
The Monument Board of Trustees usually meets at 6:30 p.m. on the first and third Mondays of each month at Monument Town Hall, 645 Beacon Lite Road. The next meeting is scheduled for Dec. 5. Call 884-8014 or see www.townofmonument.org for information. To see upcoming

agendas and complete board packets for the Monument Board of Trustees or to download audio recordings of past meetings, see <http://monumenttownco.minutesondemand.com> and click on Board of Trustees.

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Palmer Lake Town Council, Nov. 10

Town audit highlights weaknesses; private fence on town property debated

By James Howald

In November, the Palmer Lake Town Council met only once, on Nov. 10; the Nov. 24 meeting was cancelled due to the Thanksgiving holiday. The board heard an audit presentation from David Green & Associates, discussed a fence that was installed by a private citizen on town property, and passed ordinances and resolutions based on election results. Trustee Glant Havenar was absent.

Auditor offers suggestions

David Green of Green & Associates presented an audit report to the Palmer Lake Town Council. He noted that the report had been due to the state in September but was delayed until November due to difficulties in completing the audit. The difficulties were not due to staff or software provider White Mountain's willingness to help. Green noted that the audit takes a risk-based approach, gathering information about the organization and any changes in personnel, policies, procedures, and software leading to a consideration of internal controls.

There were about 17 audit adjustments, which is quite a few, and they significantly affected revenue. The goal of the audit is to express an opinion on the fair presentation of financial controls. It does not specifically express an opinion on internal controls, but when things come up that are significant or material it is Green's duty to bring them up to the council. Some items do need to be addressed to make the audit go smoother and produce accurate financial statements throughout the year:

1. There is inadequate separation of duties, which means that the same

person is performing multiple roles on both segments of a transaction process. As a small organization, that can be hard to resolve.

2. There is not a process in place for the daily closeout of utility billing. A formal daily closeout and reconciliation process should be implemented. Solid control structures will ensure that cash and assets are safeguarded and monthly numbers are correct and provide a good basis for making decisions.
3. Bank accounts for the water fund are not being reconciled on a monthly basis. Green said that the accounting software the town uses has features to automatically update the general ledger and track each fund as a set of self-balancing set of books.

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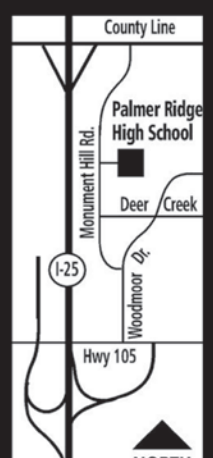


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