

**Town of Amherst
Audit Committee
Minutes**

Date: September 14, 2020
Time: 4:00 pm
Location: Zoom Virtual Meeting

Members Present David Kogon, Council representative, Chair
Darrell Jones, Council representative, Vice-Chair
Sheila Christie, Council representative
Wayne MacKenzie, Council representative
Terry Rhindress, Council representative
Vince Byrne, Council representative
Jeff Brennan, Citizen representative

Members Absent Rob Small, Citizen representative

Staff Present Greg Herrett, Chief Administrative Officer
Shelley Rector, Chief Financial Officer
Sarah Wilson, Manager of Financial Services
Kimberlee Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk
Tom McCoag, Corporate Communications Officer

Due to the COVID-19 pandemic and the requirement for physical distancing, this was a virtual meeting held via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:00 p.m.

2. APPROVAL OF AGENDA

Moved By Councillor Jones

Seconded By Councillor Byrne

To approve the agenda as circulated.

Motion Carried

3. APPROVAL OF MINUTES

3.1 August 10, 2020

Moved By Deputy Mayor Christie

Seconded By Councillor Rhindress

To approve the minutes of the August 10, 2020 Audit Committee meeting as circulated.

Motion Carried

4. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

4.1 Town of Amherst

The CFO reviewed the Town of Amherst audited financial statements as included in the agenda package. Information item; no direction given or action required.

4.2 Amherst Water Utility

The CFO reviewed the Amherst Water Utility audited financial statements as included in the agenda package. Information item; no direction given or action required.

4.3 Audit Findings Letter - To be distributed

Mr. Milner reviewed the audit findings letter as distributed. Information item; no direction given or action required.

5. ACCEPTANCE OF FINANCIAL STATEMENTS

5.1 Recommendation to Accept Town Statements

Moved By Deputy Mayor Christie

Seconded By Councillor Rhindress

That the Audit Committee recommend to Town Council the acceptance of the Audited Consolidated Financial Statements for the Town of Amherst for the fiscal year ended March 31, 2020, which have been audited by the firm Jorgensen and Bickerton.

Motion Carried

5.2 Recommendation to Accept Water Utility Statements

Moved By Councillor Byrne

Seconded By Councillor MacKenzie

That the Audit Committee recommend to Town Council the acceptance of the Audited Non Consolidated Financial Statements for the Amherst Water Utility for the fiscal year ended March 31, 2020, which have been audited by the firm Jorgensen and Bickerton.

Motion Carried

6. OTHER

6.1 First Quarter Report

The Manager of Financial Services reviewed the first quarter report as included in the agenda package. Information item; no direction given or action required.

6.2 Capital Budget Actuals-to-Date

The Manager of Financial Services reviewed the capital budget actuals-to-date as included in the agenda package. Information item; no direction given or action required.

7. **ADJOURN**
Moved By Councillor Rhindress
Seconded By Councillor Byrne
To adjourn the meeting at 5:15 p.m.

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor