

Chaplin Board of Finance  
Audit RFP Ad Hoc Committee  
Special Meeting Minutes  
January 3<sup>rd</sup>. 2023

Meeting called to order 6:05 PM. Persons present: Link Diwan, Victor Boomer and Peter Haines.

Previous minutes of 27Dec2022 were reviewed and agreed to, without changes.

The committee continued the review of the sample RFP line for line, page for page. We completed the document and believe we have addressed all the issues.

The group discussed services that might be outside the scope of work such as Comprehensive Financial Annual Reports (CFAR). Discussions centered around what The CFAR entails, is it needed, how it differentiates from The Financial Audit Report and do we account for it in this RFP within section IV. C (Scope of work to be performed).

Examination of Town assets in regards to Appreciation and Depreciation was looked at. The question being; are our current Auditors doing it and if so, is it needed?

We compared our audit report with Windham's Annual Report to see what, if anything we may need in terms of CFAR items to include our RFP.

It was agreed to meet again next Tuesday 10Jan2023 at 6:00 PM for continued discussions.

Meeting adjourned at 7:10

R/S Peter Haines