

MINUTES
CITY OF GREAT FALLS AUDIT COMMITTEE
2025 KICK OFF MEETING
September 10, 2025 3:00 PM
City Manager's Office, Civic Center and Via Microsoft TEAMS

1. Public Comment
 - **Comment** - None
2. Introductions of City Staff, Audit Committee, Auditors and Guests
 - **In Attendance** – Cory Reeves (CR), Mayor of the City of Great Falls; Joe McKenney (JMK) City of Great Falls City Commissioner; Greg Doyon (GD), City of Great Falls City Manager; Melissa Kinzler (MK), City of Great Falls Finance Director; Kirsten Wavra (KW), City of Great Falls Deputy Finance Director; Tom Hazen (TH), City of Great Falls Grant and Project Administrator, Jeff Heimerl (JH), City of Great Falls Community Member; ZOOM - Jill Morasko (JMo), Eide Bailly; ZOOM - Paul Kane (PK), Eide Bailey; Matt Pea, City of Great Falls Community Member.
3. Review of resignation of Audit Committee member
 - Comments
 - Previous Audit Committee member was forced to resign.
 - Matt Pea would like to be considered for the opening.
4. Discussion with applicant for the Audit Committee. Recommend audit committee member.
 - Comments
 - Melissa Kinzler presented a copy of the Charter of the City of Great Falls Audit Committee. Also presented the process of the Committee and how resident may be added to the Committee.
 - Greg Doyon welcomed Matt Pea and opened the floor for questions.
 - Joe McKenney asked if Matt Pea was recruited or found on his own?
 - Matt Pea responded that he found it on his own and that Finance is something that he enjoys.
 - Joe McKenney asked about Matt's other volunteer acts?
 - Matt volunteers at his church and is employed at Opportunity Inc.
 - Greg Doyon motioned to recommend Matt to the City Commission.
 - Seconded by Joe McKenney.
 - The vote was unanimous for the Audit Committee to recommend Matt to the City Commission.
5. Review and Approve minutes from the December 5, 2024 Audit Committee meeting

- Comments – Melissa Kinzler noted that the word agenda should be removed from title.
- Joe McKenney motioned to approve the December 5, 2024 Audit Committee meeting minutes with the correction.
- Seconded by Melissa Kinzler.
- The vote was unanimous to approve the December 5, 2024 Audit Committee meeting minutes with the correction.

6. Review of GFOA Certificate of Achievement Award and Comments for FY 2024 ACFR

- Kirsten Wavra presented the award and the factors that contributed to it.
 - The City of Great Falls received proficient grading in all categories
 - Comments for areas of possible improvement –
 - Disclosure of tax abatements
 - Tourism Business Improvement District – their reporting of capital assets
 - Fees, and interest related to fees, generated by the City
 - Other Comments
 - GASB – 101 – Compensated Absences – Melissa Kinzler explained that the reg requires the City to account for the both the liability accrued through payout of terminating EEs and the liability of what is considered likely for every EE to take during the year.
 - Melissa Kinzler noted that the Library Foundation will not be included under the City Discretely Presented Component Units.
 - Greg Doyon and Cory Reeves expressed concern over public perception.
 - Melissa Kinzler discussed the transactional nature of the Library Board;
 - Cory Reeves asked Jeff Heimels’s opinion as a citizen. Jeff Heimel did not see the decision as a major issue;
 - Paul Kane said that he could understand the concern related to perception but that he did not know enough at this time to comment
 - Melissa Kinzler committed to writing up a description of the foundation and why the body will be excluded from the city financials.
 - Cory Reeves asked why the Library Foundation was included when the Police and Fire Foundations are not?
 - Melissa Kinzler answered because the Library Foundation and the activities undertaken with the funding had been considered more material to City finances and properties.

7. Discussion regarding the anticipated FY 2025 audit schedule

- June 30 – Year End
- July and August – worked with planners
- September 8th to 19th - Closing FY25, finalizing federal schedule, preparing trial balance. Trial Balance to auditors September 29th.
- October 12th week - in person field work and first draft of ACFR.

- End of November or begin of December – second meeting of Audit Committee
- December 16 – present to Commission
- File with State of MT and GFOA on December 31st.

8. Discussion regarding FY 2025 special emphasis. Did the Audit Committee want an area of special emphasis for FY 2025?

- Melissa Kinzler suggested that no optional special emphasis be analyzed this year as this is the first year of a new audit contract. This year would be better used to acclimate with new accounting firm.
 - Cory Reeves asked what a special emphasis is
 - Melissa Kinzler explained it is a very specific analysis of one item or account that provides thorough evaluation of one particular operation, fund, etc.
- Melissa Kinzler asked if auditors had any questions?
 - Paul Kane asked how the City of Great Falls would like to work with Eide Bailly? When would the audit committee like to meet with Eide Bailly? When their done? Halfway through?
 - Greg Doyon stated that traditionally the Audit Committee does not meet with auditors until the review is completed.
 - Paul Kane asked if there were any areas of concern that Eide Bailly should know about?
 - Melissa Kinzler stated that anything dealing directly with cash is an area of risk.
 - Greg Doyon stated that AHBS and Recreation Center will be areas of concern in the near future.
 - Any questions for Eide Bailly?
 - None.

9. Close Meeting

- Greg Doyon motioned to close the meeting.
- It was seconded by Melissa Kinzler.
- It was an anonymous to close the meeting at 3:45pm.