

Town of Kingston, Massachusetts

Minutes of the Audit Committee

MEETING OF: October 29, 2005 at 8:30 AM

Location: Town Hall, Meeting Room 201, Kingston, MA

Attendees:

Audit Committee

Mary Fiore (Chair), Robert Ward, Joan Paquette (Town Accountant, Non-Voting) and Kevin Donovan, (Town Administrator, Non Voting)

Participants

Town Treasurer – John LaBranche

Meeting was called to order at 8:30 AM by Ms. Fiore, Chair person

Minutes

The Committee reviewed the minutes from the April 2, 2005 meeting.

The minutes were moved for approval. (Vote 2-0-0)

Report on Status of Audit

Ms. Paquette reported that the audit was progressing very well with no significant issues. She expected to deliver the remainder of the information to Frank Biron of Melanson Heath & Company (External Town Auditor) that is required for complete the audit within 30 days. The preliminary audit is complete The town's financial books have been closed for the Fiscal Year ended 6/30/05. The budget has been received and the bank statements delivered.

Reconciliation of the accounts between the Collector and the Account's office continue to be an issue. The Audit is on track for timely completion.

Request for appointment of Member by Finance Committee

Mr. Ward requested that Ms. Fiore contact the Finance Committee to determine if they intended to appoint a new member to the Committee. Ms. Fiore indicated that a new member had been appointed and she was going to contact the Ms K. Voigt to see if she had been sworn in yet.

Next Meetings

The next meeting will be held after receipt of the draft audited financial statement and the draft Management letter

The meeting adjourned at 9:15 AM (Vote 2-0-0).

Respectfully submitted,
Robert J. Ward
rjw