

**Audit Review Committee
Meeting Minutes
October 16, 2008**

The Bethany Beach Audit Review Committee held a meeting on Thursday, October 16, 2008, at 10:00 am in the Town Meeting Room.

Members present: Don Doyle, Chairman, who presided; Jerry Dorfman; Chuck Peterson. Also present: Phil Rossi, Internal Auditor; Janet Connery, Finance Department; JoAnna Nichols, Administrative Secretary; and interested members of the public.

Call to Order

Mr. Doyle called the meeting to order at 10:00 a.m. He recognized the committee changes which removes Joe Healy and Lew Killmer, but adds Jerry Dorfman. He then asked if the committee would mind meeting quarterly as compared to the way it is now. Committee members said that was fine.

Approval of the Agenda

Mr. Peterson made a motion to approve the agenda. The motion was seconded by Mr. Dorfman and unanimously approved.

Approval of the minutes from the July 25, 2008 meeting

Mr. Killmer made a motion to approve the minutes as amended. The motion was seconded by Mr. Dorfman and unanimously approved.

Mr. Rossi explained that since the last committee meeting, several positive changes have been made in the Building Department. He stated now Mr. Eckrich logs all of his transactions onto a spreadsheet which Ms. Connery created. Since this was through the shared drive, it can be accessed at any time by Janet Connery so she is able to reconcile payments, Barry English, for things dealing with Code Enforcement, or Alex Alder, allowing her to query information on property owners. So far this seems to be more efficient for everyone.

Mr. Rossi reported while reviewing the new process this week, he checked it against several bank records and feels this procedure will work great.

Currently the coin money for the trolley is collected and kept in an office that is not secure.

A safe is currently being purchased which can be used for this coin next summer. Mr. Rossi and the committee feel the coin should be taken directly from the trolleys to the bank.

Mr. Dorfman mentioned the issue of security in Town Hall. He stated recently one night he was here for a Council meeting and the door at the top of the stairs was propped open. Anyone could have walked in to the finance area, down the hall or possibly even hidden

in a restroom. Ms. Connery agreed with his concern. She stated there are too many private records (i.e. social security information, wages, etc.) to take a chance on something happening. Although some changes have been made in the past few months, she believes more could be done.

Mr. Doyle suggested Mr. Rossi look into this, and possibly doing a few tests. In the meantime, the committee recommended a deadbolt be installed to the outer and inner finance doors.

Mr. Rossi reported that he reviewed the bank statements for September, which he does every month, and found everything in order. He also reviewed a comparison of this years revenue to last year's, saw a 10% increase in revenues overall and all differences were explained.

Motion to adjourn

No date was set for the next meeting. The meeting was adjourned at 10:55 a.m.