

Town of Hampton

Board of Finance

Policies and Procedures Committee Meeting

October 21, 2021

1PM

Zoom meeting

Minutes

The meeting was called to order at 1:07pm.

Those present included members Kathy Donahue, Judy Buell, Kathi Newcombe, First Selectman Allan Cahill and Treasurer Ellen Rodriguez.

Citizen Comments: None

Approval of minutes 9/23/21: Kathi moved and Kathy seconded to approve; motion carried with Judy abstaining.

Work Session for Policies and Procedures: The Committee members reviewed the auditor's comments and made changes to the final pages of the *Accounting Policies and Procedures Manual*. Kathi suggested sending to the auditor the question of why, if the financial procedures mirror those currently in place, the auditor commented that there was an internal control issue with the same person checking journal entries as making them, while he did not specify such in the audit. It was agreed that journal entry procedures must be reviewed by the Treasurer and the HES Business Coordinator for accuracy. Forms F1 and F2 should be restored to the appendix.

Kathi will make changes and distribute to the attendees.

Next meeting tentatively scheduled for 11/11/21 at 1pm.

Citizen Comments: None

The meeting was adjourned at 2:25pm.

Respectfully submitted, Kathi Newcombe

