergency Meeting Minutes of June 22, 2020
The minutes were tabled until the July 7th meeting

1. Review of 2021 Budget and Vote on Budget Amendments

Sayers motioned to vacate the budget vote at the previous budget hearing, Hook seconded and Leppanen, Hook, Sayers and Sosa voted in favor. Sayers motioned to approve the 2021 budget as amended, Hook seconded and Leppanen, Hook, Sayers and Sosa voted in favor. The amendments were discussed in the earlier budget hearing.

2. Discussion and Vote on Internal Audit Function and Committee

Leppanen explained she has been working on the yearly fraud/risk assessment. It is based on points and we have 100 points for our division of financial duties for the clerk, treasurer, and mayor. We can get additional points for having a phone or email hotline for fraud reports. Sayers will check to see if our office phone could have an additional line. Leppanen suggested an internal audit person and committee. This person would check to see that we are following policy correctly and check documentation, so that a random check matches the bank statement, invoice, and minutes. This could happen twice a year and could show things that can be strengthened before a formal audit. A report would be submitted to the Council. This will be added to a work session to discuss logistics . Sayers motioned to approve proposed resolutions SUPPORTING ADOPTION OF AN AMENDED ADOPTED BUDGET FOR 2021 and SUPPORTING A FRAUD HOTLINE, AN INTERNAL AUDIT FUNCTION, AND A FORMAL AUDIT COMMITTEE, Hook seconded, and Leppanen, Sayers, Hook, and Sosa voted in favor. This lowers our risk assessment to low. Hook motioned to adjourn at 9:29 a.m., Sayers seconded and Leppanen, Sosa, Sayers, and Hook voted in favor.

This meeting took place electronically in order to follow the social distancing guidelines given by state and local authorities. The public was able to connect and participate by call in or joining the video.