

AUDIT COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
November 30, 2015; 10:00AM

Minutes

- I. Call to Order:** *Mr. Wilson called the meeting to order at 10:00 am.*
- II. FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island
- III. Roll Call:** John Wilson, Chairman
Andrew Capelli
Jim Williams
- IV. Also Present:** Roland Hoffman
Stephanie Tillerson, Town Administrator
Dorota Szubert, Town Treasurer
- V. Approval of Minutes:**
None
- VI. Old Business:**
None
- VII. New Business:**
- A.** Meet with the Town's Auditors and Discuss the FY 2014-2015 Audit Status and Process
- Mr. Wilson began the discussion of the Town's Fiscal Year 2014-2015 Audit by having the members of the Audit Committee, Town staff and Auditors introduce themselves.
- Mrs. Szubert indicated staff had located most of the items requested by the auditors. She reported that work was ongoing to complete accrual postings, the Trial Balance and that Ms. Platt was working to complete payroll accruals and credit card payables.
- Auditors explained their audit process of walking through transactions in each area, inspecting the processing of each transaction and the controls in place throughout. They discussed their projected time line was to complete the field work in the next week and the audit report by Christmas so that any loose ends could be tied up before the end of the year deadline. Mr. Wilson suggested having an additional Committee meeting prior to the end of the year to receive an update and evaluation from the auditors. A more formal exit discussion would take place in the weeks that followed.
- Members engaged in an in depth discussion of the time-line of the completion of the audit. They agreed it would be better to file an extension rather than rush the completion of the audit. Mr. Capelli stated he wanted to make sure the auditors were satisfied with all the transactions that took place in prior years.
- Member discussed the forensic audit, the approaching completion of the 2012 audit, response to the insurance claim and several items of concern;

- Business licensing – control and reconciliation
- Spending Approvals - who approves what...and in what amount
- Control of Town assets – establishment of a fleet manager or installation of GPS monitors
- Credit Card Practices – distribution of cards, charge amount limitation – a better reconciliation practice have been implemented
- Control of access to new payroll system and reporting of changes that are made
- Accommodation Tax – ATAX funding not getting remitted properly to the Town

VIII. Chairman’s Comments:

None

IX. Committee Member Comments:

Members discussed what should be included in the report coming from the auditors. Discussion specified the inclusion of their opinions, recommended procedural modifications and a control letter.

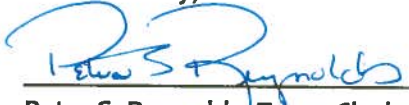
X. Citizen’s Comments:

Mr. Hoffman asked if there had been any consideration given to if there was any fault with any actions of the former auditors.

XI. Adjournment:

Mr. Wilson made a motion to adjourn the meeting at 11:00 am. The motion was seconded by Mr. Capelli and was unanimously passed.

Submitted by,



 Petra S. Reynolds, Town Clerk

Approved by,



 John R. Wilson, Chairman

5/24/14

 Date