



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Audit Committee Minutes
January 31, 2019, 6:00 p.m.
Sanford Council Chambers**

Present:	A. Zebian	Warden
	R. Hussey	Councillor District 6
	K. Munroe	Councillor District
	C. Rochon	Director of Finance
	G. Robinson	Member at Large
	H. Follett	Member at Large
	K. Ritchie	Administrative Assistant

Absent with Regrets: M. Laycock Chief Administrative Officer

1. Call to Order
called the meeting to order at 6:00 p.m.
2. Announcements
3. Approval of September 18, 2018 Minutes, including additions or deletions.
MOVED and SECONDED that the agenda be approved.
Motion Carried.
4. Approval of Agenda, including additions or deletions
MOVED and SECONDED that the agenda be approved.
Motion Carried.
5. Terms of Reference
Approval of the Terms of Reference and 2 new committee members Councilor Munroe and Glenn Robertson
MOVED and SECONDED that the Terms of Reference be approved.
Motion Carried.
6. **Presentation** (s) Financial Policy Presentation (see attached presentation)
The Director of Finance presented an overview of the financial policies that could impact the financial statements. The two biggest changes were the Acceptance of Donations Policy and Hospitality Policy. C. Rochon indicated that we would now be able to do Tax Certificates for received donations for the rink, fire or recreation. C. Rochon also indicated should anyone have any further questions regarding the policies to please contact her.
7. **Information Report** – Quarterly Month ending December 2018 (please see attached report) C. Rochon had announced that the third quarter posting have just been completed, and that the projections are more accurate now. C. Rochon also indicated with the shortages in Finance the reconciliation in the accounts isn't complete and there could be changes. C. Rochon also indicated that the auditors Kent & Duffit will be presenting at the next committee meeting. C. Rochon indicated that she can be available to answer further questions.

8. **Date of Next Meeting:** April 24th 6pm

Motion to Adjourn **MOVED and SECONDED**

9. Date of Next Meeting
The next Audit Committee will be April 24th 6pm.

10. Adjournment
**MOVED and SECONDED that the meeting adjourn.
Motion Carried.**

Meeting adjourned at 6:15 p.m.

Abraham Zebian, Chair