

1 **TOWN OF EASTON, MARYLAND**
2 **Audit Outbrief**
3 **Town Council Chambers**
4

5 January 7, 2013
6

7 **PRESENT AT CONVENING**
8

9 Mayor Robert C. Willey 12 Councilmember Pete Leshner
10 Council President John F. Ford 13 Councilmember Megan M. Cook
11

14 **IN ATTENDANCE**
15

16 Town Manager Mr. Robert F. Karge, Town of Easton Finance Officer Ms. Carol Callahan, Mr.
17 Matthew E. Birkelien, CPA, Partner, Clifton Gunderson LLP and Town Clerk Mrs. Kathy Ruf.
18

19 **CONVENING**
20

21 The Mayor and Council met in a Special Audit Outbrief Session at 6:21 p.m. in Council
22 Chambers. Council President John Ford called the meeting to order.
23

24 **AUDIT PRESENTATION**
25

26 President Ford welcomed Mr. Birkelein.
27

28 Mr. Birkelien stated that hard copies will be forthcoming.
29

30 Mr. Birkelien discussed the Independent Auditor's Report. He stated that it was prepared in
31 accordance with generally accepted accounting standards. He presented the audited financial
32 statements and reviewed financial highlights FY June 30, 2012.
33

34 Mr. Birkelein discussed internal audit controls and the segregation of duties issue due to limited
35 staff. He stated that they would recommend in a perfect world that there were more people
36 involved. He asked the council to be diligent on the financials.
37

38 He stated that they had performed a single audit and submitted a clean audit opinion. He stated
39 that the oversight of the town rests with the council.
40

41 Mr. Wendowski joined the meeting at 6:25 p.m.
42

43 In the Management Letter, there were no new findings.
44

45 Mr. Birkelien discussed the engagement letter and the one change that will be noticeable in
46 future audits which will be the opinion.
47

48 Mr. Birkelein stated that he is required to disclose deficiencies.
49

50 Mr. Karge discussed the budget stabilization fund and the fund reserve policy and the financial
51 statement presentation.
52

53 Discussion occurred regarding OPEB (Other Post-Employment Benefits).
54

55 President Ford thanked Mr. Birkelein for coming to report to the Council.
56

57 **ADJOURN**
58

59 President Ford adjourned the Audit Outbrief meeting at 6:48 p.m.
60
61
62

63 _____
Kathy M. Ruf, Town Clerk