

TOWN of WILTON
WATER and SEWER AUTHORITY

20 Traver Road
Gansevoort, New York 12831

AUDIT COMMITTEE

September 21, 2011

Present: Nancy Fleming; Michael Mooney; Kirk Moline; Carol Green

Nancy Fleming called the meeting to order at 5:11 p.m.

Approve Pending Minutes

Nancy Fleming asked for a motion to approve the June 15, 2010 meeting minutes. Kirk Moline offered the following resolution and moved its adoption:

RESOLUTION: #11-01A

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes of the June 15, 2010 Wilton Water & Sewer Authority Audit Committee meeting as typed, without amendment.

The adoption of the foregoing resolution was seconded by Nan Fleming, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

CHAIRMAN'S REPORT

Review 2010 Audit, Financial Statements & Accounting Policies

The management letter from the auditors gave a clean audit for 2010. The financial statement was reviewed. An audit under government auditing standards was performed. A review of the policies and procedures determined that WWSA is in compliance of all standards. After meeting with the auditor WWSA decided to revisit the infrastructure replacement reserve.

Nancy Fleming asked for a motion to accept the 2010 audit. Kirk Moline offered the following resolution and moved its adoption:

RESOLUTION: #11-02A

NOW, THEREFORE, BE IT RESOLVED, to accept the 2010 audit.

The adoption of the foregoing resolution was seconded by Nan Fleming, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

Establish a Fund Balance Policy

It was decided to recommend to the full Board to approve a fund balance policy that establishes an appropriate level of unrestricted funds that would not drop below 50% of the subsequent years expenditures.

Nancy Fleming asked for a motion to recommend to the full Board to approve a fund balance policy that establishes an appropriate level of unrestricted funds that would not drop below 50% of the subsequent year's expenditures. Kirk Moline offered the following resolution and moved its adoption:

RESOLUTION: #11-03A

NOW, THEREFORE, BE IT RESOLVED, to recommend to the full Board to approve a fund balance policy that establishes an appropriate level of unrestricted funds that would not drop below 50% of the subsequent year's expenditures.

The adoption of the foregoing resolution was seconded by Nan Fleming, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

2011 Audit

Nancy Fleming asked for a motion to approve retaining Cusack & Company with new managing partner and stay with the same time frame for the audit. Authorizing \$8,000.00 five year contract with no more than 3% increase per year. Kirk Moline offered the following resolution and moved its adoption:

RESOLUTION # 11-04A

NOW, THEREFORE, BE IT RESOLVED, to approve retaining Cusack & Company with new managing partner and stay with the same time frame for the audit. Authorizing \$8,000.00 five year contract with no more than 3% increase per year.

The adoption of the foregoing resolution was seconded by Nancy Fleming, duly put to a vote and the resolution was declared adopted with all Board members present voting in favor.

Review WWSA Internal Controls & Risk Management

It was determined that all internal controls and risk management procedures are being followed. We expanded the scope of the audit. The Auditors found no problems with WWSA internal controls.

Review Ethics or Conflict of Interest Issues

The annual survey will be conducted at the beginning of 2012.

Review Audit Committee Charter

It was determined that all responsibilities have been met.

ADJOURNMENT

There being no further business brought before the Audit Committee, at 5:21 p.m. on a motion by Kirk Moline and seconded by Nancy Fleming, the meeting was adjourned with all in favor.