



**Nicole R. Galloway, CPA**  
Missouri State Auditor

# CITIZENS SUMMARY

## Summary of State and Local Audit Findings - Sunshine Law

Open Meetings	In 20 audit reports, there were findings related to open meetings. Formal meeting minutes were not prepared or maintained for some open meetings. Meeting minutes did not always include sufficient detail of matters discussed or actions taken, and many decisions were not adequately documented. Reasons for closing meetings, the specific section of law that allows for the closed meetings, and information on the vote to close the meeting were not always adequately documented. In some cases, business was conducted outside of regular open meetings, and meeting minutes were not always reviewed and approved timely.
Closed Meetings	In 18 audit reports, there were findings related to closed meetings. Minutes were not prepared or maintained for some closed meetings; and when they were, the minutes did not always include sufficient details of discussions held and decisions made, and votes or final actions taken. The governing body did not always document why some issues discussed in closed meetings were allowable under state law and some issues discussed during closed meetings were not allowable. In addition, some topics discussed during closed meetings were other than the specific reasons cited for going into the closed meeting. Some governing bodies did not always make public in an open meeting the final disposition of applicable matters discussed in closed meetings.
Public Records	In 5 audit reports, there were findings related to public records and records requests. In some cases, adequate policies and procedures were not in place regarding public access to records or the policy was not in compliance with state law. Additionally, complete and detailed documentation was not maintained to support the rates charged for providing copies of public records, and fees charged were not consistently applied. In some cases, records were not maintained to document information requests received, or copies of records provided.
Meeting Agendas	In 5 audit reports, there were findings related to meeting agendas. In some cases, an agenda was not prepared, posted, and/or retained for all meetings or the agenda did not disclose sufficient information pertaining to the upcoming meeting. Open meeting agendas routinely used the same statement to indicate the potential for a closed meeting, and all topics listed on the agendas were routinely not discussed.

Due to the scope of this audit, no rating has been issued.

**All reports are available on our Web site: [auditor.mo.gov](http://auditor.mo.gov)**