

Town of Benson

BOARD OF AUDITORS

Meeting Minutes (Unapproved)

Submitted to Town Clerk on October 4, 2022

Minutes from Board of Auditors meeting held on September 7, 2022

Meeting was called to order at 4:35 p.m. by previous Chair Robert Bizek.

Motion to approve agenda by Lynn Bowen, second by Cheryl Murray. All in favor, agenda approved.

No public comment. Assistant Town Clerk Daphne Bartholomew was also in attendance.

Lynn Bowen nominated Robert Bizek as Chair. Seconded by Cheryl Murray. All in favor, motion approved. Robert Bizek is new Chairperson.

Lynn Bowen nominated Cheryl Murray as Clerk. Seconded by Bob Bizek. All in favor, motion approved. Cheryl Murray is new Clerk and this will be a good acclimation for Heidi Chandler to see how we perform the audits.

Bob Bizek handed out audit task general procedures booklet. It was agreed to start work on the check registers (checking and payroll) first. Printouts of the 7/1/21 – 6/30/22 registers were handed out and each committee member agreed on a number of pages to choose random audit items to have ready for the next meeting, this will allow us to sample between 5% and 10% of entries. Daphne Bartholomew agreed to help us to research items at the next work session because most of them happened under her time as Town Clerk.

Discussion around sending out inquiry letters to area banks (both with Town of Benson accounts, and without) to see if they have any accounts using the town's federal EIN. Cheryl (as clerk) will prepare and mail letters with help from Heidi Chandler.

We agreed on a future work session date of 9/28/22 at 4:30 p.m. to go over the check registers.

Bob Bizek motion to adjourn at 5:15 p.m.

Minutes submitted by Cheryl Murray, Clerk, Town of Benson Board of Auditors.