

TOWN OF DEWEY BEACH

DRAFT Audit Committee Meeting Minutes

March 9, 2018

On Friday, March 9, 2018 the Audit Committee met with Roy Geiser of TGM Group beginning at 9:30 a.m. to discuss the recently completed Agreed upon Procedures Report (AUPR) for all town hall departments.

Attendees were Larry Silver, Diane TenHoopen, Steve Huse and Diane Hanson. Dennis Trencher participated in the discussion by phone and was subsequently unable to officially vote.

A motion was made by Diane Hanson and seconded by Steve Huse to go into executive session in accordance with 29 Del. C. 10004 (b)(6), discussion of the content of a document, excluded from, the definition of "public record" as defined by FOIA where such discussion may disclose the content of the document.

Roy reviewed the contents of the report and the committee members asked many questions. As a result, some edits were made to the document by TGM (Roy Geiser). The committee also provided their recommendations for the commissioners as follows:

1. Accept the draft of TGM's Agreed Upon Procedures Report (AUPR) as modified on March 9, 2018.
2. The town should immediately engage TGM to undertake items 3 and 4 in the recommendations and comments section of the modified draft AUPR as phase 2 with a completion date no later than May 15, 2018 to ensure the timeliness of the completion of the March 31, 2018 audit.
3. In accordance with the audit committee charter, in part to assess the Town's accounting and reporting practices and its internal control systems, it is the committee's opinion that the Town ensure it is doing all that is necessary including ensuring the appropriate Town personnel are employed in the proper positions.

After a motion by Diane Hanson, seconded by Steve Huse, we unanimously agreed to come out of executive session. The public was invited into the meeting.

Diane Hanson read the above recommendations to the group and motioned to approve, seconded by Diane Ten Hoopen. We unanimously approved the above recommendations.

Discussion ensued between the audience and the committee members.

When the discussion was complete, a motion was made by Steve Huse, seconded by Diane Ten Hoopen, to approve the minutes from the December 7, 2017 meeting. The vote was unanimous to approve.

A motion was made by Steve Huse and seconded by Diane Ten Hoopen was unanimously approved to adjourn the meeting at approximately 1:15 p.m.