

Town of Kingston, Massachusetts
Minutes of the Audit Committee

MEETING OF: September 22, 2006 at 8:30 AM
 Location: Town Hall, Meeting Room 203, Kingston, MA

Attendees:

Audit Committee

Robert Ward (Chair), Kathleen K. Voigt (By Telephone) and Joan Paquette (Town Accountant, Non-Voting)

Meeting was called to order at 8:30 AM by Mr. Ward, Chair person

Minutes

The Committee reviewed the minutes from the June 16, 2006 meeting.
 The minutes were moved for approval. (Vote 1-0 -1) Ms Voigt abstained

Discussion on the Status of the Audit YE 6/30/06

Ms Paquette reported that the books were closed for the Fiscal Year but the balance sheets needed to be finalized. There are some outstanding concerns:

- Fixed Assets Inventory – Not yet complete, working on this requirement for next year
- Commitments – The backup from other departments is not correct.
- Tailings – The Collector and treasurer need to help develop a policy to eliminate the tailings.
- Abatements – Transactions are reversed after the closing of the month which causes discrepancies that need to be investigated. At times this can make it appear that the Treasurer has more in abatements than the Collector or Assessor’s Office

Focused Audit – Master Plan – Proposed Schedule

The Committee reviewed a proposed schedule for focused audits. These audits will be used as a guide for the external town auditors to insure that every department in the town is audited at least once every four years.

Department / Audit Area	YE 6/2006	YE 6/2007	YE 6/2008	YE 6/2009
Accountant (Town)	XXX	XXX	XXX	XXX
Animal Control			XXX	
Assessor's Office	XXX	XXX	XXX	XXX
Building Inspector		XXX		XXX
Collector of Taxes	XXX	XXX	XXX	XXX

**Town of Kingston – Audit Committee
Meeting of September 22, 2006**

Department / Audit Area (Continued)	YE 6/2006	YE 6/2007	YE 6/2008	YE 6/2009
Committees & Boards - All Budget Between \$15,000 to \$500 Total		XXX		
Conservation Commission				XXX
Community Preservation Act Committee			XXX	
Council on Aging				XXX
Emergency Management Agency	XXX			
Employee Benefits / Health Insurance	XXX			
Enterprise Fund - Water	XXX		XXX	
Enterprise Funds - Wastewater / Sewer		XXX		XXX
Fire Department			XXX	
Grants / Gifts (State / Federal) - All	XXX		XXX	
Harbor Master (Harbor Front)				XXX
Health Department			XXX	
Highway Department All other areas (Road Permits, Transfer Station Permits & fees)		XXX		
Highway Department Recycle/ Solid Waste Collections	XXX			
Highway Department Snow Removal			XXX	
Historical Commission				XXX
Inspection Services	XXX		XXX	
Insurance (Liability, Officers, Performance Bonds, All others)		XXX		
Kingston Elementary School	XXX		XXX	

**Town of Kingston – Audit Committee
Meeting of September 22, 2006**

Department / Audit Area (Continued)	YE 6/2006	YE 6/2007	YE 6/2008	YE 6/2009
Kingston Intermediate School		XXX		XXX
Library			XXX	
OTHER DEPARTMENTS/ AREAS NOT LISTED				XXX
Planning Board	XXX		XXX	
Police Department				XXX
Recreation Commission		XXX		
Reserve Fund				XXX
School Lunch				XXX
Selectmen (Licenses / Fees)	XXX			
Sewer - Enterprise Funds		XXX		
Silver Lake Regional School			XXX	
State & County Charges		XXX		XXX
Town Clerk - Fees Permits - Election Expenses	XXX			
Treasurer's Office	XXX	XXX	XXX	XXX
Trust Fund - Sampson Fund		XXX		
Trust Fund - Washburn			XXX	
Trust Funds - All others	XXX			
Trust Funds - Educational (Atwood, Dandeneau /Bartlett, Golden, Howe, Maglathlin, Pimemthal, Cushman, Swope, Weston/Monish)	XXX			
Trust Funds - Library		XXX		

**Town of Kingston – Audit Committee
Meeting of September 22, 2006**

Department / Audit Area (Continued)	YE 6/2006	YE 6/2007	YE 6/2008	YE 6/2009
Veterans Affairs / Benefits	XXX			
Vocational Education			XXX	
Wage & Personnel		XXX		
Zoning Board of Appeals		XXX		

The members made a number of suggestions during the meeting on the schedule. Making the audits more frequent in the Grants and Highway Department and eliminating the Reserve Fund as those transactions are covered in other audits. The final schedule, to serve as a guide for the auditors will be discussed at the next meeting. This guide will not restrict the Auditor's (internal or external) duties in any way and they are free to pursue their own initiative should an issue be identified.

Next Meetings

The next meeting will be held after the once the draft Management Letter and Financials for FY06, are made available, hopefully in December 2006.

The meeting adjourned at 10:00 AM (Vote 2-0-0).

Respectfully submitted,

Robert J. Ward

rjw