



Minutes of the Audit Committee Meeting

Place: Zoom Meeting
Date: Thursday, May 20, 2021
Chairperson: Councilor Carla Black
Members Present: Councilors: Paul Jones and Chrystal McNutt
Public Appointee: Tracy Black and Dave Clark

Regrets: Nil

A quorum was present throughout the meeting.

Staff present: Senior Accountant - Ruthann Brookins and Town Clerk - Linda Cloney (recording secretary)

1. Call to Order

Chairperson Black called the meeting to order at 6 pm.

2. Draft Water Operating 2021/22 Budget

Ruthann presented to the Audit Committee the Draft Copy of the Water Operating Budget for 2021/22 in detail.

A copy of this budget is filed.

Highlights of this presentation were:

- There was discussion on the Interest on O/S Arrears. Can this be put towards the COVID-19 funding as a loss in revenue. Staff will investigate this further.
- A/R adjustments were discussed. Administration, throughout the year, need to adjust water accounts due to rounding and errors in billing, as examples. The number presented is a projected amount.
- Under P&P Repairs and Maintenance there was discussion on the expense of \$9,000 for an update to radio system to wells. This number was provided by the Public Works Supervisor as a requirement for this fiscal year.
- There was discussion regarding bush cutting on the well road. There may be a need to put money in there for equipment. Staff will check in with the Public Works Supervisor.
- Staff will need to adjust the T&D Maintenance & Services line from 41,037 to 46,037 to cover costs on the O & M Manuals.

- With adjustments made to the draft budget the net income now has a value of \$87,624.02.
- There was discussion on the discrepancy of the Administration Salaries from projected \$71,702 to the 2021/22 draft budget of \$39,517. The difference is because there is no longer a CAO position.
- There was a discussion on the T&D meters as there is an error between the note and the actual number provided. The error is believed to be in the note. Staff anticipates that the \$1,500 for T&D meters is correct. Staff will investigate this.
- There was discussion on the process and criteria of the upcoming Water Review this Fall.

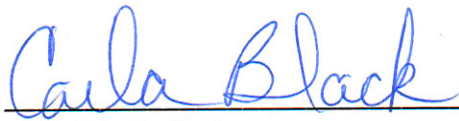
It was moved and seconded that the Audit Committee recommends to the Town Council to adopt the Draft Water Operating 2021/22 Budget as amended tonight.

Motion Carried

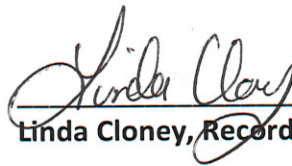
3. Adjournment

At 6:33 pm, it was moved and seconded that the meeting be adjourned.

Motion Carried.



Carla Black, Chairperson



Linda Cloney, Recording Secretary