



TOWN OF HOLDEN BEACH  
AUDIT COMMITTEE MEETING  
FRIDAY, MARCH 8, 2019

The Audit Committee of the Town of Holden Beach, North Carolina met for a meeting on March 8, 2019 at 1:00 p.m. in the Town Hall Public Assembly. Present were Audit Chair, Commissioner John Fletcher; Members Woody Tyner, Tom Myers, Tony Chavonne; Town Manager David Hewett, Clerk Mandy Lockner; Commissioners Pat Kwiatkowski and Mike Sullivan. Absent was Member Mark Fleischhauer.

**Call to Order**

Chair Fletcher called the meeting to order at 1:00 p.m. and called the roll.

**Organizational Matters**

The committee discussed which dates would be best to meet for the year. After discussion the dates that were decided are as follows:

April 5, 2019 at 1:00 p.m.

July 5, 2019 at 1:00 p.m.

October 11, 2019 at 1:00 p.m.

January 10, 2020 at 1:00 p.m.

*Member Tyner made a motion to adopt the above schedule; second by Member Myers; approved unanimously.*

The committee discussed the audit being late because of the hurricane and are hoping to have it for the quarterly meeting on April 5<sup>th</sup>.

**Quarterly Budget/ Actual Report**

The committee went over the financials and discussed a way in which the monthly/ quarterly reports could be condensed into a slide or report that focused on them at a macro level. Town Manager Hewett said that he did prepare a roll up of the finances each month at the BOC meeting. There was some discussion by Member Myers about what the duties and responsibilities of the Audit Committee were. Chair Fletcher responded that their job was to

review financials records and then give a report to the BOC on any recommendations they may have as a committee. Town Manager Hewett did an overview of how to read the budget to actuals that get posted each month. Member Chavonne asked the Clerk to provide him with some financials so he could capture a couple of years' worth of data.

### **New Business**

Member Chavonne asked if there were any trainings available for the committee. Town Manager Hewett said he would check on it. Chair Fletcher said that the committee was not to discuss the RSM report because the final draft had not been reviewed by the BOC and he wasn't if they wanted the committee to get involved.

### **Adjourn**

*Motion to adjourn by Member Myers; second by Member Tyner; approved unanimously.*