

**MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**  
**Wednesday, May 27, 2026, 11:00 a.m.**  
**Huntsville Town Hall, 7474 E. 200 South, Huntsville**

Name	Title	Status
Richard L. Sorensen	Mayor	Excused
Bruce Ahlstrom	Council Member	Present
Sandy Hunter	Council Member	Present
Lewis Johnson	Council Member	Present
Jim Truett	Council Member	Present
William Morris	Legal Counsel	Excused
Nikki Wolthuis	Clerk	Present
Beckki Endicott	Clerk	Excused

**Zoom:** TCM Jim Truett

**Citizens:** Melissa Knowles, Huntsville Town Treasurer

1 TCM Sandy Hunter called the meeting to order.

There was a full quorum present.

2. Discussion and/or action on approval of Fraud Risk Assessment for FY26 (See Attachment #1)

Melissa explained that the deadline to approve the Fraud Risk Assessment was May 31<sup>st</sup>. **TCM Johnson motioned to approve Fraud Risk Assessment FY26. TCM Ahlstrom seconded the motion. Roll call Vote. Votes reflected below. Motion passed 4-0.**

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen				X
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

The TC briefly discussed the 4<sup>th</sup> of July Celebration. Their discussion included the theme, t-shirts, the parade, donations and parking. TCM Ahlstrom spoke about fixing the Aldous Cabin. They were in need of volunteers to help remove chinking. Money was possibly being donated by Aldous family members.

**TCM Ahlstrom motioned to adjourn the meeting. TCM Sandy Hunter seconded the motion. All votes ayes. Motion passed. Meeting adjourned at 11:16 AM**

Nikki Wolthuis, Deputy Clerk

# Fraud Risk Assessment

Continued

\*Total Points Earned: 318395 \*Risk Level: Very Low Low Moderate High Very High  
 > 355    316-355    276-315    200-275    < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	20	20
9. Does the entity have a formal audit committee?	20	20

\*Entity Name: Huntsville Town Corporation

\*Completed for Fiscal Year Ending: 6/30/20 \*Completion Date: 5/20/20

\*CAO Name: Richard Sorensen CFO Name: Melissa Knowles

\*CAO Signature: \_\_\_\_\_ \*CFO Signature: Melissa Knowles

\*Required