

HLA Auditing Committee Minutes
Meeting of the May 2, 2024

A meeting was held at the Haddan Community Center on May 2, 2024. In attendance were Alan Howell, Karin Bullock and Alan Stokke, all the members of the committee. The meeting commenced at 6:30 pm.

The meeting agenda is attached.

Section 16-C of the By-laws was reviewed since it defines the scope of the annual audit.

During the meeting the members voted to make Alan Howell the chairman of this committee in accordance with By-Laws Section 15-A.

The audit assignments were:

- Karin will review the information provided by the Financial Secretary which covers the tax records of the Association.
- Alan Stokke will review the Treasurer reports for compliance with various By-Laws.
- Alan Howell will review the approval and other issues concerning contracts, their approval process and disbursement practices. He will also prepare the final report for the BOG.

Preliminary information on the audit findings will be p[rovided by May 14 with a committee meeting set for May 16, to review all the findings.

Karin's email proposing a meeting of the auditing committee to discuss budgeting and the potential threat of raising taxes. This isn't within the auditing committee's scope. It is a planning function role of the treasurer and the BOG.

The question of discussing ways that the two-signature policy can be applied to debit card purchases was tabled. Instead, the issue was raised about whether the Association is authorized to make any debit card or other electronically paid purchases. The policy discussion was tabled until the authorization of use can be determined.

The question was asked if stipends are approved annually. This will be addressed in the next meeting.

Questions were asked about the approval of contracts, Whether the appropriate supporting documents are included such as insurance certificates and what happens with subsequent invoices for payment. All will be followed up on.

The meeting closed at 9:15 pm.

Alan Howell

Copies to: The HLA president for the BOG
The committee members