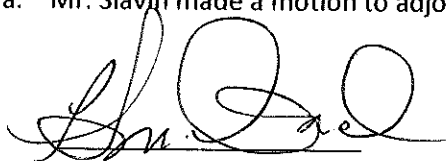


Minutes of meeting of the Wareham Audit Committee

October 4, 2012

1. Open Meeting
 - a. Meeting called to order at 7:00 p.m. by Selectmen Slavin
2. Roll Call
 - a. Alan Slavin, Larry McDonald, and Bill Heaney all present.
3. Vote for a Chairperson
 - a. Mr. Slavin made a motion to appoint Mr. Heaney as Chairman, second by Mr. McDonald. Vote was 2-0-1 (Heaney abstained)
4. Vote for a Clerk
 - a. Mr. Slavin made a motion to appoint Mr. McDonald as Clerk, second by Mr. Heaney. Vote was 2-0-1. (McDonald abstained)
5. Review purpose of the committee
 - a. Reviewed Audit Committee motion to create committee. Reviewed Department of Revenue Document-Audit Committee. Mr. Heaney read the Selectmen's motion.
 - b. Committee concurred we should adopt the Selectmen's motion as our mission.(copy attached)
 - c. Discussion of contacting DOR representative to procure a copy of the procedures used by an audit committee from another town.
6. Discussion- Documents needed and procurement of the documents
 - a. Needed documents
 - i. Powers and Sullivan F/Y 2011 Audit- Management Letter
 - ii. Powers and Sullivan Mid -year F/Y 2012 Audit
 - iii. Any report or timeline from the Town Administrator tracking progress against deficiencies listed in F/Y 2011 Audit-Management Letter
 - b. Committee decided to request documents needed through the Interim Town Administrator via email, with copy to Chairman of the Selectmen
7. Process for contacting Town Administrator, Town Accountant, and Town Auditor
 - a. Committee decided to use email to contact Interim Town Administrator and that all requests for information or contact would be through the Interim Town Administrator.
8. Set next meeting date
 - a. Thursday, October 11, 2012, 3:00 p.m.
9. Close meeting
 - a. Mr. Slavin made a motion to adjourn the meeting, Mr. McDonald second. 3-0-0

Signature:

 10/11/2012.

Larry McDonald, Clerk-Wareham Audit Committee

