

Tidewater EMS Council, Inc.
Audit and Finance Committee
September 14, 2011

Minutes

Present

Kent Weber, Chair

Wayne Shank

Jim Chandler

Judy Imdahl-King, Strickland and Jones

1. The chair called the meeting to order at 1 pm. The minutes of June 8, 2011 were approved as distributed.
2. The main purpose of the meeting was to review the draft audited FY11 financial statements with the external auditor. The draft was reviewed page by page. Various questions were asked and answered, and various points discussed. It was agreed to correct/revise a couple typos and forward the final version to the board. Judy mentioned that a management letter would be forthcoming to include a statement about prompt deposits and about one deposit that wasn't properly credited in the correct fiscal year.
3. Following up on two previous items discussed by the committee, Mr. Chandler indicated that TowneBank will provide a remote deposit (check scanner) in our new office which will help with prompt deposits, and that he contacted the HRPDC and EVMS about electronic fund transfers for contract payments to us but so far neither appears ready to make that conversion. He will keep working on it.
4. There were no additional items. A future meeting, to be scheduled later, will address other risk management issues such as insurance coverages and will reassess financial report formats and distribution. Mr. Weber adjourned the meeting at 2:30 pm.

Minutes prepared by Jim Chandler