

LOST LAKE PROTECTION AND REHABILITATION DISTRICT

AUDIT COMMITTEE REPORT

AS OF 5/31/2019

1). The Lost Lake Protection and Rehabilitation District (District) checking account was reconciled through 5/31/2019. All figures agreed with the District Minutes and Treasurer's report. It is the recommendation of the audit committee that all supporting documentation for invoices and payments received be maintained. Based on our limited review of canceled checks, we noted a sample of checks over \$500 were signed by two authorized Commissioners as required.

2). All minutes of the LLPRD meetings for the past year have been reviewed. Comments on those minutes are as follows:

- *All quarterly meeting minutes were approved.*
- *All motions were approved and passed.*

*The May 3, 2019 minutes discussed that the Town of St. Germain is looking at repairing or replacing the shelter building and may be looking for help paying the cost. We recommend finding out the cost of the repairs or replacement along with how much the Town of St. Germain will be requesting. If approval is granted to move forward with helping with the repair or replacement, designating a line item in the budget for the amount needed to cover the cost to insure those funds are not used elsewhere would be helpful.*

3). The total expense budget for 2019 was \$66,970. The revenue budget for 2019 was 77,200 plus a carryover balance from 2018 shown as \$8,200 for a total of \$85,400. The annual budgets appear to be consistent with appropriate adjustments for necessary revenue and expense increases or decreases. The Audit Committee recommends at the end of each fiscal year that the Commissioners prepare a side-by-side comparison of actual revenue and expenses to budgeted revenue and expenses and analyze the difference.

4). The Audit Committee again requests that copies of the District meeting minutes, and Treasurer reports be sent to each Audit Committee member on a quarterly basis with copies of bank statements (including copies of deposits and checks).

5). The Audit Committee suggests that the Board of Commissioner's review the LLPRD current insurance coverage to determine whether it includes Errors and Omissions coverage for volunteer workers, the District's Board of Commissioners and the Audit Committee members.

6). The Audit Committee continues to recommend that future tax levies be sufficient to cover ongoing expenses and to provide funds to combat AIS in Lost Lake without borrowing funds.

Respectfully submitted by the Lost Lake Protection and Rehabilitation District Audit Committee on September 1, 2019.

Signed on 9-1-2019 by:

Andrea Thomas

Josh Hessing

Jim Jandrain

