

**Town of Amherst  
Audit Committee  
Minutes**

**Date:** September 20, 2023  
**Time:** 4:00 pm  
**Location:** Council Chambers, Town Hall

Members Present Leon Landry, Council representative  
Charlie Chambers, Council representative  
Dale Fawthrop, Council representative  
George Baker, Council representative  
Hal Davidson, Council Representative  
Lisa Emery, Council representative  
Jeff Brennan, Citizen representative

Members Absent David Kogon, Council representative, Chair  
Rob Small, Citizen representative

Staff Present Jason MacDonald Chief Administrative Officer  
Sarah Wilson, Director, Finance  
Natalie LeBlanc, Municipal Clerk  
Cindy Brown, Administrative Assistant

Others Present Cindy Costin-Fury, McIssac Darragh Inc. Chartered Professional Accountants

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1. **CALL TO ORDER**  
Acting Chair Deputy Mayor Landry called the meeting to order.
  2. **TERRITORIAL ACKNOWLEDGMENT**  
Acting Chair Deputy Mayor Landry gave the Territorial Acknowledgement.
  3. **APPROVAL OF AGENDA**  
**Moved By Councillor Emery**  
**Seconded By Jeff Brennan**  
That the agenda of the September 20, 2023 Audit Committee meeting be approved as circulated.

**Motion Carried**

4. **APPROVAL OF MINUTES - July 18, 2023**  
**Moved By Councillor Fawthrop**  
**Seconded By Councillor Chambers**  
That the minutes of the July 18, 2023 Audit Committee Meeting be approved as circulated.

**Motion Carried**

**5. PRESENTATION OF AUDIT FINDINGS REPORT**

Cindy Costin-Fury of McIsaac Darragh Inc. Chartered Professional Accountants presented the Audit Findings Report.

**6. PRESENTATION OF AUDITOR'S MANAGEMENT LETTER**

Cindy Costin-Fury presented the Auditor's Management Letter.

**7. PRESENTATION OF AUDITED CONSOLIDATED FINANCIAL STATEMENTS**

Cindy Costin-Fury and the Town's Director of Finance Sarah Wilson presented the Audited Consolidated Financial Statements.

**8. ACCEPTANCE OF FINANCIAL STATEMENTS**

**8.1 Recommendation to Accept Town Statements**

**Moved By Councillor Fawthrop**

**Seconded By Councillor Davidson**

**That the Audit Committee recommend Council accept the Town of Amherst Audited Consolidated Financial Statements for the year ending March 31, 2023 as presented.**

**Motion Carried**

**9. FIRST QUARTER FINANCIAL REPORT**

Sarah Wilson presented the First Quarter Financial Report. Information item only; no direction given or action required.

**10. CAPITAL BUDGET ACTUALS-TO-DATE**

Sarah Wilson presented the Capital Budget Actuals-to-Date. Information item only; no direction given or action required.

**11. ADJOURN**

**Moved By Councillor Davidson**

**Seconded By Councillor Emery**

**To adjourn the meeting.**

**Motion Carried**

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Natalie LeBlanc  
Municipal Clerk

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Acting Chair  
Deputy Mayor Landry