



**Meeting Name:** Town Council meeting

**Meeting Date:** October 25, 2023

**Prepared By:** L. Rubin/D. Dyess

**Item Title:** First Reading -- Ordinance No. 772 creating Audit Oversight Committee

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#### **DISCUSSION:**

At its September 27, 2023 meeting, the Town Council reviewed a draft Ordinance creating a Town Audit Oversight Committee, and by consensus, directed Staff to place the Ordinance on the October agenda for first reading. The Ordinance amends Chapter 2, Article IV of the Town Code of Ordinances to provide for the creation of the Committee. The Ordinance further provides as follows:

- The Committee shall consist of 5 members appointed by the Council for terms of two years (with the first term running through March 31, 2026). The members shall have educational and/or practical experience in the fields of business, finance, or accounting.
- The selection of a chairperson upon appointment of the Committee and at the first meeting after April 1<sup>st</sup> every two years thereafter. Meetings shall be scheduled at least once every three months.
- The duties of the Committee shall be: (1) to serve as the auditor selection committee; (2) to oversee and monitor the independent audit of the Town's financial statements from the selection of the auditor through the review and resolution of the audit findings; (3) to serve as advisor to the Town Council and conduct any requested financial studies and analyses; (4) to present an annual written report to the Town Council; and (5) to perform such other duties as assigned by the Town Council. When the Committee is serving as the auditor selection committee, a member of the Town Council shall be appointed to serve on the Committee and assume the role of chairperson as required by state law.
- The Town Manager and Town Clerk shall provide necessary clerical support and technical assistance, and the Finance Director shall act as liaison to the Committee, as well as the liaison between the Committee and the Town's external auditor.

#### **RECOMMENDATION:**

Town Staff requests that the Town Council review and consider the proposed Ordinance for adoption on first reading.