

AUDIT COMMITTEE MEETING
August 30, 2021

The meeting was called to order by the Chair at 6:18 p.m., in the Conference Room, in the Administrative Centre, in Barrington, N.S., with the following members present:

- Warden Eddie Nickerson (Chair)
- Councillor Andrea Mood-Nickerson
- Citizen Rep Donna Messenger
- Citizen Rep Amanda Lloyd

Absent was Deputy Warden Jody Crook due to vacation.

- Chris Frotten, CAO
- Leah d'Eon, Director of Finance
- Gloria Bank, Grant Thornton Auditor

ADDITIONS TO THE AGENDA

No items were added to the agenda.

APPROVAL OF THE AGENDA

Being duly moved and seconded that the agenda be approved as presented.

Motion carried unanimously.

APPROVAL OF MINUTES

Being duly moved and seconded that minutes of the last meeting held January 27, 2021 be approved as circulated.

Motion carried unanimously.

PRESENTATION OF FINANCIAL STATEMENTS

Mrs. Gloria Banks presented the draft audited statements, reviewing certain items in detail.

It was noted that the year ended with an operating fund surplus of \$327,966. A large part of the operating surplus was due to an increase in deed transfer tax revenue, services to other government revenues and an unexpected extra payment of Gas Tax.

A few items discussed were as follows:

COVID-19: The spread of COVID-19 has impacted the operations of the Municipality from a cash flow perspective as Council opted to provide property tax relief options for residents, including an extension on the payment deadlines and temporary elimination of interest. However, the Municipality has received funding under the safe restart fund and has sufficient assets and reserves to fund operations for fiscal 2022, sufficiently mitigating the financial risk caused by the pandemic.

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. In an ideal situation, there are 5 control points that should be adequately segregated: initiation, authorization, recording, reporting and custody of assets.

RECOMMENDATIONS TO COUNCIL

Resolution AC210801

Being duly moved and seconded that it be recommended to Council that \$327,966 of the operating surplus be transferred to the operating reserve.
Motion carried unanimously.

Resolution AC210802

Being duly moved and seconded that it be recommended to Council to accept the audited financial statements as presented.
Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 7:54 p.m.

Chair

Secretary for the Meeting