

## **Town of Brunswick Audit Committee**

As the governing body of the Town of Brunswick, the Town Council has an obligation to ensure that the Town's management has met its obligations in preparing the Town of Brunswick's annual financial statements. An audit committee serves to assist the Town Council in meeting its obligation. The audit committee does this by overseeing the audit process and by facilitating communication between the independent auditor, management and the governing board. An audit committee also helps to enhance the auditor's real and perceived independence by providing a direct link between the auditor and the governing board.

Among the specific responsibilities of the audit committee are:

- Participate in planning the appropriate scope of the audit and assist in the audit procurement process.
- Participate in the development of the request for proposals (RFP) and the review of the responses.
- Make an auditor selection recommendation to the Town Council.
- Review the Town's financial statements with specific emphasis on:
  - changes that have taken place since the issuance of the previous statements.
  - estimates or judgment used by management in the statement's preparation.
  - new note disclosures.
- Receive any communications on financial statements or audit process from the Town's independent auditor.
- Review with the independent auditor the results of the audit including the auditor's reports, findings and recommendations and management letters.
- Review management's responses to the auditor's comments.
- Evaluate the auditor's performance to determine if the auditor will be retained for subsequent engagements.

The audit committee shall be composed of the Council Chair and Vice Chair, the Chair and Vice Chair of the School Board, and one additional member from the public. The public member shall be an individual with demonstrated expertise in public finance or accounting.

Proposed to Town Council – May 6, 2002

Adopted by Town Council – May 6, 2002

Amended by Town Council – October 21, 2002

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