

**METROPOLITAN COUNCIL  
ANNUAL AUDIT ENTRANCE MEETING WITH THE AUDIT COMMITTEE  
YE 12/31/2013**

**Date:** January 22, 2014

**Time:** Noon

**Location:** Robert Street Offices

**Present:** Met Council - Audit Committee  
Arleen Schilling – Interim Director, Program Evaluation and Audit  
Mary Bogie – Chief Financial Officer  
Patrick Born – Regional Administrator  
OSA - Amy Ames – Audit Director  
Randy Vogt – Audit Director  
Lisa Young – Senior Auditor

**1. Staffing/Administration**

Returning staff, new staff, staff timing, and status meetings.

**2. Statements on Auditing Standards (SAS) AU Section 380 - The Auditor's Communications With Those Charged With Governance**

Auditing standards define “those charged with governance” and establishes communication requirements between auditors and those charged with governance. At the Metropolitan Council, we’ve identified those charged with governance over the financial reporting process as the members of the Metropolitan Council and the Audit Committee.

Our audit engagement letter covers some of the communications required by SAS AU Section 380. Specifically, it addresses: (1) what responsibilities we, as your external auditor, are and are not assuming; (2) what your responsibilities are as they apply to the audit; and (3) the scope and timing of the audit.

A. Auditor’s responsibilities under generally accepted auditing standards:

- 1) Forming and expressing opinions about whether the financial statements prepared by management are presented fairly in conformity with generally accepted accounting principles. We issue two opinions—one on the financial statements, and one on the Metropolitan Council’s compliance with federal program requirements.

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**2. SAS AU Section 380 - The Auditor's Communications With Those Charged With Governance**

A. Auditor's responsibilities under generally accepted auditing standards (Continued):

2) Performing the audit in accordance with:

- a. generally accepted auditing standards (issued by the American Institute of Certified Public Accountants);
- b. standards for financial audits contained in *Government Auditing Standards* (issued by the Comptroller General of the United States);
- c. the Single Audit Act Amendments of 1996;
- d. the provisions of Office of Management and Budget (OMB) Circular A-133; and
- e. legal provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*.

2) Our audit includes consideration of the internal control over both financial reporting and the administration of your major federal programs. However, we will not express opinions on the effectiveness of the internal controls over financial reporting or the major federal programs.

3) Communicating significant matters related to the audit.

B. Client's responsibilities:

- 1) Establishing and maintaining internal controls, including evaluating and monitoring the ongoing activities; the selection and application of accounting principles; the preparation and fair presentation of the financial statements; and compliance with applicable laws, regulations, and the provisions of contracts and grant agreements.
- 2) Identifying government award programs; understanding and complying with the compliance requirements; and preparation of the Schedule of Expenditures of Federal Awards.
- 3) Identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information.

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B. Client's responsibilities (Continued):

- 4) Making all management decisions and performing all management functions relative to the financial statements, the Schedule of Expenditures of Federal Awards, and related notes, and accepting full responsibility for them.
- 5) Designating a qualified management-level individual to be responsible and accountable for overseeing our services. Mary Bogie has been assigned this responsibility in the past.
- 6) Making all financial records and related information available to us, and for the accuracy and completeness of that information.
- 7) Designing and implementing programs and controls to prevent and detect fraud, and informing us about all known or suspected fraud affecting the Metropolitan Council that could have a material effect on the financial statements.
- 8) Preparing the supplementary information reported in the financial statements in accordance with generally accepted accounting principles.
- 9) Adjusting the financial statements to correct material misstatements.
- 10) Establishing and maintaining a process for tracking the status of audit findings and recommendations.
- 11) Identifying for us previous financial audits or other engagements related to the objectives of our audit as discussed in the engagement letter, and relaying to us corrective actions taken to address significant findings and recommendations identified as a result of those audits or engagements.
- 12) Providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions.

C. Overview of the planned scope and timing of the audit.

D. All audit findings will be communicated to management at our bi-weekly status meetings. We will also communicate any significant audit findings to the Audit Committee at the Committee's June 2014 meeting.

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E. Communications about significant accounting policies, sensitive accounting estimates, significant audit adjustments, disagreements with management, difficulties encountered in performing the audit, and other significant issues arising from the audit will be communicated to those charged with governance in a separate letter at the conclusion of the audit.

**3. Single Audit**

Following are the federal programs that we will need to test for compliance with federal requirements:

- Section 8 Housing Choice Vouchers – CFDA No. 14.871;
- Federal Transit Cluster:
  - Capital Investment Grants – CFDA No. 20.500
  - Formula Grants – CFDA No. 20.507; and
- Capitalization Grants for Clean Water (PFA Loans) – CFDA No. 66.458.
- Potentially an additional program depending on the amount of federal funds received.

**4. Update on Prior Year Findings**

10-1: Subrecipient Monitoring (Federal Transit Cluster – CFDA Nos. 20.500 and 20.507)