



Memorandum

DATE: June 4, 2020
TO: Chairman and Members of the Board
FROM: Kevin H. Roche, CEO/General Manager
SUBJECT: Finance & Audit Committee Minutes – May 21, 2020

There was a **Finance & Audit Committee Meeting** held on the date noted above. The meeting was called to order by Erik Street, Chair.

Item #1: **Approval of the Minutes**
Dave Durrell motioned to approve the minutes as written. The motion was second by Troy Moon. All in favor.

Item #2: **Cash Disbursements – Erik Street, Chair**
Erik Street reported that he had reviewed cash disbursements and found no issues to report.

Item # 3: **Audit Engagement Letter**
The committee reviewed the engagement letter from RKO and does not recommend any changes.

Item # 4: **Presentation RKO – Amy Chasse, CPA – FY 20 Audit Responsibilities**
Amy reviewed the roles and responsibilities of the Auditors, staff, and the committee. She reviewed with the committee areas of focus for FY 20, some of the area of interest will be the testing of internal controls, inventory, material balance sheets, payroll, receipts on municipal solid waste, etc. The pre-audit is scheduled to begin June 25, 2020 with the full audit the 3rd week of July.

Item # 5: **Review FY 20 Financial Statements**
Financial Statement will be reviewed in the Full Board Meeting scheduled to proceed directly after this meeting.

Bill Shane motioned to adjourn. The motion was second by Anne Bilodeau. All in favor.

Present

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Dave Durrell, Matthew Frank, Caleb Hemphill, Greg L'Heureux, Troy Moon, Courtney O'Donnell, Rod Regier, Bill Shane, Mike Shaw & Erik Street

Guest:

Amy Chasse – RKO

Staff:

Don Hebert, Kevin Roche & Denise Mungen