December 11, 2023

To: Patti Meier, Mayor

Board of Aldermen

RE: Internal Audit

From: 2023 Audit Committee

Brittany Beazley, Town Volunteer; Bridgette Sisson, Alderman ; Kathy LaMaster, Town Secretary

An Internal Audit for the Town of Cross Timber was conducted December 11, 2023 using a random month sampling for fiscal year 2022-2023. The Committee consisted of Brittany Beazley, town volunteer; Kathy LaMaster, Town Secretary, and Bridgette Sisson, Alderman. Brittany participated in the previous audit and was familiar with the process.

The process consisted of randomly drawing a sample month for the year being audited followed by locating the necessary documents representing that month. Tasks included matching the Mayor's deposit and income memos to the supporting documentation; checking both income and expenses against the bank statement & the monthly board documents; and analyzing the annual budget to the identified month. These tasks were conducted by one member, then replicated by a second member with each person making notes of recommendations or issues. Overseeing the process and locating documents was the Town Secretary, Kathy LaMaster, also present was Treasurer, MaryJo Moncrief, to answer any questions for the committee.

All three years were sampled and audited with no outstanding issues.

Recommendations were made by the committee and are listed below:

- Increase the annual budgeted amount for the following areas; Municipal Court Fees, TML and Municipal Clerk Association
- Website column should be increased to reflect the need for assistance in annual tasks associated with keeping the page current.