

**Town of Amherst
Audit Committee
Minutes**

Date: September 22, 2021
Time: 4:30 pm
Location: Zoom Virtual Meeting

Members Present David Kogon, Council representative, Chair
Sheila Christie, Council representative
Lisa Emery, Council representative
Dale Fawthrop, Council representative
Leon Landry, Council representative
Jeff Brennan, Citizen representative

Members Absent Hal Davidson, Council Representative
George Baker, Council Representative
Rob Small, Citizen representative

Staff Present Jason MacDonald, Chief Administrative Officer
Michael Hunter, Chief Financial Officer
Sarah Wilson, Senior Accountant
Kim Jones, Municipal Clerk
Natalie LeBlanc, Deputy Clerk

Others Present Mark Milner, Jorgensen & Bickerton Inc.

Due to the COVID-19 pandemic this was a virtual meeting held via Zoom.

1. CALL TO ORDER

Mayor Kogon called the meeting to order at 4:30 p.m.

2. APPROVAL OF AGENDA

**Moved By Councillor Emery
Seconded By Councillor Fawthrop
To approve the agenda as circulated.**

Motion Carried

3. APPROVAL OF MINUTES

3.1 July 20, 2021

**Moved By Councillor Landry
Seconded By Councillor Fawthrop
To approve the minutes of the July 20, 2021 Audit Committee meeting as
circulated.**

Motion Carried

4. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

4.1 Town of Amherst Consolidated

The Chief Financial Officer presented the Town of Amherst Consolidated Statements as included in the agenda package.

4.2 Amherst Water Utility

The Chief Financial Officer presented the Amherst Water Utility Non-Consolidated Financial Statements as included in the agenda package.

4.3 Audit Findings Letter

Mark Milner presented the Audit Findings letter, included as part of the agenda package.

4.4 Representation Letter - Consolidated

Mark Milner presented the Representation Letter for the Town of Amherst Consolidated Financial Statements, as included in the agenda package.

4.5 Representation Letter - Amherst Water Utility

Mark Milner presented the Representation Audit Findings letter for the Amherst Water Utility, as included in the agenda package.

5. ACCEPTANCE OF FINANCIAL STATEMENTS

5.1 Recommendation to Accept Town Statements

Moved By Councillor Landry

Seconded By Councillor Fawthrop

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, 2021, which have been audited by the firm Jorgensen and Bickerton.

Motion Carried

5.2 Recommendation to Accept Water Utility Statements

Moved By Councillor Emery

Seconded By Councillor Christie

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, 2021, which have been audited by the firm Jorgensen and Bickerton.

Motion Carried

6. OTHER

6.1 First Quarter Financial Report

The Senior Accountant reviewed the first quarter report as included in the agenda package. Information item only; no action required.

6.2 Capital Budget Actuals-to-Date

The Senior Accountant reviewed the capital budget actuals-to-date as included in the agenda package. Information item only; no action required.

7. ADJOURN

**Moved By Councillor Landry
Seconded By Councillor Emery
To adjourn the meeting.**

Motion Carried

Kimberlee Jones
Municipal Clerk

David Kogon, MD
Mayor