

Chaplin Board of Finance  
Audit RFP Ad Hoc Committee  
Special Meeting Minutes  
December 20, 2022

Meeting called to order 6:00 PM. Persons present: Link Diwan, Victor Boomer and Peter Haines.

The purpose of this meeting is to prepare a Request for Proposal (RFP) to solicit an Auditing company to become The Town of Chaplin's designated Auditing Services provider for FY 2023-2024 and for three additional Fiscal Years.

It was agreed to use the previous RFP for FY 2019 as a guide.

Also agreed to, was comparing the current Auditor's response to the aforementioned proposal with the Scope of Work section of the RFP (page 11).

The committee would like explicit language in the final RFP that relates the audit findings to the Town's approved budget. Essentially, we want to appropriately request, in this RFP, that the auditor's budgetary findings in all audited areas match our approved budget for those areas.

The committee then reviewed the sample RFP line for line, page for page through the first 11 pages. Many questions came to mind that we, as a committee couldn't answer. It was decided to invite appropriate "duty experts" to our next meeting to explain and clarify those questions.

Meeting adjourned at 7:10

R/S Peter Haines