

**Bayshore Gardens Park & Recreation District  
Auditor Selection Committee Meeting Minutes  
Wednesday; November 08, 2023 @ 2:00 P.M.**

Sharon Densen, Chairman, opened the meeting at 2:00 PM. Five were in attendance for the meeting: Committee members Sharon Denson, Chairman, Gwen Norris, Secretary. Marlene Durgin, Marie Young, and Chadwick (Chad) Bailey, EA, of Gardner-Thomas

**Audit**

We reviewed the September 30<sup>th</sup> Balance Sheet and Profit and Loss Statement, part of what will be audited by Gardner-Thomas. Concerns were brought up on negative amounts found on Balance Sheet of September 30, 2023.

- #1100 – Accounts Receivable #1100 negative amount of -\$43,080.37
- #1499 – Undeposited Funds of -\$18,335.70

Chadwick Bailey said they would include this in the review to discover where it comes from.

We discussed documents needed to complete the audit. Chad said he will request a QuickBooks backup and other documents by email. He will research discrepancies and review when they appear. All monthly bank statements will be checked to see if deposits add up.

Timeline and meetings: Sharon Denson asked that Chad make an appointment with our office to discuss with our bookkeeper or office manager. These office visits will not be considered a meeting that needs to be “Noticed.”

The state date to review will be before Thanksgiving and pause for the week after Thanksgiving while he is on a planned holiday. The audit is anticipated to finish by the end of 2023. Sharon said it is due before the end of January.

Meetings with the Committee will need to be “Noticed” in the paper. Sharon will need to be notified at least 8 days prior to the date to have the “Notice” submitted on time. The paper does not print on Saturday.

We also noted an apparent discrepancy in some reserve funds.

Chadwick Bailey was excused.

**Business**

Shaon moved to accept the Meeting Minutes from June 21, 2023. Marie Young seconded the motion it was voted on and passed.

We will continue to monitor the Audit Process.

With not other business, we agreed to adjourn at 2:45 PM.

Recording Secretary: Gwen Norris

Approved by: Committee

Date: August 7, 2024