



Memorandum

DATE: September 18, 2020

TO: Chairman and Members of the Board

FROM: Kevin H. Roche, CEO/General Manager

SUBJECT: Finance & Audit Committee Minutes – September 17, 2020

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

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

Mike Shaw motioned to approve the minutes as written. The motion was second by Rod Regier. All in favor.

Item # 2: **Presentation – FY 20 Audit – Amy Chasse, RKO**

Amy Chasse reviewed the FY 20 Draft Audit Report. Areas of discussion were as follows:

- **ecomaine** received an unmodified opinion (clean audit) from RKO. Financial Statements are IAW with US GAP.
- RKO spent one day at **ecomaine** and a zoom meeting with staff for participation in the audit process. No issues were encountered from staff.
- RKO requested the legal letter for the FY 20 Audit and it has been received. Upon approval of the Financial Statement for FY 20 the Audit Report will be available for the October Full Board of Directors meeting.
- RKO made 3 Audit Journal entries that were minor and are reflected on the last page of the Draft Audit Report.
- RKO made a recommendation to management regarding the approval process on closing packages. The new closing process is electronic and does not reflect that closing packages were reviewed. Staff will work on developing a mechanism to reflect the closing packages have been reviewed in its electronic form.
- RKO reported Inventory observations were clean. They reviewed payroll, cash disbursements, receipts and testing procedures on the process of internal controls. All were clean and no areas of non-compliance.
- Other areas of discussion were post retirement insurance, investments and other areas during the audit process as reflected in the FY 20 Draft Audit.

There was a brief discussion on trends. Bill Shane, Chairman requested RKO provide an additional schedule as part of the Audit process and should reflect the following:

- Trend lines year to year over the last five years (specifically how cash is being used).
- Trend lines year to year on Investments in Capital over the last five years.

Bill Shane requested that the committee continue to have the conversation on trending as part of the Five-Year Plan review process.

Matthew Frank made a motion to accept the Draft Audit Report for FY 20 as presented. Motion was second by Troy Moon. All in favor.

Item #3: **Cash Disbursements – Bill Shane, Chair**

Bill Shane reported that he had reviewed cash disbursements and found no issues to report.

Item # 4: **Financial Statements**

Kevin Roche provided a brief on the year end financials.

Rod Regier made a motion to adjourn. The motion was second by Matthew Frank. All in favor.

Present:

Matthew Frank, Greg L'Heureux, Try Moon, Rod Regier, Bill Shane & Mike Shaw

Zoom Attended:

Dennis Abbott, Anne Bilodeau, Linda Boudreau, Dave Durrell, Jamie Garvin, Jarrod Maxfield & Matthew Sturgis

Guest:

Amy Chasse – RKO

Staff:

Don Hebert, Denise Mungen & Kevin Roche