

## AUDIT COMMITTEE MEETING

September 26, 2019

The meeting was called to order by the Chair at 6:05 p.m., in the Conference Room, in the Administrative Centre, in Barrington, N.S., with the following members present:

- Warden Eddie Nickerson (Chair)
- Deputy Warden Jody Crook
- Councillor Murray Atkinson
- Citizen Rep Amanda Lloyd

Absent were members Andrea Mood-Nickerson and Donna LeBlanc-Messenger.

- Chris Frotten, CAO
- Leah d'Eon, Director of Finance
- Councillor Shaun Hatfield
- Gloria Bank, Grant Thornton Auditor
- Kelsey Murphy, Grant Thornton Auditor

### Discussion with Grant Thornton Auditors

Gloria Banks and Kelsey Murphy presented the draft audited statements, reviewing certain items in detail.

A few items discussed were as follows:

**Segregation of Duties:** The Municipality has several duties that are not adequately segregated. A lack of segregation of duties can increase the risk of errors and fraud going undetected. This is a common issue that is noted within smaller organization, where the number of staff is limited.

**Payables Processing:** It was noted that when invoices are recorded in the financial system, the invoice date should be entered, rather than the date of entry.

**Tax Sale Surplus:** It was identified that some tax sale surplus amounts met the 20-year vesting period and should be recorded as income. An adjustment was made to the March 31, 2019 to reflect this income.

Due to some savings, and increased revenue generation, there is currently an operating surplus of \$292,038.

### **Resolution Audit Committee**

Being duly moved and seconded be it recommended to Council that \$ 292,038 of the surplus be transferred to the operating reserve.

Motion carried unanimously. (4-0)

Being duly moved and seconded be it recommended to Council to accept the draft audited statements as presented.

Motion carried unanimously. (4-0)

ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

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Chair

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Secretary for the Meeting