

1 **TOWN OF EASTON, MARYLAND**
2 **Audit Outbrief**

3
4 December 1, 2008

5
6 **PRESENT**
7

8 Mayor Robert C. Willey

11 Mr. Scott R. Jensen

9 Mr. John F. Ford

12 Mr. Leonard E. Wendowski, Sr.

10
13
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, Senior Manager, Clifton Gunderson LLP and Town Clerk Mrs.
18 Kathy Ruf.

19
20 **CONVENING**
21

22 The Mayor and Council met in a Special Audit Outbrief Session at 6:15 p.m. in Council
23 Chambers. Council President John Ford called the meeting to order.
24

25 **AUDIT PRESENTATION**
26

27 Mr. Matthew Birkelien of Clifton Gunderson LLP presented the audited financial statements and
28 reviewed financial highlights FY June 30, 2008. He stated that they had performed a single audit
29 and submitted a clean audit opinion. Mr. Birkelien stated that they did not identify any problems
30 in the accounting records.
31

32 Mr. Birkelien stated that the continued cost containment taken by management and savings
33 procedures in place have helped to increase the financial viability of the Town of Easton. He
34 stated that it is a good sign that there is a positive increase in net assets and fund balances.
35

36 Ms. Callahan distributed a letter dated October 30, 2008 regarding information related to the
37 audit and internal control conditions that have been noted.
38

39 **ADJOURNMENT**
40

41 There being no further business, the President of the Council adjourned the audit presentation
42 meeting at 6:34 p.m.
43
44

45 _____
46 Kathy M. Ruf, Town Clerk