

**Audit Committee  
Unapproved Minutes  
March 02, 2023, at 12:00 pm**

<b>1. Call to Order</b>	Deputy Mayor Power called the meeting to order at 12:01 p.m.
<b>2. Present</b>	Deputy Mayor Power (Chair), Councillor Michael Tompkins, Auditor Beth Crosby from Kent and Duffett Chartered Professional Accountants, Director of Finance (DoF) Melony Robinson, Chief Administrative Officer (CAO) Sandi Millet-Campbell and Recording Secretary Krista Gear.
<b>3. Absent</b>	None
<b>4. Additions to the Agenda</b>	None
<b>5. Approval of the Agenda</b>	<b>MOTION #AC2023-03-02-01</b> It was regularly moved and seconded to approve the agenda the agenda. <b>Motion carried.</b>
<b>Edits to the Minutes</b>	
<b>6. Approval of the Minutes</b>	<b>MOTION #AC2022-03-02-02</b> It was regularly moved and seconded to approve the minutes of September 16, 2022 as presented. <b>Motion carried.</b>

**7. Presentations**

None

**8. Public Input**

None

**9. New Business**

## i. Scope of the audit

Beth Crosby gave an overview of the scope of the audit, noting that an initial letter of independence has been delivered to the Town. Auditors will be onsite next week and in May with plans to present them by the end of June. She noted that they perform a risk-based audit, look at financial statements, sampling, etc. and give guidance as to where/what to delve into further.

She further noted that they must consider fraud and fraud risks and asked Town staff to bring any concerns thereof to the attention of the auditors. Page 4 mentions specific procedures of the audit, e.g., invoice testing, payroll, and accounts receivable testing, look at trends.

Any proposed adjustments will be shared with the Director of Finance including discussions about whether to change and why. She indicated that the process should be a little quicker this year as it is their second year doing the audit and are able to incorporate efficiencies. DoF Robinson noted that statements can be emailed, not necessary to mail them. Draft statements will be sent to Town staff and Council for review prior to finalization.

**10. Business Arising**

None

**11. Correspondence**

None

**12. Next Meeting Date:**

To be determined

**13. Adjournment**

The meeting adjourned at 12:09 pm.

---

Chair

---

Recording Secretary