

Town of Brunswick, Maine

**Finance Committee Meeting
Thursday, February 27, 2020
6:30 – 7:00 PM**

46 Federal Street – Hawthorne Conference Room

Meeting Minutes (DRAFT)

Elected Officials: Councilors Dan Ankeles and Stephen Walker
School Board Members Beth Bisson and Celina Harrison

Staff: John Eldridge, Julia Henze, Branden Perreault
Paul Perzanoski, Kelly Wentworth

1. Acknowledgement that meeting was properly noticed

JH confirmed that the meeting was properly noticed.

2. Adjustments to agenda / Public comment

No adjustments to the agenda

Public comment: *Jean Powers*, 40 Redwood Lane. Commended Dan Ankeles for following up on \$104 tax relief payments from the State sent to taxpayers who receive the Homestead Exemption. Noted the challenging budget season ahead, with the start of the debt service for the Kate Furbish Elementary School, and commented on the anticipated \$1.6M increase in State Aid to Education. Hopes for flat budget from School Dept.

3. 2018-19 Audit – Report from auditors, Runyon Kersteen Ouellette, CPAs

Hank Farrah, partner at the firm, introduced himself, described the audit process and reviewed the documents:

a. Comprehensive Annual Financial Report (CAFR)

Prepared by Town management, this report is reviewed by the auditors to determine it is fairly stated in all material respects.

b. Independent Auditors Report (pages 11-13 of the CAFR)

The only part of the CAFR prepared by the auditor, this is a clean or 'unmodified' opinion.

c. Letter to Finance Committee

SAS letter – explanation of the audit process and explains management responsibilities vs auditor responsibilities. Letter also reviews any significant estimates in the financial statements (depreciation on capital assets, landfill

closure, other post-employment benefits, and pension liability), difficulties with audit process, adjusting journal entries, etc.

d. Reports Required by *Government Auditing Standards* and the Uniform Guidance

Two reports bound into one. First describes testing of internal controls for risk assessment – used by the auditors to focus their testing of transactions. Second is report of Federal Grants to confirm compliance with requirements, and includes a listing of federal funds received by Brunswick.

RKO reported no material weaknesses or significant deficiencies and no compliance findings.

e. Management letter

Describes internal control recommendations. There were no material weaknesses or deficiencies identified throughout the course of the audit. One recommendation was:

1. Student activity funds – receipts were held for a period of time in excess of a week. General guidance is to deposit within 48 hours of a receipt. Outstanding checks that are old and stale dated should be voided and reissued, or sent to the state as unclaimed property.

4. Adjourn