

CHAPLIN BOARD OF FINANCE
Chaplin, Connecticut
Remote Special Meeting Minutes
January 31, 2022

Chairperson Dick Weingart called the meeting to order at 7:02 PM and read the procedures. Present were Board members Link Diwan, Victor Boomer and Linda Caron; Alternate Peter Haines. Others present were First Selectman Juan Roman and Auditor Darin Offerdahl. Unable to attend were Board members Doug Dubitsky and Bill Jenkins; Alternate Matt Foster and Alternate Izzy Alvarez.

3. SEATING OF ALTERNATES: Alternate Peter Haines was seated for Board member Doug Dubitsky.

4. GUESTS: Mr. Darin Offerdahl of OE and Company, LLC; Presentation of the FY 2020-21 Chaplin Audit

a. Review audit; Q & A for BOF members:

Auditor Darin Offerdahl presented the FY 2020-21 Chaplin Audit. The audit was smooth with no issues obtaining needed information, very few adjusting journal entries (list can be obtained from the Finance Manager), no findings of fraud or illegal acts, and unmodified (found no significant deficiencies in material weaknesses). The audit is prepared to submit to the state tomorrow (with BOF approval at tonight's meeting) that concludes the audit process. Peter Haines asked where to find numbers needed to prepare BOF Summary for the Annual Report (a chart could be added to future audits that shows the reconciliation criteria - Link asked to email the chart to the Board). Dick referred to Table 4 on pg.13 as the best representation for the Annual Report.

b. Consider and act on BOF approval of Chaplin FY 2020-21 Audit:

Motion to approve the Chaplin FY 2020-21 Audit, was made by Link Diwan, seconded by Victor Boomer and carried unanimously.

5. NEW BUSINESS:

a. First review of proposed BOF budget for FY 2022-23:

The Board reviewed the draft BOF budget for FY 2022-23 with a zero percent increase (salary increases will be determined by the Board of Selectmen).

6. AGENDA SUGGESTIONS FOR NEXT REGULAR/SPECIAL MEETING:

- a. Special meeting: Standard meeting agenda
- b. Final approval of BOF budget for FY 2022-23
- c. Set Budget Workshop dates for February and March
- d. Continue review of BOF Bylaws

7. TIME AND PLACE OF NEXT REGULAR/SPECIAL MEETINGS:

- a. Monday, February 7, 2022: Special Meeting @7pm (Town Hall)
- b. Monday, February 28, 2022: Special Meeting @ 7pm (Town Hall)

8. ADJOURN:

Motion to adjourn (8:16 PM) was made by Victor Boomer, seconded by Linda Caron and carried unanimously.

Respectfully submitted by Kathleen Scott
Recording Clerk