



Meeting Name: Town Council meeting
Meeting Date: November 15, 2023
Prepared By: L. Rubin/D. Dyess
Item Title: Second Reading -- Ordinance No. 772 creating Audit Oversight Committee

DISCUSSION:

At the direction of the Town Council, this office drafted an Ordinance creating a Town Audit Oversight Committee. The Council considered a draft Ordinance at its September 27, 2023 meeting, and at its October 25, 2023 meeting, the Town Council adopted the Ordinance on first reading, subject to two revisions (highlighted below).

As currently, drafted, the Ordinance 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 be residents with educational and/or practical experience in the fields of accounting, finance, auditing, or related fields involving operational compliance or oversight.
- The selection of a chairperson upon appointment of the Committee and at the first meeting after April 1st 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; (5) to work with the Town's independent auditor and members of town staff to review internal controls; and (6) 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 second and final reading.