



Village of New Minas
Finance & Audit Committee
Monday May 3, 2021 @ 6:30 PM
Online Video Conferencing
New Minas, Nova Scotia

Present:

- Dave Chaulk, Chair
- Debra Windle-Smith, Independent Member
- Quentin Hill, Commissioner
- Valerie Kneen-Teed, Independent Member

Staff Present:

- Ian Morrison, Clerk Treasurer/CAO
- Shelly Palmer, Finance Manager

Others Present:

- Lawrence Lake, Morse Brewster & Lake

Call to Order:

Chair Dave Chaulk called the meeting to order at 6:45 pm, welcoming those in attendance.

Approval of the Agenda:

THAT the Agenda for the May 3, 2021 meeting of the Finance & Audit Committee be approved, with the revision that Overview of the Financial Statements be the first presentation on the agenda.

M/Quentin Hill

S/Debra Windle-Smith

CARRIED

Approval of the Minutes from Prior Meeting:

None

Business Arising from Minutes:

None

Presentations:

Overview of Financial Statements

Lawrence Lake, Morse Brewster & Lake, provided an overview of the financial statements of the Village and the Water Commission. Included in his presentation was a review of the key financial indicators and, in particular, what indicators the Finance & Audit Committee should be mindful of when reviewing financial statements. Mr. Lake commented that the financial position of the Village was strong, but that Committee members should, in particular, consider the following issues on an ongoing basis:

- Cash balances compared to those of a prior year
- Operational performance budget versus actual
- The value of Accounts Receivable outstanding at year end
- The value of surpluses at year end
- Consider that Depreciation is a budgeted for operational expense within the New Minas Water Commission but it is not within the Village operational budget

Mr. Lake also encouraged that Committee members should gain a level of familiarity with the Financial Reporting and Accounting Manual (FRAM) which outlines municipal financial reporting and policy requirements for municipalities and villages.

Overview of Finance & Audit Committee Policy

The Clerk Treasurer/CAO reviewed the Finance & Audit Committee Policy, as approved by the Village Commission on December 9, 2019. The Clerk Treasurer/CAO was directed as follows:

- to research the possibility of revising the Section 2 of the aforementioned policy. Specifically, the Committee felt that there was benefit, in terms of continuity and financial literacy in having the “independent” members serve a term longer than one year.
- to provide context to Section #4 item #6 of the policy, which is the requirement for the Committee to investigate any alleged acts of wrongdoing.

New Business:

Meeting Schedule

The Clerk Treasurer/CAO presented the following meeting schedule for the members of the Finance & Audit Committee. The following schedule was presented:

- June 17 @ 6:30 pm
- September 20 @ 6:30 pm
- December 13 @ 6:30 pm
- March 21 @ 6:30 pm

The Committee agreed to the proposed meeting schedule.

Finance & Expense Policy

The Clerk Treasurer/CAO and Finance Manager co-presented, for review and comment, the Finance & Expense Policy of the Village. The policy was ratified by Village Commission on February 10, 2020 and consists of eighteen (18) internal financial control policies. The following comments were suggested:

- Section 8 Contact Signing – If a contract requires a second signature, that signature should be a Signing Officer, preferably the Chair
- Section 9 Credit Card Expenses – Staff should review the credit card limits and determine if the stated values are still applicable
- Section 18 Signing Authority – Signing authority should be more clearly specified as the Chair, Vice-Chair, and the Clerk Treasurer/CAO

Adjournment:

M/Quentin Hill

THAT the meeting be adjourned at 8:22 pm.