

**ecomaine**  
Memorandum

**DATE:** January 22, 2019  
**TO:** Chairman and Members of the Board  
**FROM:** Kevin H. Roche, CEO/General Manager  
**SUBJECT:** Finance & Audit Committee Minutes – January 17, 2019

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

William Shane asked the Finance & Audit Committee if anyone objected to moving agenda item #5 Review Investment Portfolio (along with the HM Payson presentation by Daniel Lay) to the top of the agenda. There were no objections from committee members.

**Item #5:** Review Investment Portfolio (*Handout*)

Daniel Lay from HM Payson presented a summary of the investment portfolio and reviewed the volatile markets we have been experiencing. A Question & Answer session followed. There was consensus among committee members that we are in the market for the long haul and realize the markets would have their ups and downs.

**Item #1:** Approval of the Minutes

Matthew Frank motioned to accept the minutes as written. The motion was seconded by Mike Shaw. All in favor.

**Item #2:** Cash Disbursements – William Shane, Vice Chair

William Shane reported out that he had reviewed cash disbursements with staff and found no issues.

**Item # 3:** Update – Management Response to Auditors recommendations from FY 18

Don Hebert reviewed the 3 issues that were included in the FY 18 management letter. The recommendations that the following procedures should be performed on a monthly basis:

- Reconciliation of aged accounts receivable trail balance to the general ledger.
- Reconciliation of accrued landfill liability with the supporting documentation and the general ledger.

- Reconciliation of accrued salaries with the supporting documentation and general ledger

In final the Auditors recommended a monthly check off sheet controlled by the finance manager would be a good means of ensuring that each of these procedures are performed on schedule each month.

None of the issues were significantly material to the overall audit. Reconciliations on accounts receivable and accrued salaries have been completed. Accrued landfill liability account is near completion with the expectation that it will be in place for 2019 closing.

**Item # 4: Financial Statements FY 19**

Kevin Roche reviewed the financial statements and a Question & Answer session followed.

**Item # 6: Review Cash Reserve & Investment Policy:**

Kevin Roche reviewed the Cash Reserve & Investment Policy. This was placed on the agenda at the request of the committee. There were some concerns about the procedures with moving cash out of the reserves to pay for capital improvement. Kevin Roche pointed out that this was recognized in the policy that the Board would make these kinds of transactions as needed and that we were following the policy. The Committee indicated that they were comfortable with the current policy but wanted to note that policy revisions should be documented (which the General Manager said that all policy revisions were at the very least documented in the minutes each time the policies have been revised) and that the committee should review the policy at least annually.

Dave Morton motioned to adjourn. The motion was seconded by Mike Shaw. All in favor.

**Present:**

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Christopher Branch, Matthew Frank, Greg L'Heureux, Troy Moon, Dave Morton, Rod Regier, Bill Shane & Mike Shaw

**Staff:**

Don Hebert & Kevin Roche